

COLLECTIONS MANAGEMENT POLICY

TEXAS ARCHEOLOGICAL RESEARCH LABORATORY
The University of Texas at Austin

September 2017, Revised
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GOVERNANCE, MISSION, AND PURPOSE

The Texas Archeological Research Laboratory (TARL) is an Organized Research Unit formally established in 1961 within the College of Liberal Arts at The University of Texas at Austin. As presently organized, TARL consolidates some of the functions and collections of the Anthropology Museum (formerly part of the Department of Anthropology and no longer in existence) and the Texas Memorial Museum.

The mission of TARL is to support the goals of The University of Texas at Austin and achieve excellence in education, research, and public support with regard to the archeology of Texas and adjacent regions.

More specifically, TARL has four primary purposes:

1. To educate and train students, researchers, and the public about the archeological record of Texas and archeological research methods;
2. To curate archeological collections and their supporting documentation and to make these collections and records available to students and researchers;
3. To conduct archeological research primarily in Texas and adjacent regions; and
4. To disseminate information on the archeology of Texas and adjacent regions through scholarly and popular publications, presentations, and outreach.

SCOPE OF COLLECTIONS

TARL collects artifacts, natural objects, photographs, written and digital records, and both published and unpublished works and other materials which document, reflect, and aid in understanding and interpreting the cultures and cultural history of Texas and adjacent areas. Any other materials of archeological and anthropological interest are also held to provide educational support to the Department of Anthropology, The University of Texas at Austin. TARL collects and maintains materials pertinent to its own history as well as to the history of archeological research in Texas and adjacent areas. Although most new collections are the result of cultural resource management projects (CRM), donations from avocational archeologists are accepted if they conform to specified standards. Collections are not purchased, though they may be acquired by exchange with comparable repositories. Potential acquisitions are evaluated against TARL's mission statement, their area of origin and TARL's ability to provide adequate care.

TARL is guided by **36 CFR Part 79, Curation of Federally Owned and Administered Archeological Collections; Texas Administrative Code Title 13, Part II, Chapter 29, the Texas Historical Commission (THC) Collections Management Policy; and the Council of Texas Archeologists' (CTA) (1985) Guidelines for Curation Standards and Procedures**. The basic position on which these standards and procedures are based is indicated by the following quotation from the introduction in the Guidelines for Curation Standards and Procedures:

Archeological sites are by nature unique, destructible, and nonrenewable resources. The mode of investigation often results in the partial or total destruction of archeological sites. Once investigation has been completed, the only archeological remains of a site or portions thereof may be those artifacts or records produced by

the investigation. They become the database, both present and future. Accordingly, the careful documentation, cleaning, labeling, inventorying, use, and permanent disposition of the records and collections should be of utmost concern and consideration to all members of the archeological community [CTA 1985: Curation-1].

COMMITTEE STRUCTURE

The administration of the daily functions of TARL falls to the Division Heads. However, major decisions are deliberated within a committee organization. These committees and their members are:

- Acquisition and Accession
 - Director, Head of Collections, Head of Records, and Registrar (delegated authority)
- Deaccession
 - Director, Head of Records, Head of Collections (delegated authority under certain provisions), and Registrar
- Loan
 - Director, Head of Records, Head of Collections (delegated authority), and Registrar

ACQUISITION, LEGAL TITLE AND POSSESSION

TARL will accept a collection for curation only when appropriate documents transfer legal title to The University of Texas at Austin or authorize curation on a Held-in-Trust (HIT) basis for a State or Federal agency. Figure 1 illustrates the form used to acquire and take ownership of the records from all projects. Figure 2, the Deed of Gift form, transfers ownership from private individuals. Although the deed of gift form provides for limitations on the copyright, TARL prefers not to accept donations with limitations.

Responsibility for approving new acquisitions rests with the **Acquisition and Accession Committee**. New collections must be:

- systematic,
- accompanied by all recovery records, and
- transferred permanently to TARL.

Nonsystematic collections may be accepted if they are useful for educational purposes. TARL is under no obligation to accept materials offered; those offering collections that do not fit TARL's scope of collections will be directed to other potential repositories. TARL may accept and act as repository for collections of archeological materials removed from public lands without permit or other legal document (e.g. an MOU [Memorandum of Understanding]/MOA [Memorandum of Agreement]) in cases where doing so promotes the following objectives which TARL considers to be in the public interest:

- prevention of random disposal which could distort the archeological record;
- preservation of archeological information; and
- public education.

Accn. # TARL _____
(TARL use only)

**TEXAS ARCHEOLOGICAL RESEARCH LABORATORY
THE UNIVERSITY OF TEXAS AT AUSTIN**

LETTER OF TRANSFER/OWNERSHIP

I/we, the authorized agent(s) of the sponsor and/or the submitting archeology company, do hereby donate and convey to the Texas Archeological Research Laboratory, The University of Texas at Austin, all rights, title, and interest that the undersigned possess regarding the archeological collections (specimens and/or records) from the following:

Project _____

Agency/Institution/Company _____

Project No. _____ County(ies) _____

Site number(s) _____

Description of materials _____

I understand that the location, retention, cataloging, and preservation of the materials or other considerations relating to their use or disposition are at the discretion of the Texas Archeological Research Laboratory in accordance with institutional policy. Materials added to the collections shall be accessible to all persons qualified to use materials at the Texas Archeological Research Laboratory.

Signature - Authorized Agent of Sponsor

Signature - Authorized Agent of Sub. Arch.

Auth. Agent of Sponsor (type or print)

Auth. Agent of Sub. Arch. (type or print)

Title/Position

Title/Position

Company/Agency

Company/Agency

Date

Date

Address:

Address:

Figure 1. Letter of Transfer of Ownership.

Accn. #TARL _____
(TARL use only)

TEXAS ARCHEOLOGICAL RESEARCH LABORATORY
THE UNIVERSITY OF TEXAS AT AUSTIN

DEED OF GIFT

I, the undersigned Donor, hereby donate and convey to The University of Texas at Austin, on behalf of the Texas Archeological Research Laboratory, all rights, title, and interest that I possess in the following materials:

Description _____

County(ies) _____

Site(s) _____

Date material received on site (to be supplied by TARL) _____

I understand that the location, retention, cataloging, and preservation of the materials or other considerations relating to their use or disposition are at the discretion of the Texas Archeological Research Laboratory in accordance with institutional policy. Materials added to the collections shall be accessible to all persons qualified to use materials in the Texas Archeological Research Laboratory.

COPYRIGHT INTERESTS

___ I represent and warrant that I control the copyright in some or all of the donated materials. (Please indicate below the materials for which you control the copyright and the nature of your copyright control, e.g., sole/joint owner, heir, literary executor, trustee.)

___ I do not control copyright in any of the donated materials.

___ To the best of my knowledge, the copyright is controlled by

Name _____

Address _____

Phone _____

COPYRIGHT CONVEYANCE

If you wish to transfer, convey, and assign to The University of Texas at Austin, on behalf of the Texas Archeological Research Laboratory, any copyright which you control in the above-named materials, subject to the limitations, if any, stated below, please initial here: _____

Limitations _____

Figure 2. Deed of Gift.

Collections from public lands will be accepted in consultation with the appropriate land-managing agency. Native American human remains or associated or unassociated funerary objects will not be accepted without written proof of 1) right of possession by the party submitting the remains (as defined in the Native American Graves Protection and Repatriation Act (NAGPRA), 1990), and 2) a transfer document giving TARL the right of possession (Letter of Transfer/Ownership, Governmental Agency (Figure 3), and/or Deed of Gift). Remains must have been analyzed and documented using Standards for Data Collection from Human Skeletal Remains (University of Arkansas; <http://archeology.uark.edu/wp-content/uploads/2015/07/Publications-Catalog-2015.pdf>) otherwise a fee will be charged to cover the expense of such analysis and documentation.

The acquisition process starts with contact from a potential donor or the submission of the Request for Housing form (Figure 4) by an archeological contractor.

Collections Acquired from Individuals or Property Owners

A collection will be accepted if accompanied by a signed Deed of Gift form from the rightful owner. Where a collection is bequeathed to TARL, a copy of the appropriate portion of the will must accompany the collection to document the transfer of ownership.

CRM project collections must be accompanied by a Letter of Transfer/Ownership signed by the sponsor. This Letter transfers ownership of the project records to TARL. A signed Deed of Gift must be provided to TARL for each landholder when all or part of the collection was removed from private land under an easement or other arrangement.

Acquisition of State-Associated

Collections Definition of a State-Associated HIT Collection

The definition of a State of Texas HIT collection though seemingly straightforward can be confusing. Its definitions may aid submitting archeologist's determination of sites fitting this category. State of Texas HIT collections come from public lands in Texas with or without a permit, state purchased materials, donated collections and court-action collections. Many collections from private or Federal land are **NOT** State-Associated HIT even though they may be acquired under TAC permitted projects.

For TARL's purposes, a collection is State-Associated HIT if the following are true:

1. It is generated under a THC permit, or other legal mechanism such as an MOA, **and**
2. It is from land belonging to the State, a county, a city, or a political subdivision of the State, such as those created under Section 52 Article III or Section 89 Article VI of the Texas constitution.

Collections from State land and generated under TAC permits or other legal mechanism must be accompanied by a Governmental Agency Curation Agreement. Although the collection is being reposited for curation, control of the collection rests with the THC. As above, where any or all of the collection was removed from private land under easement or other arrangement, a signed Deed of Gift form from each landholder must be provided in addition to the Letter of Transfer/Ownership. For portions of the collection that came from state land, an THC Agreement for State of Texas Held-in-Trust Objects/Collections (Figure 5) and an THC Artifact Curation Form (Figure 6) are signed by the Director of TARL, and submitted to THC for signature with a copy of the specimen inventory provided by the CRM firm and reconciled by TARL staff.

Accn. # TARL _____

TEXAS ARCHEOLOGICAL RESEARCH LABORATORY
THE UNIVERSITY OF TEXAS AT AUSTIN

GOVERNMENTAL AGENCY CURATION AGREEMENT

This letter documents the placement of archeological collections (specimens and/or records) from

Submitting Governmental Agency

with the Texas Archeological Research Laboratory (TARL), The University of Texas at Austin, for the following:

Project _____

Project # _____ Permit agency, #, & expiration date _____

Submitting Archeologist (PI & Company/Agency/Institution) _____

County(ies) _____

Site numbers(s) _____

Description of materials _____

Date material received on site (to be supplied by TARL) _____

As the designated curatorial repository, TARL will manage the collection in accordance with applicable federal and state regulations (36CFR, Part 79 and the Texas Historical Commission rules and Collections Management Policy), as well as the terms of any cooperative or contractual agreements. TARL is acknowledged as holding these materials in trust; however, actual ownership of the specimens and records rests with the State of Texas or the submitting governmental entity noted above.

Signature - Authorized Agent of Sub. Govt. Agency	Signature - Authorized Agent of Sub. Arch.
_____	_____
Auth. Agent of Sub. Govt. Agency (type or print)	Auth. Agent of Sub. Arch. (type or print)
_____	_____
Title/Position	Title/Position
_____	_____
Company/Agency	Company/Agency
_____	_____
Date	Date
_____	_____
Address:	Address:
_____	_____
_____	_____
_____	_____
_____	_____

Figure 3. Governmental Agency Curation Agreement.

Accn. # TARL _____
(TARL use only)

REQUEST FOR HOUSING/PROVISIONAL HOUSING AGREEMENT

Date _____

Records and Collections Curation
Texas Archeological Research Laboratory
The University of Texas at Austin
J. J. Pickle Research Campus, Building 5
University Station R7500
Austin, Texas 78712-0714

Permanent housing and curation is requested at Texas Archeological Research Laboratory for:

Project # & name _____

PI _____

Agency(ies) & permit #(s) _____ Permit expiration _____

Project landowner &/or sponsor (if different) _____

Project area/county(ies)/site #(s) (please attach additional sheets if needed and list by county and site number) _____

Nature of investigation Survey ___ Testing ___ Mitigation ___ Monitoring ___ Other _____

Dates of investigation _____ Projected date for curation _____

Estimated space needs: Records _____ Collections GC: _____ Bulk: _____

I, the Principal Investigator for this project, acknowledge the requirement that all project records, including the original field records, be on archival materials.

Signature of Principal Investigator Company

Print or type name Address

Title City/State/Zip

Records file drawer (standard letter size) 27" x 11" x 10.5"

Collections: drawer 28.5" x 24.5" x 3" • Shelves (4 boxes/shelf) 15" x 11" x 6"

TARL's current costs are \$2,780/drawer or \$2,750/shelf, plus \$860 per drawer and \$1,455 per shelf in perpetuity fee. This price is in effect from the date this request is approved by appropriate TARL personnel until September 1, 2020). If this project's materials are submitted for curation after this date, the fee in effect at the time of delivery will be charged.

TARL curation staff are to be contacted two weeks prior to bringing or sending materials to the repository. *Final acceptance of the materials for housing is contingent upon full compliance with TARL's procedural guidelines for curation.* For assistance in determining space/cost needs, archival suppliers, or procedures, please call 512.232.1806 (Records) or 512.475.6853 (Collections).

___ Provisional housing approved

___ Provisional housing denied

TARL Staff Signature

Print or type name and title

Date

Figure 4. Request for Housing/Curation

TEXAS HISTORICAL COMMISSION

**AGREEMENT FOR STATE OF TEXAS
HELD-IN-TRUST OBJECTS/COLLECTIONS**

Date

The artifacts, specimens, objects and documents described below have been deposited for care and management with the following curatorial facility:

<u>Texas Archeological Research Laboratory</u>	<u>1 University Station R7500, Austin, Texas 78712-07</u>
CURATORIAL FACILITY	ADDRESS
<u>512-471-5960</u>	<u>512-471-5973</u>
TELEPHONE	FAX

These objects/collections were generated under state permit and/or from projects on state lands under the oversight of the Texas Historical Commission and are to be held in trust for the state and people of Texas.

DATE _____ Patricia Mercado-Allinger, State Archeologist
AUTHORIZED THC REPRESENTATIVE (SIGN AND PRINT NAME)

DATE _____ Brian Roberts, TARL Director
CURATORIAL FACILITY REPRESENTATIVE (SIGN AND PRINT NAME)

Permit No	Accession No	Project Name	Trinomial	Linear Ft of Documentation	Total Number of Objects
-----------	--------------	--------------	-----------	----------------------------	-------------------------

****ATTACH ACCESSION OR BASELINE INVENTORY OF OBJECTS (required)**

Terms of Trust

After December 31, 2005, institutions that curate artifacts recovered under Antiquities Permit(s) issued after December 31, 2005, must be certified by the Texas Historical Commission (THC) under Chapter 29 Rules. Institutions housing antiquities from State Archeological Landmarks will also be responsible for adequate security of the collections, continued conservation, periodic inventory and for making the collections available to qualified institutions, individuals or corporations for research purposes. Care and management of the permitted collections are monitored by the THC under the jurisdiction of the Texas Antiquities Code.

Length of Trust

In perpetuity unless conditions change.

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512.463.6100
fax 512.475.4872
thc@thc.state.tx.us



TEXAS HISTORICAL COMMISSION
real places telling real stories

www.thc.state.tx.us

Figure 5. THC Agreement for State of Texas Held-in-Trust Collections.

 <p>TEXAS HISTORICAL COMMISSION <i>The State Agency for Historic Preservation</i></p>	<h1>Artifact Curation Form</h1>
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GENERAL INFORMATION

Please Print

Antiquities Permit No.

Principal Investigator

Agency/Institution/Company

Project Name

Location of Project Area

Approximate Project Dates

CERTIFICATION OF CURATION

The undersigned verifies that artifacts and documents associated with investigations performed under Antiquities Permit or under federal regulations were delivered to this repository in satisfactory condition and have been accepted for permanent curation.

Signature of Authorized Representative *Rosario Casarez*
Please Print

Name of Authorized Representative Rosario Casarez

Title of Authorized Representative Registrar

Date

Accession TARL

Comments:

Figure 6. THC Artifact Curation Form.

An annual report of acquisitions/accessions activities is made to the THC regarding State-Associated HIT

Collections Acquired from Federal Lands

Collections from Federal lands generated under the Section 106 and/or 110 of the National Historic Preservation Act (NHPA) or acquired under an Archeological Resource Protection Act (ARPA) permit must be accompanied by a Governmental Agency Curation Agreement. Although the collection is being repositied for curation, title and control of the collection rests with the Federal land-managing agency.

As noted above, TARL may accept and act as repository for collections of archeological materials removed from public lands without permit in certain cases. Collections from federal lands will be accepted in consultation with the appropriate land-managing agency and shall be formalized with documents authorizing curation at TARL (Governmental Agency form or letter of permission from federal agency).

ACCESSION POLICY

TARL recognizes that the acceptance and care of archeological collections for permanent curation is a fundamental function. As such, all collections accepted for curation will be accessioned in a timely manner. Accessioning is defined as the formal acceptance of a collection be it records or records and objects, into the permanent holdings of an institution. The process is not complete until:

- the ownership of the materials has been verified,
- the records documenting the acquisition and placement in TARL's collections is complete,
- the inventory records are added to the database,
- the items placed in their permanent storage locations,
- these locations recorded in the database,
- reporting to federal (e.g., NAGPRA Notice of Inventory Completion) or state agencies (THC HIT) collection inventory and submission of Artifact Curation form) regarding newly acquired materials is completed.

Additionally, federal HIT collections require the notification of the controlling agency that materials have been received to include an inventory and whether there are any NAGPRA-related materials (e.g. funerary objects with or without human remains). State associated collections require a similar procedure of inventory submittal and the confirmation of curation sent to the THC. In some instances state HIT collections will contain NAGPRA related material. However, depending on the agency, the compliance and consultation will have already been completed.

DEACCESSIONING

In some cases, objects, entire collections, or records may be deaccessioned from TARL when the Deaccession Committee approves such action. Final authority resides with the TARL Director. Consideration for deaccession may include, but is not limited to:

- Objects that exhibit an inherent danger to personnel, other collection items, or UT Facilities.

- Objects that are inconsistent with the TARL Mission Statement and Scope of Collections.
- Objects that are highly redundant and without additional merit.
- Objects that lack historical, cultural, or scientific value.
- Objects that may be subject to disposal as required by Federal laws.
- Objects that have deteriorated or been damaged beyond reasonable use or repair.
- Objects that were erroneously accessioned.
- Objects that are requested for return to rightful owner, and for which TARL does not have a valid “Transfer of Ownership” or deed of gift.
- Objects being transferred to another curatorial facility.

Occasionally the request to deaccession may come from outside TARL. This request could be in the form of destructive analysis. Notification must be in writing and the items specifically identified. The Deaccession Committee will consider any requested or proposed deaccession. Issues to be considered will include:

- Control of collection
 - Federal HIT
 - written permission must be obtained from the Federal Agency Official and the owner [See 36CFR Part 79.8(o)].
 - State-Associated HIT
 - by virtue of state certification, a repository is permitted to deaccession items as long as they are reported in the annual report to THC. The deaccession must consider the merits of the request based on the guidelines delineated in the Texas Administrative Code, Title 13, Part 2, Chapter 26.27 (i) (4). No State-Associated HIT collection may be disposed of by sale.
- Validity of request or proposal in cases of destructive analyses.

If deaccessioning is approved by the committee, a Deaccession Record is completed, including a statement on the disposal method. Possible disposal methods include:

- transfer to another repository or government agency (must be a certified repository for state HIT items),
- transfer to the UT Environmental Health & Safety Office,
- return to rightful owner,
- repatriation to Native American tribes through a mutually agreed upon method,
- placing in trash after physical destruction (e.g., items that have deteriorated or are damaged beyond repair, highly redundant, without merit, or lacking historical, scientific, or cultural value),
- redundant items may be transferred to another institution for educational use.

All deaccessioned objects will be photographed prior to removal. Ideally all deaccessioned records should be photocopied; however due to potential storage considerations a scanned image of the documentation may also be considered as appropriate. All documentation referencing the objects and the pertinent records will be stamped deaccessioned to reflect the action. A tracking number is assigned in the database deaccessions table with the date and reason for deaccession, and the accession file will be moved to the deaccession storage location. The main accession records will not be deleted from the database but the deaccession number and the deaccessioned checkbox will be updated to record the action. The electronic folder for the accession will remain within the accessions folder, but the folder name will be changed to “TARLXXXX.xxxx_ (underscore)

Deaccession XXX(next sequential number).”

INVENTORY

TARL has an ever-evolving inventory of its holdings. The inventory lists objects, samples, and records by type, provenience, and location at TARL. The basis of inventory is by project, accession number, and cross-referenced by site.

Baseline/Accessions Inventory

TARL acquires collections in two main ways: 1) the donation of a collection usually without a detailed inventory, or 2) a CRM project submitted by a contracting agency. Occasionally a collection will be acquired that is from an avocational group and includes a detailed inventory. However, the following discussion presents the steps that are taken to construct and document the baseline inventory.

During accessioning, summary inventories of records and of objects will be prepared for each collection unless the collection was submitted with acceptable inventories. The summary inventory of objects is based on the analytical categories presented in the project publication and cross referenced by TARL's superclass and class categories. Additionally this summary inventory will be reflected in the box or drawer inventory as applicable to the storage area. The database Collections Inventory table contains the data by TARL superclass and class, while the Collections Location table reflects the storage locations of these same artifacts. The summary inventory shall contain the number of objects per analytical category.

The summary inventory of associated records shall list the types of records and the quantity by linear feet or other appropriate measure. Each collection will also have a detailed paper Catalogue that includes the lot/catalogue number, provenience data, analytical category used in the report and the TARL superclass/class breakdown, date of excavation, excavators, lab cataloguer, and date it was catalogued. Paper inventories shall be on acid- and lignin-free paper, completed with pencil, archival ink, and/or laser printed. Digital versions of both inventories are submitted for TARL staff for reconciliation between the objects, documents and inventory. If any items are missing, the process will be stopped and the submitting entity contacted to locate the objects or correct the inventory.

Bar Code System of Inventory Management

TARL has instituted a bar coding system for inventory management. The system is an add-on to the collections database built in Microsoft Access® that allows the creation of barcodes readable in the Code 128 language. Barcodes are used in two ways: 1) each individual shelf (for open shelving units) and drawer (for museum cabinets) has its own unique barcode, and 2) each box (for boxed artifacts), bag, or tray (for artifacts stored in museum cabinets) is given its own unique barcode. Bags or individual items within larger boxes are not assigned their own barcodes; rather, the barcode is used to group the items within the box together.

This system allows for more detailed tracking of artifacts and their locations by allowing database users to see at a glance what artifact classes from what sites, projects, accession numbers, etc. are stored in which box or bag, and where that box or bag is located. In the case of bags and trays stored in the museum cabinets, the bag or tray size is noted in the inventory to facilitate collections

staff finding the correct item (e.g. you will know you're looking for a 12x12 bag or a 1/4 drawer tray).

The assignment of barcodes to each shelf and drawer eliminate any confusion about a shelf designation. They also make it possible to see everything stored on that shelf or drawer at once, and they make updating collections locations an easier and more efficient process.

The objects collection locations table can be searched for any of the following pieces of information:

- Site trinomial
- Shelf/drawer location by barcode #
- Accession number
- Artifact superclass/class
- Box/bag/tray by barcode #

Querying for one of these items will automatically return all of the above data for the queried item. For example, if you are looking for metal objects from a certain site, the system will tell you exactly how many boxes, bags, and trays contain metal objects, where those items are located, what types of metal objects are present in each box, and which projects recovered these items. Similarly, if you query the database for all items belonging to a certain project, querying by accession number will produce data on how many boxes/bags/trays of artifacts are from that accession, where they are, and what each one contains.

As the system is refined and expanded barcodes will be assigned to every new collection during the accessioning process. Barcode data will be updated every time a box, bag, or tray is moved, including any time it is moved to a new location, removed for study or loan, replaced in its storage location, or repackaged.

Ultimately the bar code system will be applied to the collections documentation and the existing library barcode system will be reactivated.

Relocation and Loan Inventories

If an object or collection is moved from one location to another within TARL, a relocation inventory is made. Depending on the nature of the collection, this inventory may be by the object, category, or container (in the case of bulk samples). The condition of the objects and housing will be assessed. Items to be loaned will be fully inventoried, if feasible, due to their quantity at the beginning of the loan and upon their return. For large quantities of loaned items, at least a 25% sample will be checked for accuracy. The inventory will be filed with the project accession records.

If a box, tray, or bag of artifacts is moved from one location to a new location, the person moving it can find all entries for that particular bag or box by scanning the barcode on the box or bag and searching for that identifier in the locations table. Then, they can simply clear the location data for those entries. Once the new location barcode is scanned, it is automatically entered into the location barcode field. The location barcode field will be linked to the table containing all locations and their unique barcodes. This location information (e.g. area, row, shelf, etc.) can auto-populate into the collections locations table when the new location barcode is scanned.

If a bag, box, or tray is removed from its storage location for research or loan, and collections staff wants to preserve its location data so it can be returned to the same location later, the staff can

simply scan the barcode on the bag, box, or tray into a Temporary Location table. All data tied to the barcode, including its permanent storage location, will auto-populate into this table, and the record in the Temporary Location table can simply be deleted when the item is replaced.

Periodic Inventories and Condition Surveys

On an annual rotating schedule, spot-check inventories are made to ensure that objects and collections are present and locations accurate. The condition of objects and housing will be assessed at this time. Schedules for spot-check inventories and the number of objects checked, particularly those owned by government agencies, may differ. A list of collections, storage locations, and objects, by lot/catalogue number will be generated and spot-checked. Due diligence is practiced to locate any missing items. If, after a search, items are not found and a theft is suspected, this will be reported immediately to the University police for investigation. All inventory documents will be filed with the appropriate project accession records.

The barcode system, when fully implemented, will make spot checks of collections inventory a simple matter. The fully integrated inventory database will allow staff to search on any of the following criteria:

- Site trinomial
- Shelf/drawer location
- Accession number
- Artifact superclass/class
- Box/bag/tray

The database will automatically return all of this data when queried. The collections staff can then check the physical location to ensure that the data matches what is physically present. The barcodes on each box, bag, and tray clear up any confusion about how many boxes should be present, what sites have materials stored in which box, what artifact classes are present in each box, and so on. Thus collections staff can also scan the barcode on any box, bag, or tray, and the database will return records for everything stored within, and where the box or bag belongs.

Annual Reports of Inventory Activity

For Federal and State-Associated HIT collections, the results of periodic spot-check inventories will be reported to the appropriate agency on an annual basis; but if there are missing items, this will be reported immediately to the agency. As appropriate, missing objects will be reported to the University police for investigation.

CATALOGUING

All collections will be catalogued to make a physical record of their attributes and their location within TARL so that they can be readily accessed. Identifying catalogue numbers will be assigned and applied to objects when feasible. No object will be loaned unless, and until, it has been catalogued.

TARL's first collections were acquired more than 100 years ago and many different systems have been used over the years to catalogue them. Generally speaking, the original, diverse formats of these catalogues have been maintained in the physical records. A standardized specimen inventory form has been used to catalogue materials generated in-house for the last 40 years. Currently both in-house and contractor submitted collections are being classified into a system to

make database retrieval more efficient and provide a basis for asking research questions. Contractors are required to supplement their cataloguing or analysis categories with a TARL superclass and class breakdown. These inventories are submitted in electronic form for use in uploading the data into the TARL database system.

The paper versions of the specimen inventories for each site from a project are maintained as separate documents. However, the project level files may contain many sites. Lot numbers used in the specimen inventory are most often assigned to discrete provenience units, be it one level of a unit, a point-plotted artifact, or one soil sample from a column. The number of items and description of them, along with specific provenience information, date of recovery and who recovered it, are recorded on the specimen inventory. For in-house projects, cataloging is carried out prior to, or as soon after, acquisition as possible to avoid backlog. Standard practice is to mark artifacts with site trinomial over lot number. Lot numbers should always be unique and are tracked by the TARL Registrar.

For those submitting objects for curation, regardless of ownership, the TARL Procedures Manual Section I, Guidance and Stipulations for Submissions from For-profit Contract Projects should be consulted for details on separation, marking, and packaging. With few exceptions collections not meeting these requirements will be declined.

LOANS

TARL recognizes the need for loans of collections to facilitate research, education, and exhibitions. Loans may be outgoing or incoming and may be for the purpose of replication, exhibit, or research; research loans may include destructive analyses for which the data gained replaces the actual object. Collections are not loaned for commercial purposes.

A loan is a legal agreement between the owner or steward and borrower and does not transfer ownership. TARL holds collections under the aegis of The University of Texas at Austin, the State of Texas, and various Federal agencies. Although TARL has the authority to arrange loans of materials for the State, legal responsibility for State HIT collections resides with the THC and is recorded in the annual report. Federal collections may only be loaned with the written approval of the responsible agency.

TARL welcomes loan requests from qualified researchers and institutions. As part of the request, a detailed research proposal is required specifying qualifications of researcher, methods to be used, data and or conclusions anticipated, as well as a listing of specific specimens for use when destructive analyses is proposed. Qualified requestors might include curators, conservators, collection managers, exhibitors, researchers affiliated with an institution, archeological contractors, and educators. Loans are not made to individuals, student researchers are required to have a faculty sponsor, and avocational archeologists are asked to secure a professional sponsor.

The past history of loans to specific institutions will be a factor in the determination of a new loan. Any previous noncompliance with the loan agreement in terms of time frame, return condition of items or any other required conditions may negatively impact any future loan agreements. The past performance of the researcher to provide TARL with data and unused portions of specimens from destructive loans will also be considered a factor in the negotiation of any new loan.

Outgoing Loans for Replication, Exhibit, And Research

TARL will consider only formal written requests submitted through our online portal (<http://liberalarts.utexas.edu/tarl/web-forms-beta-test.php>) for research access and destructive analyses. A written research proposal must be submitted and must include research goals and objectives, qualifications of researcher, and the specific samples or objects of interest (including any that may be destroyed during analysis). The decision to approve the loan is based on qualifications of researcher, uniqueness of the project, value of knowledge to be gained, size, condition, and importance of collection. Any proposed destructive analyses will be weighed against the value of the data to be returned. TARL staff have specific guidelines regarding the destructive analyses of human remains (see following section). Loans of original records are prohibited. Reasonable charges may be levied for copying or scanning of these records. Any and all questions concerning the qualifications of the borrower must be clarified before the loan process begins.

The Loan Committee consists of the following TARL staff members: Director, Head of Records, Head of Collections, and Registrar, with authority delegated to the Head of Collections. Any destructive loans will also be reviewed by the Deaccession Committee. The committee will also determine whether a loan fee shall apply to the process or whether the effort shall be *pro bono*.

For State-Associated HIT analytical (destructive) loans, the following stipulations apply:

1. Decisions regarding the destructive analysis of State-Associated HIT collections are the legal responsibility of the THC;
2. Submission of a research proposal for evaluation is required;
3. The State does not relinquish title, nor is the object deaccessioned;
4. Unused portions of objects/samples are returned to TARL along with the data retrieved;
5. An annual report of analytical loan activities is made to the THC regarding State-Associated HIT collections.

The Loan of Objects is contingent upon the following:

1. Loans shall be made to qualified institutions or corporations with which the exhibitor or researcher is affiliated, and that institution or corporation shall be responsible for the well-being of the objects. Objects that cannot withstand the rigors of being packed, moved, and handled/exhibited will not be loaned. Collections that are not accessioned and/or catalogued will not be loaned.
2. Conditions at borrower's institution (environmental, fire protection, and security) should replicate or be an improvement on their current conditions.
3. No object will be loaned if there is any question that its condition would be imperiled.
4. Any conservation needed to stabilize an object prior to a loan is to be borne by the borrower.
4. A condition report and a complete inventory of all objects to be loaned will be completed at TARL prior to loan issuance.
5. Insurance is to be provided by the borrowing institution. All State-Associated HIT collections must be insured for the loan period. Loans are insured commensurate with the evaluation of the objects as determined by TARL staff.
6. An annual report of loan activities is made to the THC regarding State-Associated HIT collections.

A loan form is completed, itemizing the materials being loaned and specifying beginning and end dates. The loan information is entered in the database loan tracking table and a scanned version

attached to the record. The digital version is saved in the collection management directory by year of loan and its unique number (4 digit year-three digit sequential number).

Destructive Loans (Destructive Analysis)

If a destructive loan is approved, researchers will photograph the object(s) prior to analysis and the photographs will be submitted to TARL as per policy and procedures for submitting photographs for curation. Researchers will submit copies of the raw data from the analysis to include an electronic and one hard copy of any research publication subsequently generated. These data serve as the replacement for the object(s). Unused portions of objects/samples will be returned to TARL.

Requests and Access to Human Remains

TARL and The University acknowledge that human remains are imbued with significance by most human communities. It is recognized that there is an inherent complexity in curating human remains that stems from the many different, and at times opposing, socio-cultural, spiritual, political and scientific/academic perspectives and values intersecting over these sensitive collections. TARL and The University acknowledge that the study of human remains, including data that at present can only be derived through destructive sampling and analyses, can result in scientific advances in a great number of fields of investigation and study. This policy is intended to evidence physical 'protection' of human remains at TARL by curatorial staff and to acknowledge the ethical issues are balanced with every request, while assuring respect for the individual remains and descendant communities. The following paragraphs define responsibilities for management and oversight related to skeletal collections under arrangements made with researchers requesting access for destructive sampling/analysis.

Introduction

TARL promotes the use of its collections for research in all fields and with a wide variety of research methods. In order to maximize the research potential of TARL's collections, in some circumstances it may be appropriate to remove samples, conduct invasive tests, or otherwise impact the substance of items in the collections. As pertains specifically to archeological human remains, TARL honors diverse beliefs about the humanity and sacredness of ancestral remains. Decisions regarding the appropriateness of such requests must balance the legitimate needs of the scientific and scholarly community with the long-term preservation of the collections for future needs that would be precluded by current sampling or invasive tests. These remains reveal valuable information about the prehistoric populations of Texas and as research methods advance over time, will continue to yield new information. At the same time, human skeletal remains often have great significance for affiliated individuals and descendant groups in the present. We have therefore established this policy for the management of researcher requests for the destructive sampling of all archeological human skeletal remains at TARL. The goal of this policy is to balance core missions of research and collections management with our understood responsibility as respectful stewards of human remains.

Destructive analysis by definition removes the future use of the material and will only be permitted when the knowledge gained clearly outweighs the loss of material. All requisite permissions from affiliated descendant communities, and federal and/or state regulatory agencies will have been obtained in advance. Even then, the destruction must be limited and TARL staff will take all appropriate steps to minimize the loss of material. TARL seeks to balance the loss with the potential of the proposed research.

Proposals must be submitted via the online portal (<http://liberalarts.utexas.edu/tarl/web-forms-betatest.php>) directly to the Head of Collections who will perform the initial review of the researcher's request for access, the proposed sampling methodology, the availability and suitability of the requested remains, and request additional information from the researcher when necessary. TARL staff will also procure permission from the documented owner of the remains, when appropriate.

Once the Head of Collections has determined that it is legal, ethical, and advisable for the specified collections to be the subject of destructive analysis and deems the proposal acceptable, he/she will present a summary of the project to the Deaccession Committee for final approval. The committee may suggest a modification of the research design or require additional steps on the part of the researcher.

Proposals from all researchers are reviewed on a case-by-case basis and committee meetings are scheduled as needed.

Access to TARL's Human Skeletal Collections

In most instances TARL does not loan human remains. Researchers requesting access, whether for physical assessment of traits and morphometric analyses, or for destructive sampling and analyses, must make arrangements with the Head of Collections. TARL reserves the right to deny, suspend or stop the sampling process if, in the judgment of TARL staff, the process is perceived to be too destructive to the remains being sampled or if the remains are being requested under a NAGPRA claim. In those instances where TARL agrees to a loan of human remains, special arrangements must be made with the Head of Collections and authorized by the Director of TARL.

Initially, access to the human skeletal collection will depend upon completeness of the documentation of the legal ownership of the collection of human skeletal remains. If the collection is a Federally-owned collection, permission for destructive analysis also must come from the agency. It is TARL's responsibility to contact the owning federal or state agency for permission prior to any work being carried out. For culturally identifiable and/or affiliated materials, permission will be obtained from the affiliated Native American tribe(s). The researcher should schedule accordingly if requesting access to human skeletal collections for destructive sampling when TARL is not the owning institution. Sufficient time must be allowed for TARL staff to contact the requisite agencies to obtain the permissions and to provide a schedule that accommodates all tribal/state/federal HIT collections controllers.

Access will also depend upon:

- Available space, facilities, staff, donor restrictions and/or the preservation/stability of the materials for which the request was submitted.
- The window during which the requested collections may be accessed is subject to procedures necessary to safeguard the remains, physical restrictions related to space and facilities, and the availability of appropriate staff and permission-granting entities.
- Staff will be present at all times to ensure the safe and respectful treatment and handling of the human remains.
- Being that TARL is managed by a small staff, researchers should allow ample time for staff to prepare the requested materials for access.
- If specific accommodations are required (e.g., table space), the Head of Collections should be notified well in advance of your appointment.

TARL does not have the staff necessary to select samples for researchers, and will not agree to blanket requests for access. An incomplete research proposal will delay any judgment on its approval. As a result, requests for destructive analyses will generally require a preliminary research visit (more, if deemed appropriate by the Head of Collections or researcher). Access at a requested time is subject to the availability of the Head of Collections. In no case will administrative or other staff allow access to collections for the purposes of destructive sampling in the absence of the Head of Collections.

Certain sets of remains or individual elements may be considered too rare, fragile, culturally sensitive, or scientifically significant for loan or destructive analyses. The Head of Collections will make the requesting researcher aware of such instances during the initial research proposal review or following the Deaccession Committee's review when appropriate.

Ensuring Respectful Treatment

Human remains represent deceased individual human beings. TARL's policy is therefore that all human skeletal remains will be treated respectfully, and in accordance with any agreements that may exist between specific tribal and/or descendant communities and TARL. As a matter of providing our human remains basic "respectful treatment" TARL provides the following deferential curation standards:

- TARL maintains the collection of human remains in a locked room under security and staff surveillance. Intrusions are kept to a minimum and visitors are not allowed entry except as permitted specifically for research purposes as acknowledged by the Head of Collections. 'Browsing' of this sensitive collection is not allowed and a quiet, respectful environment is always maintained.
- Researchers permitted access abide by the researcher guidelines that they have read and acknowledged with their signature prior to beginning their work. Deviation from approved conduct and handling of the remains may result in termination of the researcher's access. In the instance of students, inappropriate or non-permitted behavior in the human remains collection will lead to notification of their research supervisor or sponsoring institution.
- In instances when the authority to grant permission comes from tribal entities and/or descendant communities, the researcher may be bound by any additional handling guidelines and protocols as provided by such entity.
- Gloves (unpowdered, lubricant-free, medical-grade Nitrile) will be used by all researchers who are provided access to human remains. This required protocol is in place to protect both the remains and individual(s) handling them. The transfer of oils from skin to the remains is possible by touching your head, face or glasses while handling the skeletal elements.
- There may be instances where researchers are asked to wear medical-grade face masks to prohibit the transfer of biological agents that might contaminant or preclude future analyses.

Submitting a Research Proposal with a Sampling Request

A research proposal must include the following information when a researcher is seeking access to perform destructive sampling:

1. Dated request on institutional letterhead.
2. Requester's name, address, phone number, e-mail address and all contact information for the sponsoring agency and/or affiliated institution(s).
3. A CV for the principal investigator, and the names and qualifications of the technicians (CV's are preferred) if different.
4. A description of the project and an explanation of the significance of the proposed

- research to include the research methodology and expected analytical results.
5. Types of sampling and analysis to be performed (destructive or otherwise) and why they are appropriate to the questions being posed by the researcher.
6. A discussion of why non-invasive or non-destructive techniques cannot be used to address the research questions.
7. A discussion of why TARL's collections represent the best or only source of remains for sampling.
8. Catalogue numbers or accession numbers and description of each set of remains to be sampled in the project. This may involve a pre-sampling visit to TARL.
9. Number of individuals/sample size and weight of tissues/bone per individual or set of remains or element. Indicate which osteological element(s) will be sampled and where on each element (i.e. distal radius, anterior proximal tibia, buccal aspect of M3 root tip, etc).
10. Indicate who will be performing the actual sample extraction, if not the researcher requesting access, and a copy of that professional's qualifications must be submitted.
11. Location where the analysis will be performed and qualifications of the lab.
12. Date, or reasonable range of dates, when the remainder of sample(s) will be returned to TARL and how that will be arranged by the researcher.
13. If the request will be funded by a grant, the research proposal for the sampling and a copy of the final grant proposal (including budgetary pages) must be submitted to TARL. Only after receiving and approving the proposal, will TARL furnish a letter in support of the grant request. The researcher will add the costs of time and supplies needed for TARL staff for the sampling proposed. A support letter will not be supplied without this stipulation.

Evaluation Criteria to be considered by the Deaccession Committee

Proposals are evaluated first by the Head of Collections and then the Deaccession Committee according to the following criteria:

1. Is provenience and ownership legally documented and confirmed? Ownership, if not TARL?
2. What is the NAGPRA status of the requested remains? Is tribal response required?
3. Is there a confirmed TARL inventory of the set or sets of remains being requested? Is the inventory complete, updated and contain metrics?
4. Does the current documented state of preservation of the remains support researcher handling AND destructive sampling?
5. Have the remains been sampled previously and to what extent?
6. Have they been loaned for sampling or any type of analysis which required handling and/or exposure that might compromise the proposed research?
7. What is an appropriate upper threshold for sampling based on the current quantity/volume of material and based on documented evidence of previous rounds of destructive sampling?
8. Is the physical sampling methodology clearly defined and described in the proposal (i.e. how the sample will be physically derived from each element and by whom)?
9. Is the proposed analyst qualified to perform the work, as is the person who will be conducting the sample collection, if different from the analyst?
10. Is the research proposal sound and does it provide the rationale for the use of destructive analysis?
11. Is the amount of the proposed sample and number of remains/elements requested only what is necessary to obtain accurate results. Does the requested amount

- exceed what is required for the analytic methodologies? (The amount requested will be compared to the amount required by current industry testing standards.)
12. Does the proposal support that the analytical methods will yield the intended results, and are the least intrusive means of obtaining those results. (Non-destructive/non-invasive methods are always the preferred method of sample extraction?)
 13. Can TARL staff confirm the researcher's history/ability to provide the raw data, photographs, research report and resulting publications in the manner indicated by the agreement and/or permission granting letter and the probability of receiving analytical results from the researcher is high? Request for access for sampling will be denied if the researcher has a history of failing to provide raw data, returning unused samples and/or publications on other projects, whether at TARL or elsewhere.
 14. Has the researcher prepared an inventory of the specific sets of remains/individuals/elements and part(s) of the element(s) to be sampled?
 15. If the samples are not completely used, will they be returned to TARL collections for future use and study?
 16. Has the requesting researcher signed all necessary forms and agreed to (by signing and providing TARL a copy) all terms and conditions put forth in the TARL Application for Access, TARL Human Remains Collections for Destructive Sampling/Analysis and the Researcher Guidelines for Access to the Human Remains Collection prior to the first sampling visit?

The Head of Collections will maintain a database of access by researchers by (HO) accession number that will track the various samples (weights, volumes, elements, sampling methodology, sampling location, post-sampling preservation) and analyses performed on TARL human remains for internal purposes and monitoring of the human remains collection.

Reviews of Researcher Requests for Destructive Sampling of TARL's Human Skeletal Collection

Requests for access to the human remains collections for the purposes of destructive sampling should be submitted at least two months in advance of the anticipated date of the actual sampling. In those instances researchers are encouraged to submit their materials six months or more in advance when collections for which NAGPRA may be involved.

The Head of Collections, in consultation with the Deaccession Committee, and the owning and controlling government and/or tribal agencies as appropriate, is responsible for allowing and monitoring access to the human skeletal collections as well as collection-related information and documentation. Receipt of the researcher request by the Head of Collections initiates an initial review of the proposal. The Head of Collections may return the proposal and require further information from the researcher before the proposal will be sent to the Deaccession Committee for review. When necessary, the Head of Collections will obtain the appropriate documentation from affiliated Native American tribes and descendant communities, the owning federal or state agency, or the owning private individual following receipt of the researcher's proposal. **It is the responsibility of the researcher to schedule accordingly if requesting access to human skeletal collections for the purpose of destructive sampling when TARL is not the owning institution and must seek permission.** Lead time is needed to allow TARL staff to contact the requisite agencies in order to obtain the necessary permissions and a schedule that accommodates all tribal/state/federal agencies.

Once ownership and appropriate permissions have been confirmed/received by the Head of Collections the following steps will be taken:

- the Deaccession Committee will be given a summary of the proposal (and copies of the original research proposal when requested) and provided a count of the number of individuals, state of preservation, description of previous rounds of destructive sampling, if any, and a collections perspective on the ability of the selected individuals to tolerate the described sampling methodology.
- a meeting will be scheduled to discuss the merits of the request

The Deaccession Committee may decide to approve the request for access, deny the request or send it back to the researcher for further development before they will reconsider the proposal. The researcher is encouraged to pay careful attention to the proposal requirements, the evaluation criteria and any documentation such as correspondence provided by the Head of Collections to ensure that the proposal and request are sufficiently described for the committee review. The committee may take up to two months to arrive at a decision. Following the decision, the Head of Collections will draft a letter indicating the result and in the case of a denial, the researcher will be provided with the decision-making criteria used to arrive at the determination. In those instances in which the committee requires further information, the proposals failings will be enumerated and a follow-up review will be scheduled once the amended research proposal has been received.

Proposals may be refused for several reasons, including the following:

- The owning tribal/state/federal entity has denied permission.
- The human remains which have been requested are singular in the collection or are too sensitive or poorly preserved for destructive sampling.
- The Head of Collections and/or the Deaccession Committee felt that the research proposal failed to meet the burden of justification for destructive sampling. At which time the researcher can request a face-to-face meeting to discuss the situation.
- Another researcher has undertaken very similar work utilizing the requested remains.
- The individual/material requested has not been fully documented into TARL's permanent site files, accession files and/or Human Osteology and, when appropriate, NAGPRA files.
- The ethical considerations outweigh the value of any results generated.

In the case of a denial for the researcher's appeal to the committee, the researcher may appeal the decision to the Dean of the College of Liberal Arts.

In short, all reasonable precautions will be taken to avoid unnecessary handling, physical exposure and cultural/traditional offense while enhancing the educational and research missions of TARL and The University of Texas at Austin. Primary responsibility for ensuring respectful treatment of skeletal remains is vested in the Head of Collections, with oversight provided by the Director of TARL.

Incoming Loans

TARL may borrow objects or collections from individuals, government agencies, and museums, as well as other institutions and entities. Regardless of the lending institutions policies, the loan will be formalized by TARL's Incoming Loan Agreement and recorded in the loan tracking table of the database.

The following conditions apply to incoming loans:

1. TARL will give the same care and protection to borrowed objects as it does to objects in its own collections. It is understood by the Lender and Borrower that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible. All objects formally on loan to TARL are covered by The University of Texas at Austin Fine Arts Insurance Policy.
2. Evidence of damage at the time of receipt or while in TARL's custody will be promptly reported to Lender.
3. TARL will not clean, repair, restore, or otherwise alter the objects without the Lender's written permission.
4. The Lender certifies that objects lent are in good condition and able to withstand the ordinary strains of packing, transportation, and handling.
5. Unless otherwise notified in writing, the objects lent may be photographed by TARL for documentation, educational, and publication purposes provided that credit be given to Lender in any publication. Copyright to photographs taken by TARL staff are owned by TARL.
6. By signing the Agreement, the Lender certifies that he/she is the legal owner or authorized agent of the legal owner of the described property. It is incumbent upon the Lender to notify TARL in writing of any change of address. In case of change of legal ownership during the period of the loan, the new owner is required to establish his/her legal right with proof satisfactory to TARL.
7. The loan agreement may be terminated by either party given reasonable notice in writing. Unless otherwise notified in writing, TARL will release the objects only to the Lender. If TARL's efforts to contact the Lender in writing within 30 days of the date of loan termination are unsuccessful, and no special arrangements have been made for the return of the loan, then TARL shall put into effect the Texas Abandoned Property Law. The objects can then be declared the property of TARL two years from the date of the first letter noted above, provided TARL has followed the procedures outlined by Texas law.

INSURANCE

All artifacts, rare books, manuscripts, maps, paintings, and photographs curated at TARL, including those on loan, are insured under The University of Texas at Austin Fine Arts insurance policy. The policy covers on-premises collections as well as transportation off-campus. In addition, certain surveying instruments and geophysical sensing equipment will be insured by an Equipment Insurance Policy. TARL works with the Risk Management section of the Office of the Controller, The University of Texas at Austin, on insurance issues (<https://financials.utexas.edu/hbp/part-19/1-4-fine-arts-insurance>). UT also is self-insured and has received a waiver from the Texas Historical Commission for other insurance coverage for state HIT collections.

APPRAISAL POLICY

The University of Texas at Austin Board of Regents explicitly prohibits any employee from providing appraisals of objects, including archeological records or collections, for individuals or other private entities. This is also prohibited on the basis of professional ethics. No employee of TARL may refer an individual to an appraiser or refer an appraiser to an individual. However, internal uses of insurance, loans, etc. are considered to be professional assessments and may be prepared.

ACCESS TO COLLECTIONS

TARL's collections are made available for scholarly research by credentialed individuals upon approval by the Director and/or Division Heads. Division Heads will provide approved users with timely access to collections. The nature and conditions of such use will be consistent with TARL's responsibility for care and preservation of its collections. Access to some collections may require prior written permission from a controlling Federal or State agency or in some cases from affiliated Native American tribes. Some information, particularly site location, is restricted by State law and can only be accessed by authorized individuals (Texas Natural Resource Code, Title 9, Chapter 191).

Since the Heads of Records and Collections are responsible for providing and arranging access to the collections, first-time users of TARL resources should contact the appropriate Division Head to introduce themselves and arrange for their visit; references may be required, so sufficient advance notice is necessary. As a rule, returning users of TARL records and artifact collections are also expected to contact the appropriate Division Head in advance before making additional visits. An exception is made for those conducting routine file searches for cultural resource management work when an established relationship exists. Those with special space needs should make advance arrangements.

Those wishing to conduct lengthy or detailed examinations of either records or objects will be asked to complete the web-based Request for Access to Collections (<http://liberalarts.utexas.edu/tarl/web-formsbeta-test.php>) soliciting the purpose of the research visit (see Figure 6). TARL staff reserve the right to ask for a research proposal or simple clarification of the research. All records users are asked to complete a Work/Activities Record form to document their visit, the materials accessed, and work done (see Figure 7).

Researchers will be advised on proper lab safety use to include handling of materials. Division Heads will exercise caution when determining level of user access and supervision in light of any special security concerns or safety policies, or procedures. Division Heads may revoke access to collections if it appears that the collections are in danger of damage or any other misuse or if researchers fail to comply with lab safety guidelines. Users may be liable for any damage they cause to collections.

Access to culturally sensitive materials such as human remains and funerary objects is restricted. Requests for access are reviewed individually (Request for Access to Human Remains) (<http://liberalarts.utexas.edu/tarl/web-forms-beta-test.php>) (Figure 8) and other stipulations apply (see destructive loans above and Figure 10). Collection users will be responsible for securing copyrights when needed. TARL's policy on copyright issues may be found in Copyright Law and What It Means (Figure 9). Citation of records curated at TARL must use the following format:

[Name of specific Record Group, manuscript, photograph, etc.], on file at the Texas Archeological Research Laboratory, The University of Texas at Austin.

Access to collections requires adherence to all applicable procedures listed and described herein, including:

1. Conformance to TARL security policy and procedures.
2. Observance of object handling procedures and restrictions.
3. No alterations, repairs, or cleaning of any kind is allowed without permission of Head of Collections.

4. No artifacts, collection rooms, or photographic areas shall be left unattended.
5. No objects, samples, or records may be removed from the building except through a formal loan.
6. Arrangements for the transmission of one hard copy and a digital copy of the analysis notes (preferably PDF) must be made prior to departure of visiting researcher. If samples are collected for analysis elsewhere, the raw data must be provided to TARL within 6 months of receipt by researcher in Excel or csv format. TARL will observe the professional rights to data and will not release these data to others until such time as the researcher publishes results, gives written permission for release, or sufficient time passes to indicate that rights to data have terminated.
7. Two copies (one electronic/one paper) of each publication resulting from the data collection shall be provided to TARL within three months of publication.
8. Access to human remains or associated funerary objects is restricted and requires a separate application. Access may also be dependent on permission from controlling government agency or Native American tribe.

Access to collections for purposes of photography carries additional policies and procedures:

1. Photography is done at the convenience of TARL staff. Access should be scheduled with the Head of Collections at least two weeks in advance.
2. Users must submit a completed Request to Photograph Collection Items or to Order Photographs form available on the TARL website (<http://liberalarts.utexas.edu/tarl/web-forms-beta-test.php>).
3. Depending on the type of access granted and the nature of the project, it may be necessary for the photographer/researcher to make initial artifact selection from collections. Selections by the photographer must be approved by the Head of Collections, and a staff member will accompany the photographer during the selection. For some short-term or very specific projects, the artifacts may be selected by TARL staff.
4. All photographers must read and comply with the following procedures and conditions for photography.
 - A. There is a fee for photography for any commercial purpose (contact Head of Records for current fee). This is in addition to fees for reproduction/publication.
 - B. All photographers must be prepared to bring their own equipment, including lights, backdrops, extension cords, special props, and scales. Photographers are warned that there is little room for elaborate photographic set-ups.
 - C. TARL assumes no responsibility for photographic equipment and under normal conditions will not be able to store it.
 - D. Artifacts should be photographed with a minimal amount of handling.
 - E. Artifacts are not to be arranged in any manner detrimental to them: no stacking or precarious balancing.
 - F. No adhesives, including tape or labels, may be used on artifacts.
 - G. No nails, wires, or pins may be used in or on artifacts. No sewing on artifacts is permitted.
 - H. No waxy or oily substance may be used to prop artifacts.
 - I. **No alterations, repairs, or cleaning of any kind** is allowed without explicit permission.
 - J. High intensity/temperature, etc., should be on only during the initial set-up, reading of light meters, and actual photography. Unnecessary and prolonged exposure to the intense heat and rays of lamps can cause drying, shrinkage, or other damage to artifacts.

REQUEST FOR ACCESS TO COLLECTIONS

Name _____ E-mail _____

Institutional affiliation and title _____

Address _____

Telephone: Work _____ Home _____ Local _____

Title of research project _____

Purpose of research _____

(Please attach a research proposal)

Collections/materials requested for study _____

Proposed date(s) of visit _____ Alternate date(s) _____

How are materials to be used (measurement, photography, etc.)? _____

If photography, fill out REQUEST TO PHOTOGRAPH COLLECTION ITEMS OR TO ORDER PHOTOGRAPHS

Estimated time required _____

How many persons will work with you? _____

What space do you need? _____

Equipment needed? _____

I agree to abide by the guidelines and restrictions provided by TARL staff members.

A copy of any published work using these collections will be provided to TARL.

Signature _____ Date _____

If requestor is a student, the committee chair must endorse and sponsor their research. Any loans if applicable will be to the student co-signed by the chair.

Sponsor/Chair's Name _____ E-mail _____

Institutional affiliation and title _____

Address _____

Telephone: Work _____ Cell _____ Other _____

Figure 7. Request for Access to Collections, page 1

WORK/ACTIVITIES RECORD

Date _____ **TIME IN** _____ **TIME OUT** _____ **Copies Made** _____

Researchers: Please complete all blanks as fully as possible. If you are a regular user of TARL's facilities, you may omit the telephone number(s) and address of your agency. If you are doing research for more than one project, please fill out a Work/Activity form for each project.

Individual(s) _____ Agency _____

Telephone no. _____ Fax no. _____ Email _____

Agency Address _____

Project No. _____ Project Name _____

Please list which sites (if no trinomials, please give county[ies]) and the project collections you reviewed:

Site	Project	Lot/Cat/HO#	Artifact Class

FOR STAFF USE ONLY

Researcher time spent @ \$159.00/hr _____ hrs \$ _____

TARL researcher time spent @ \$200.00/hr _____ hrs \$ _____

Total copies/scans @ \$0.61/copy _____ copies \$ _____ x 8.25% (tax) \$ _____ Total copy/scan charge \$ _____

Postage _____ Total postage \$ _____

Images scanned/e-mailed _____

_____ @ \$ _____ /image \$ _____

Other charges _____ \$ _____

Total charges \$ _____

NOTES: _____

TARL agent _____ Invoice no. _____ Billed _____ Paid _____

TARL Form: Collections Work/Activity (Date 012/12/2017)

Figure 8. Work Activities Record, page 1

Texas Archeological Research Laboratory
Application for Access to TARL Human Remains Collection for
Destructive Sampling/Analysis

Please complete the following form, sign, date and return to TARL at the address on the bottom of page 2. This form, in conjunction with the Researcher Guidelines for Access to the Human Remains Collection for Study and Sampling form, and your research proposal, are required to be submitted and received by TARL at least two months prior to your requested dates for access.

I. APPLICANT INFORMATION

Last Name: _____ First Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Phone: (work) _____ (home) _____ Fax: _____

E-mail: _____

Institutional / Academic Affiliation: _____

Department / Division: _____

Principal Investigator / Supervisor Name & Phone #: _____

Graduate Student: Yes No Academic Status: (PhD., ABD, Post Doc?): _____

If yes, a signed letter from advisor/supervisor is required.

II. PROJECT SPECIFIC INFORMATION – attach pages as necessary to provide as complete information as possible.

Are You Requesting Access to Files Associated With Collections Indicated?: _____

Purpose of Analysis (short summary here and please attach your formal proposal): _____

Figure 9. Application for Access to TARL Human Remains Collections for Destructive Sampling/Analysis.

Type(s) of Destructive Sampling Proposed: _____

Requested Sample Size/Volume by Individual/Element/Accession Number: _____

Requested Dates of Access: _____

Time/Duration of Access Required: _____

Name, Affiliation and Contact Information of Individual Conducting Physical Sampling: _____

Name, Location and Contact Information of Facility/Laboratory Where Sample Analyses Will Take Place:

List Expected Sources of Funding for Your Research: _____

Anticipated Return Dates for Any Unused Sample Materials: _____

Do You Require Any Specific or Special Accommodations to Conduct Your Sampling at TARL: Yes No

List Accommodation Needs Here:

Signature: _____ Date: _____

Head of Collections: _____ Review Date: _____

Before you will be provided a response to your request for access you must read, sign and date TARL's *Researcher Guidelines for Access to the Human Remains Collection for Study and Sampling* as found on the next page. Please submit these two forms (*Application for Access to TARL Human Remains Collections for Destructive Sampling/Analysis* AND the *Researcher Guidelines for Access to the Human Remains Collection for Study and Sampling*) with signatures, along with your research proposal, to TARL's Head of Collections at:

**Texas Archeological Research Laboratory
The University of Texas at Austin
ATTN: Marybeth Tomka
1 University Station R7500
Austin, Texas 78712-0714**

Figure 9. Application for Access to TARL Human Remains Collections for Destructive Sampling/Analysis, page 2.

COPYRIGHT LAW AND WHAT IT MEANS¹

Copyright is the right to prevent the unauthorized copying, adaptation, sale, performance or display of creative works. The current law protects all “original works of authorship fixed in any tangible medium of expression.” This definition includes all types of literary works, musical works, movies and other audiovisual works, paintings, drawings, sculptures and other types of art, as well as computer software, technical drawings, maps and even architectural works. While facts are not copyrightable, certain compilations of factual information, such as catalogs and directories, may have limited copyright protection if they contain an original selection, coordination or arrangement of facts.

Copyright protection does not apply to ideas or concepts, only to the particular expression of an idea or concept. Functional devices, processes, systems, methods of operation and methods of business are not protected by copyright law. Thus there is no copyright protection for simple calendars, rulers, scientific formulae or blank forms.

THE RIGHTS OF A COPYRIGHT OWNER

The essence of copyright protection lies in the exclusive rights that the owner of a copyright holds. A copyright owner has the exclusive right to do or authorize any of the following:

- prepare derivative works based upon the copyrighted work;
- publicly distribute copies of the work;
- publicly perform the copyrighted work; and
- publicly display the copyrighted work.

As a general rule, no person can exercise any of these rights without permission from the copyright owner.

COPYRIGHT FORMALITIES

Copyright is obtained by including a copyright notice on the work and by registering the copyright with the U. S. Copyright Office in Washington, D. C. However, notice and registration are not mandatory and are not prerequisites to copyright protection. The copyright comes into existence automatically upon creation and fixation of the work.

Fair Use considerations for using copyrighted materials can apply in some cases. The Copyright Law identifies several examples of what might constitute “fair use” such as criticism, comment, news reporting, teaching, scholarship and research. While “fair use” is not defined, the statute lists factors that should be considered in determining whether the use made of any work is a fair use. The criteria are as follows;

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole;² and
- the affect of the use upon the potential market for or value of the copyrighted work.

Like any property right, a copyright may be assigned, transferred, or sold. The new owner of the copyright then obtains the unlimited right to exercise all of the rights conveyed by the party making the transfer.

If you copy a protected work without obtaining permission to use any of the copyright owner’s exclusive rights, and you cannot take advantage of any of the legal exceptions to infringement such as fair use, then you probably have infringed the owner’s copyright.

THE CURRENT LAW

The rules under the current Copyright Law are relatively simple. The copyright in most works lasts until fifty years after the date of the last surviving author’s death. In the case of works owned by corporations, usually as works made for hire, and anonymous and pseudonymous works, the copyright lasts for 75 years from the date of publication or 100 years from the date of creation, whichever expires first.

If the author died more than fifty years ago, however, you still cannot safely assume that the work is in the public domain. Whether the work is still protected by copyright depends on, among other factors, whether it was published or unpublished as of January 1, 1978. The copyright in any work that was created before January 1, 1978, but remained unpublished as of that date (and was not registered in the Copyright Office as an unpublished work) lasts at least until December 31, 2002. If it is published by then, the copyright will be extended at least until December 31, 2027. These are both minimum copyright periods. In either case, if applying the “life-plus-fifty” rule would extend the copyright beyond the date provided by the statute, the “life-plus-fifty” rule applies instead. In the case of works made for hire that were unpublished as of January 1, 1978, the copyright lasts for an additional 75 years.

¹ This information is taken from *Copyright Permissions A publication of the Copyright Committee of the Intellectual Property Law Association of Chicago, 1996.*

² This is usually interpreted as less than 10% of the whole: the whole article, the whole chapter by an author(s), or the whole book.

Figure 10. Copyright Law and What it Means.

THE OLD LAW

If the work in question was first published or created before January 1, 1978, the rules of the old copyright law apply. Under the old law, all published works had to comply with certain formalities in order to be protected by copyright under the statute. A published work could be copyrighted simply by publication with a valid copyright notice. If a work was published without a copyright notice, it would fall into the public domain even if the omission was inadvertent. Once a work was copyrighted, the copyright lasted for an initial period of 28 years. The copyright owner could renew the copyright for a second-term of 28 years which was increased to 47 years in 1978. The 1992 amendment to the Copyright Law automatically renews copyrighted works that were copyrighted between January 1, 1964 and December 31, 1977.

These rules are complex, to be sure, but a simple example may help clarify how to apply them. Suppose you wish to use a chapter in a book that was published in 1967 as part of a collection of essays that will be published in 1996. Your copy of the book contains a valid copyright notice, and you are confident that it is a first edition. You need to search no further. The work is subject to full copyright protection. Now suppose the book you wish to use was first published in 1947. Its first term would have expired in 1975. In order to be protected the copyright owner would have had to renew the copyright before the end of the 28th year. Thus, it is necessary to conduct a search of the records of the Copyright Office to find if it was renewed.

HOME USE OF COPYRIGHTED WORKS

Because the concept of home copying for personal use has never been extended officially to the copying of other kinds of protected works [besides video copying], making a copy at home of any other form of copyrighted materials, such as books or magazine articles, photographs, architectural plans, written music of plays, may be considered infringement if permission is not obtained from the copyright holder.

UNPUBLISHED WORKS

Manuscript collections, organizational archives, personal letters, email or research materials that a library or repository has in its holdings may still be protected by copyright unless that copyright has been officially transferred. When a repository or library receives a collection of old unpublished letters, manuscripts, photographs, or old organizational archives, there is a valid copyright existing in those works which cannot expire before December 31, 2002. On New Year's Day 2003, previously unpublished materials are going to leap into the public domain. On that day, universities, libraries, and other archives may be free to publish all of these previously unpublished materials, depending on when they were created and when their author died, and allow unrestricted access without fear of legal entanglements based upon copyright claims.

It is important to note that merely sending a letter to someone does not give the recipient any copyright rights; the author of old letters that are on a shelf or in a file cabinet still owns the copyright. If he or she is deceased, the heirs are the owners.

OBTAINING COPYRIGHT PERMISSION

It is the responsibility of the individual wishing to use the work to obtain copyright permission. The request should be in writing and should be sent with a self-addressed, stamped return envelope.

TARL Curation Copyright (Date 9/2004)

Figure 10. Copyright Law and What it Means, page 2

- A. 7. Artifacts may not be taken from the designated photography area without specific permission of the Head of Collections.
- B. If the photographic session requires more than one day, all artifacts will be placed into locked cabinets. No materials will be left out overnight.
- C. No artifacts, storerooms, or photographic areas shall be left unattended.
5. Permission to photograph artifacts in no way implies permission to publish/reproduce such materials. Requests for permission to publish any material owned or held by TARL must be submitted in writing.
6. Written permission to reproduce or publish photographs must be secured from TARL and/or the copyright owner if other than TARL. Researchers and photographers are responsible for payment and compliance with all applicable fees and conditions for reproduction/publication. The citation for any TARL photograph published must credit the Texas Archeological Research Laboratory, The University of Texas at Austin (see above) and the use of the TARL photographic catalogue number must be part of any citation.
8. Fee per use per photograph applies to photographs made from TARL images as well as to photographs of objects in TARL Collections taken by others. For commercial books, this fee is assessed for each edition. The Head of Records should be consulted for current fees.

Visitors using TARL Records must leave their extraneous possessions in their cars or place their belongings (large purses, backpacks, briefcases, etc.) in a locker in the front hall prior to entering the library (Rooms 5 and 6A) or the Records Room (Room 2). The staff in Rooms 3 or 4 will provide a key to one of the lockers, which users will return after completing their work in Records and before exiting the building.

Visitors using TARL Records may only bring in maps, notepads, project paperwork, pencils, etc. Visitors must pick up a Work/Activities Record form in Room 4 as they enter Records. This should be completed by student researchers as well as by professional researchers for library research as well as file searches. Users of USGS topographic maps must complete the "Maps Reviewed" section of the Work/Activities Record form. TARL staff will pull and re-file ALL topographic maps for visitors.

Library books are not to be removed from TARL. Visitors shall confine library book review to the Records area. Please do NOT re-shelve publications; leave them on the research table in the library so that the books are re-shelved correctly. Personnel should keep books in their work area at TARL and return books to the library in a timely manner, particularly if other researchers have need of the material. Researchers are not to transfer the material to another individual; it must be returned to the library as noted above.

Before visitors leave the Records area, one of the staff will verify any maps to be re-filed. A completed Work/Activities Record form is to be placed in the Room 4 Work/Activities Record return bin.

RECORD KEEPING

The records generated by archeological investigations are of paramount importance to each project/collection whether they were made in the field or amassed through analytical work. Therefore TARL balances the access to the documents with their protection.

The majority of TARL's Records are housed in Room 2 of Building 5. Site records reside in the "County" files, where documents are put in order according to their Smithsonian trinomial designation. [Smithsonian trinomials consist of: "41" which indicates that Texas was the 41st state alphabetically when the system was devised; a two- or three-letter abbreviation that designates the county within the state; and a number that represents a unique site.] Two parallel systems of records are maintained for archeological site data. The first is the primary location of site description and locational information to include site recording forms generated (initial recording, revisits, updates, etc.), sketch maps made on site, and USGS topographic map sections. Each site will have a **Site Investigation Form** for every project that it was a part of that will include the accession number and location of project documentation. Project-level records are filed by accession number: a four digit year followed by a period followed by a sequential four digit number assigned as the projects are submitted (e.g. 2017.0025). Each January the accession number sequence restarts. An accession is given to each unique submittal, usually project or phase of project with subdivision dependent on multiple owners, permits assigned or any other factor that may indicate a need to keep the materials separated. These materials are kept separate to facilitate the retrieval of project information and documentation for each collection.

TARL's curated records include, but are not limited to:

1. Site Data Assessment/Update/Revisit form(s)
2. TexSite data/disks
3. Key site cards
4. Daily journals
5. Specimen inventories/Catalogues
6. Explanation of cataloguing system used
7. Field inventories and/or laboratory inventories
8. Survey/excavation notes (analysis, special studies, etc.; this includes scholar's notes)
9. Photographic prints, negatives, slides and digital and their corresponding logs (paper and electronic)
10. Aerial photographs
11. Electronic media data files
12. General project records (copies of correspondence, antiquities permit, financial and budget records, etc.)
13. Maps, profiles, and sketches and notes to include raw GPS data or shapefiles
14. Oral/historical documentation (copies of historic documents, transcripts, tapes, videos)
15. Bibliographic records
16. Report Artwork/Illustrations and drafted plates and illustrations in/on various media
17. Manuscript drafts
18. Final reports

In general, records are housed in a manner appropriate to their size and need for accessibility (in archival folders or sleeves in document filing cabinets, flat file map cabinets, or in boxes on shelves). Miscellaneous county information are housed at the front of each county while county-specific general project notes along with reports of projects are filed by accession number. The site files follow in numerical order. Project/Accession folders (1-inch full tab) are labeled in pencil with site number, site name, project name and number, agency/company/institution/society producing the record and the month and year of the record and the accession number. The various record types present in the project/accession folders will be separated by folders or dividers unless the quantity is small enough to fit in one file folder.

Administrative and collection management records are currently being integrated into one

TARL POLICY ON SITE LOCATION INFORMATION

Archeological site location information contained in the files at the Texas Archeological Research Laboratory is available to professional archeologists, avocational archeologists, and students connected with secondary and higher education organizations. An archeologist who has not been to TARL previously must present an introductory letter from the contracting firm or agency they work for; a vita or other documentation of their archeological background may be requested. An avocational with a demonstrated need for such data for research purposes and who is not known to TARL staff is asked for a reference from a known archeologist. Students are introduced to TARL staff through their professors. All new researchers are then given a tour of the facility collections and records, instructed on use of office equipment, and given an explanation of the system for documenting their use of TARL materials and costs.

We will provide descriptive location information, but not map plottings, to non-archeologists requesting file searches for their company when it is a small project and they are requesting initial information on cultural resources within that project area. Environmental scientists in the employ of consulting firms/agencies/institutions may be allowed access into TARL Records and may make copies of site location information if their request for that data is approved. If we have not dealt with a person or firm/agency/institution before, we must receive from them a written statement (using their company letterhead) verifying that they fully understand the restricted use of locational information as stated below. To be sure the regulatory agency is aware of the project, we also send a copy of their request and the resulting information to the Archeology Division of the Texas Historical Commission. We include the following statement in our reply to the data request to ensure that they understand this locational information is protected by state law:

Please remember that information regarding site locations should not be made available to the general public, is not for publication or for use in public documents, and is for your company's use only. Site location information is protected by the National Historic Preservation Act of 1966 Title III, Section 304, and by Section 191.004 of the Antiquities Code of Texas. If you have questions regarding this policy please call Carolyn Spock, Head of Records at TARL (512-471-6006) or the Texas Historical Commission, Archeology Division (512-463-6096).

COUNCIL OF TEXAS ARCHEOLOGISTS GUIDELINES FOR CULTURAL RESOURCE MANAGEMENT REPORTS

The following citations in the Council of Texas Archeologists Guidelines for Cultural Resource Management Reports discuss the protection of site locations from disclosure. Though this is taken from the section on cultural resource management reports, the laws relate also to data on file at agencies and repositories.

3.1 Definition of Study Area

The area investigated should be described, and a map included (preferably derived from the USGS 1:24000 scale topographic series) on which the study area is clearly demarcated. If the study area was investigated by means of a representative sample rather than complete coverage, the sampled areas should be described and/or illustrated. Inclusion of exact location of sites is not necessary. In several public laws and implementing regulations (PL 94-458, Section 11; PL 96-95, Section 9; and PL 96-515, Section 304), provisions have been made to protect cultural resources by withholding locational data. Any specific locational information, while necessary for the federal archeologist, the Texas Historical Commission, and the state site files, may be reproduced totally separately from the report and in limited quantity so that distribution may be restricted.

Figure 11. TARL Policy on Site Location Information.

4.1.8 Provision of Site Locations

In general, specific site locations should not be published. If maps or descriptions providing specific site locations are to be included, the distribution and audience of the report should be considered. If it seems likely that vandalism of cultural sites and structures will result from the general dissemination of such information, the site locations should be presented under separate cover and distributed only to the sponsor and to appropriate curatorial and research institutions. All map plottings of site and structure locations provided to such institutions should be capable of correlation with the USGS 1:24000 scale topographic series, and all locational descriptions should include Universal Transverse Mercator grid coordinates (Edwards 1969).

In several public laws and implementing regulations (PL 94-458, Section 11; PL 96-95, Section 9; PL 96-515, Section 304; and the Texas Natural Resources Code, Section 191.004), provisions have been made to protect cultural resources by withholding locational data. Any specific locational information, while necessary for the federal archeologist, the Texas Historical Commission, and the state site files, may be reproduced totally separately from the report and in limited quantity so that distribution may be restricted.

REGULATIONS AND STATUTES

Federal

1966 National Historic Preservation Act (PL 89-665)

1976 National Historic Preservation Act Amendments (PL 94-458)

1979 Archeological Resources Protection Act (PL 96-95)

1980 National Historic Preservation Act Amendments (PL 96-515), Section 304: *Confidentiality of the location of sensitive historic resources:*

(a) **Authority to withhold from disclosure.** The head of a Federal agency or other public official receiving grant assistance pursuant to this Act, after consultation with the Secretary, shall withhold from disclosure to the public, information about the location, character, or ownership of a historic resource if the Secretary and the agency determine that disclosure may

- (1) cause a significant invasion of privacy;
- (2) risk harm to the historic resource; or
- (3) impede the use of a traditional religious site by practitioners.

(b) **Access determination.** When the head of a Federal agency or other public official has determined that information should be withheld from the public pursuant to subsection (a), the Secretary, in consultation with such Federal agency head or official, shall determine who may have access to the information for the purpose of carrying out this Act.

(c) **Consultation with Council.** When the information in question has been developed in the course of an agency's compliance with section 106 or 110(f), the Secretary shall consult with the Council in reaching determinations under subsections (a) and (b).

Additional information prohibiting/protecting against disclosure of site locations may be found in 36CFR296.18.

State

Texas Natural Resources Code: Title 9—Heritage, Chapter 191—Antiquities Code.
Vernon's Texas Civil Statutes.

Texas Antiquities Committee, Office of the State Archeologist General Rules of Practice and Procedures, 355.01.00.001-.017.

Elaborating from the above state citations:

Figure 11. TARL Policy on Site Location Information, page 2

The Antiquities Code of Texas (Revised September 1, 1987), Section 191.004: CERTAIN RECORDS NOT PUBLIC INFORMATION.

- (a) Information specifying the location of any site or item declared to be a state archeological landmark under Subchapter D of this chapter is not public information.
- (b) Information specifying the location or nature of an activity covered by a permit or an application for a permit under this chapter is not public information.
- (c) Information specifying details of a survey to locate state archeological landmarks under this chapter is not public information.

Texas Antiquities Committee Rules of Practice and Procedure, Chapter 41.12, Designation Procedure, Section (j), *Privileged information*: The location of State Archeological landmarks, both designated and non-designated, is not public information. However, inquiries as to the status of specific sites may be disclosed to qualified professionals.

Figure 11. TARL Policy on Site Location Information, page 3

Collections Inventory database system. The activities tracked are:

1. Accessions (need refs to forms in prior sections and figures spaces for newly referenced forms)
 - a. Ownership (Deeds of Gift [see Figure 2], transfers from archeological firms [see Figure 1], HIT information)
 - b. Location of objects (accession, site, class [Figure 13] and records (accession, site, document type, media [Figure 14])
 - c. Use of number series (Summary of Number Series Used sheet [Figure 15]; one per site per accession if applicable)
 - d. Summary inventory of objects in a collection by type (Collections Inventory Worksheets [see Figure 10, 16 & 17]; one each for objects and records per accession if applicable)
 - e. Explanation of how material collections were processed (Collection Processing Record [see Figure 11]; one per project/accession if applicable)
 - f. Agreement for State of Texas HIT Objects/Collections (one per project if applicable [see Figure 4])
 - g. Cross-reference files (various site numbering systems, site names, projects/collections, etc.)
 - h. Loans (Figures 18 & 19)
 - i. Condition Assessment and conservation work (Figure 20)
2. Deaccessions form and database screens (Figures 21-23)
3. Image Use form (Figures 24 & 25)
4. Researcher visits (file searches, library use, research in the object collections) work log (see Figure 7)

Collection Locations

TARL_Accession STATUS_DATE

Site HR Acc # Box_#

Provenience ArtifactClass

Collection_Location Location_Code

Row Unit Shelf Position Position refers to materials on open shelving.

Comments

As of 2015 the HO & LO storage units have associated row numbers.

Figure 12. Database Objects Location Form.

Inventory fRecords Locations

Documentation Inventory curated **Linear inches:**

Accession_No: Site: File #: Cabinet: Drawer:

documentation source record type:

Maps Map Drawer: Map Contents: Contents:

Documentation comments

Figure 13. Database Records Location

SUMMARY OF NUMBER SERIES USED

SITE NO. _____ COUNTY _____ DATE OF WORK _____
 PROJECT NO./NAME _____

 AGENCY/INSTITUTION/COMPANY _____
 LAND OWNER and/or SPONSOR (IF DIFERENT) _____

1. Lot #s	_____	through	_____
2. Print #'s	_____	through	_____
3. Slide #s	_____	through	_____
4. Negative Strip #s	_____	through	_____
5. Feature #s	_____	through	_____
6. Shovel Test #s	_____	through	_____
7. Test Pit #s	_____	through	_____
8. Unit #s	_____	through	_____
9. Backhoe Trench #s	_____	through	_____
10. Matrix Sample #s	_____	through	_____
11. Botanical Sample #s	_____	through	_____
12. Pollen Sample #s	_____	through	_____
13. Radiocarbon Sample #s	_____	through	_____
14. Tree-Ring Sample #s	_____	through	_____
15. Faunal Sample #s	_____	through	_____
16. Paleomagnetic Sample #s	_____	through	_____
17. Other series #s (specify in space below)			
	_____	through	_____

Figure 14. Summary of Numbers Used.

Collections Management Policy, Texas Archeological Research Laboratory, UT-Austin

Project Name		Contractor Name		Year of Project			
TARL Acc#	Site	Superclass	Class	Curated Count	Curated Weight	Original Count	Original Weight
T A R L U s e O n l y		Building Materials	Brick				
		Building Materials	Tile				
		Building Materials	Shingles				
		Building Materials	Other (specify)				
		Chinese Ceramics	Porcelain				
		Chipped Stone	Choppers/Core Tools				
		Chipped Stone	Cores				
		Chipped Stone	Debitage				
		Chipped Stone	Expedient/Edge-Modified Tools				
		Chipped Stone	Historic Gunflints				
		Chipped Stone	Historic Strike-a-lites				
		Chipped Stone	Misc. Bifaces/Unifaces				
		Chipped Stone	Specialized Tools (<i>Scrapers, Clear Fork tools, etc.</i>)				
		Chipped Stone	Typed Arrow Points				
		Chipped Stone	Typed Dart Points				
		Chipped Stone	Unspecified Points				
		Chipped Stone	Untyped Arrow Points				
		Chipped Stone	Untyped Dart Points				
		European Ceramics	Earthenware				
		European Ceramics	Pipes/Figurines				
		European Ceramics	Porcelain				
		European Ceramics	Semi-Porcelain				
		European Ceramics	Stoneware				
		French Colonial Ceramics	Tin Glazed				
		Glass	Arrow Point				
		Glass	Chimney				
		Glass	Other Chipped Glass				
		Glass	Container/Vessel				
		Glass	Flat/Window				
		Groundstone	Abraders				
		Groundstone	Adzes; Axes; Celts				
		Groundstone	Bannerstones; Boatstones				
	Groundstone	Hammerstones					
	Groundstone	Handstones					
	Groundstone	Pitted Stones					
	Groundstone	Slabs					
	Manufactured	Synthetic Artifacts					
	Metal	Arrow points					

TARL Curation Form 4A Collection Inventory Worksheet

Page 1 of 2

2018

Figure 15. Collections Inventory Worksheet.

Collections Management Policy, Texas Archeological Research Laboratory, UT-Austin

Project Name		Contractor Name		Year of Project			
TARL Acc#	Site	Superclass	Class	Curated Count	Curated Weight	Original Count	Original Weight
T A R L U S E O n l y		Metal	Containers				
		Metal	Cut Nails				
		Metal	Farm/Ranch/Tack related				
		Metal	Firearm Parts or Arms				
		Metal	Unidentified Nails				
		Metal	Other Metal Objects				
		Metal	Tools/Fasteners				
		Metal	Wire Nails				
		Native American Ceramics	Modified Sherds				
		Native American Ceramics	Pipes				
		Native American Ceramics	<i>specify ware or generic name , such as coastal</i>				
		Organics	Bone				
		Organics	Human Skeletal Remains				
		Organics	Leather Objects				
		Organics	Modified Bone/Antler/Teeth				
		Organics	Modified Shell				
		Organics	Shell				
		Organics	Woven Materials/Wooden Objects				
		Other	<i>use sparingly</i>				
		Other Ceramics	<i>electrical, plumbing</i>				
		Other Glass	<i>electrical, plumbing</i>				
		Other Rock	<i>do not use for building stone</i>				
		Personal	Jewelry				
		Personal	Other Personal Items				
		Personal	Personal Fasteners				
		Personal	Toys				
		Samples	Burned Clay/Daub				
		Samples	Burned Rock				
		Samples	Floated Samples: picked				
		Samples	Floated Samples: unpicked				
		Samples	Macrobotanical Samples				
		Samples	Radiocarbon Samples				
	Samples	Soil Samples (Matrix/Pollen/Phytolith)					
	Spanish Colonial Ceramics	Lead Glazed					
	Spanish Colonial Ceramics	Tin Glazed					
	Spanish Colonial Ceramics	Unglazed					

Figure 15. Collections Inventory Worksheet, page 2

The screenshot shows a web-based form titled "tCollection_inventory". It contains several input fields and dropdown menus. The "ID" field contains "30133" and the "TARL_acc" field contains "2013.0080". The "Trinomial" field contains "41LL550", the "County" dropdown is set to "Llano", and the "Tx Div" field is empty. The "Superclass" dropdown is set to "Chipped Stone" and the "Class" dropdown is set to "Debitage". The "Type" field is empty. The "Curated_N" field contains "1", "Curated_Wt(g)" contains "0", "Original_N" contains "0", and "Original_Wt(g)" contains "0". The "N_Range" field is empty. The "Remarks" field is a large empty text area.

Figure 16. Database Artifact Summary Form.

The screenshot shows a web-based form titled "Documentation Inventory". It has a header with "Inventory" and "Records Locations" tabs. The form includes fields for "Accession_No:", "Site:", "File #:", "Cabinet:", and "Drawer:". There is a "documentation source" dropdown and a "record type:" dropdown. A "Maps" section includes "Map Drawer:" and "Map Contents:" fields. A "Documentation comments" section has a large text area. A "Linear inches:" field with a checked "curated" checkbox is also present. At the bottom right, there is a button labeled "Collections Inventory Form" with a right-pointing arrow.

Figure 17 Database Records Inventory Form.

Accn # TARL _____

COLLECTION PROCESSING RECORD
(ONE PER PROJECT IF APPLICABLE)

PROJECT NO. / NAME/ DATE OF WORK _____

AGENCY/INSTITUTION/COMPANY _____

This form documents the processes and materials used in cleaning, labeling, preserving, conserving, and preparing specimens for curation. It must be submitted if a collection was made. Please attach additional documentation when needed (identify and explain procedures used).

1. Are any uncleaned/untreated specimens or samples reserved for future analysis? If so, how can they be recognized in the collection? Examples: dry brushed bone, organic residue samples, etc.

2. If any specimens have been subjected to special treatment or analyses, how can they be recognized in the collection?

What type(s) of ink was/were used in labeling, and what type of solvent and coating agent (i.e., PVA or B-72) was used to coat the surface and/or cover the label on the artifact? Paper labels used? Yes ___ No ___
If multiple agents were used, please explain what artifacts were treated differently and why.

Ink or Labeling Pen used _____

Coating agent _____

Coating agent solvent _____

3. Were any consolidants applied to specimens? If so, please indicate trade name, type of consolidant and solvent used. How can the specimens be recognized in the collection?

Figure 18. Collection Processing Record, page 1.

Accn # TARL _____

4. If there are metal objects in the collection, were conservation treatments applied, what type and solvent and what is the current condition of the material?

5. Have any objects had conservation treatment not noted elsewhere on this form? If so, specify. Attach report(s)

Cleaning Details

Material	Washing (Kind of Water)*		Acid Bath	Dry	Other
	Water-Screen				
	Field	Lab	Washing Lab		
Bone					
Shell					
Lithic					
Ceramic					
Vegetal					

Please use these abbreviations in completing the table above:
 U = Unprocessed T = Tap DI = Deionized D = Distilled O = Other (specify)

*If baking soda or other surfactant treatments were used to break up clays, please explain below.

Figure 18. Collection Processing Record, page 2

The screenshot shows a web-based form titled "Loan Data-main" with a "Loans" tab. The form contains the following fields and sections:

- Loan Status:** Active Returned Loan to TARL Missing Loan Loan No: 2017.013
- Name:** Wendy Earle Affiliation/Agency: Museum of the Southwest
- Purpose:** exhibit
- phone:** 432-683-2882 email: [empty]
- Address1:** 1705 W. Missouri Ave. address2: [empty] city, state, zip: Midland, TX 79701
- Loan Perio:** #Name? [empty] Days Mos Date: 6/2/2017 Expires: 10/6/2017 Loan authorized by: M. Tomka
- Accession Information:** Site(s): multiple TARTL Accession Number: [empty]
- Shipping:** hand carry
- Loan received by:** [empty] Date Received: [empty] Objects received by: [empty]
- Date Returned:** [empty] Return of Objects: [empty]
- Extended Date1:** [empty] Data_submitted
- Extended Date2:** [empty] data_hyperlink: [empty]
- Extended Date3:** [empty] attachments: [empty]
- Loan for Student Research:**
 - Student Name: [empty]
 - Student Address: [empty]
- FileHyperlink:** [empty]
- Comments:** [empty text area]

Figure 19. Loan Form Database Screen

Collections Management Policy, Texas Archeological Research Laboratory, UT-Austin

OUTGOING LOAN AGREEMENT

2017.013

Loan No.

This document constitutes an agreement to loan archeological materials from the Texas Archeological Research Laboratory to Wendy Earle, Museum of the Southwest, Midland, TX

The materials are Kirkland Watercolors

The purpose of the loan is exhibit

Insurance value of the loaned materials is \$3000

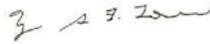
The undersigned borrower or authorized agent for a borrowing institution agrees to the following conditions:

1. The period of the loan shall be from 6/2/2017 to 10/6/2017
2. The loaned materials shall be housed at Museum of the Southwest with the following provisions for transport, housing, and use: hand carry
3. Any expenses incurred to ensure proper transportation, housing, use, and insuring of the loaned materials shall be the responsibility of the borrower.
4. If damage or loss of the loaned materials occurs while this agreement is in force, all costs of repair or replacement shall be borne by the borrower.
5. No modification, chemical or mechanical treatment, repair, restoration, copying, or exchange of loaned materials shall be made by the borrower unless prior written permission from the Director of TARL, and the appropriate state or federal agency where applicable, has been obtained.
6. The borrower shall not enter into any agreements concerning these materials with agencies or persons other than TARL and authorized representatives of TARL.
7. TARL cannot loan for exhibit any human remains, associated or unassociated funerary objects, unless express written permission is obtained from the appropriate official of the controlling tribe.
8. Under no circumstances will original site documentation records be loaned. Reasonable fees may be charged for copies made for loan.
9. TARL reserves the right to inspect loaned materials and review their transport, housing, and use while this agreement is in force. TARL also reserves the right to terminate the loan agreement (1) immediately and at any time, should the borrower fail to meet the specified conditions of the agreement and/or should some threat to the preservation and protection of the loaned materials exist, or (2) following written notice, for any reason.
10. In exhibits and publications, Texas Archeological Research Laboratory, The University of Texas at Austin, shall be acknowledged as the source of the objects on loan. Where the loaned materials are Federal or State Held-in-Trust, appropriate additional acknowledgments will be necessary.
11. The borrower shall provide the TARL Library with two copies of any publication generated by the borrower relating to the objects in the loan. In the event no publication results, the borrower will submit a report of findings. In any event, copies of raw data pertaining to the loan materials shall be provided for curation at TARL; in appropriate cases, electronic copies may be required.
12. This agreement shall remain in force until such time as the loaned materials are returned to TARL and an authorized representative of TARL documents such return.

Date of agreement 6/2/2017

Signature of authorized agent of borrower, print or type name and title

Address and phone number(s) of authorized agent of borrower



Marybeth S.F. Tomka, Head of Collections

Signature of authorized representative of TARL, print or type name and title

Date of loan return _____

Signature of authorized agent of borrower, print or type name and title

Signature of authorized representative of TARL, print or type name and title

LOAN RENEWAL

Renewed from _____ to _____

Condition of artifacts: _____

Signature of authorized agent of borrower, print or type name and title

Signature of authorized representative of TARL, print or type name and title

TARL Form: Loan Agreement, Outgoing (Date 8/2007)

Figure 20. Loan Form, page 1.

Collections Management Policy, Texas Archeological Research Laboratory, UT-Austin

2017.013

Loan No.

Materials loaned to Wendy Earle

Date of loan 6/2/2017

Site no(s).	Item no.	Lot/Cat No	Count / Wt (g)	Item description
41VV180	1	TMM 2261-1 TMM Photo PC-A-46	1 /	Kirkland Watercolor Kirkland Plate 43, Box 1
41VV180	2	TMM 2261-2 TMM Photo PC-A-47	1 /	Kirkland Watercolor Kirkland Plate 44, Box 1
41VV90	3	TMM 2261-5 TMM Photo PC-A-50	1 /	Kirkland Watercolor Kirkland Plate 89, Box 1
41VV134	4	TMM 2261-7 TMM Photo PC-A-52	1 /	Kirkland Watercolor Kirkland Plate 101, Box 1
41VV74	5	TMM 2261-12 TMM Photo PC-A-57	1 /	Kirkland Watercolor Kirkland Plate 39, Box 2
41VV81	6	TMM 2261-17 TMM Photo PC-A-62	1 /	Kirkland Watercolor Kirkland Plate 96, Box 2
41VV83	7	TMM 2261-24 TMM Photo PC-A-69	1 /	Kirkland Watercolor Kirkland Plate 63, Box 3
41VV83	8	TMM 2261-25 TMM Photo PC-A-70	1 /	Kirkland Watercolor Kirkland Plate 64, Box 3
41VV242	9	TMM 2261-35 TMM Photo PC-A-80	1 /	Kirkland Watercolor Kirkland Plate 108, Box 4
41VV62?	10	TMM 2261-39 TMM Photo PC-A-84	1 /	Kirkland Watercolor Kirkland Plate 141, Box 4
	11		/	
	12		/	
	13		/	
	14		/	
	15		/	
	16		/	
	17		/	
	18		/	
	19		/	
	20		/	
	21		/	
	22		/	
	23		/	
	24		/	
	25		/	

TARL Form: Loan Agreement, Outgoing (Date 8/2007)

Figure 20. Loan Form, page 2.

Needs Immediate Attention

PROVENIENCE:

Accession # TARL Site: _____ Cat # _____

Location _____ Temporary Location _____

Superclass _____ **Class** _____

Object Name: _____

Approximate Manufacture Date _____

DIMENSIONS: (metric)

Height / Length _____ cm Width/Diameter (*at widest point*) _____ cm

Thickness(*at widest point*) _____ cm Weight _____ g

MATERIALS: (*individual components and percentage of total*) _____

Photodocumentation **B&W** **Color** **Digital** **Attached** Y N

Photograph **Description/View**

Photograph #	Description/View
1	
2	
3	
4	
5	
6	
7	
8	

General Condition: Excellent (perfect) Good (Minimal, minor defects)
 Fair (Many defects, but stable) Poor (Might need stabilization)

Structural Stability (circle one): Stable Unstable

Repair Needed? Y N **Priority:** 1 (low) 2 3 4 (high)

Breaks : Extreme Moderate Minor **Fresh Breaks:** **Repaired Breaks**

Cracking: Extreme Moderate Minor **Fresh Cracks:** **Repaired Cracks:**

Biological: Insect Damage Vermin Damage Mold
 Other _____

Chemical: Metal Corrosion Crystalline Deposits Tarnished
 Smell Other _____

Figure 21. Condition Form, page 1.

Letter of Transfer for Collections

This letter documents the transfer of archaeological collections and records

Objects

Documentation

From:

Texas Archeological Research Laboratory (TARL), The University of Texas at Austin
name of transferring agency/institution
1 University Station, R7500
Address
Austin, Texas 78712
City, State, zip

to the following:

Pearce Museum, Navarro College
name of receiving agency/institution
3100 West Collin Street
Address
Corsicana, Texas 75110
City, State, zip

Description of Materials

Two limestone carved objects known as the Malakoff heads from 41HE60 (Accession TARL 1930.0002), originally in custody of the Texas Memorial Museum recovered in 1929-1930 and transferred to TARL in 2002.

for permanent storage and display, no rights reserved.

Transferred by	Marybeth S.F. Tomka <i>Printed Name, Title</i>	<i>Signature</i>	<i>Date</i>
Received by	Karl Humphries, Director of Facilities <i>Printed Name, Title</i>	<i>Signature</i>	<i>Date</i>
Received by	Dr. Bruce Tabor, Director, Pearce Museum <i>Printed Name, Title</i>	<i>Signature</i>	<i>Date</i>

Figure 22. Example of Deaccession Record in form of transfer.

8/28/2017 1:33:02 PM ACC # 1930.0002 Deaccessioned Collections Records Rehabbed Digital Sites Media

Collection Date: 1929-30 Acquisition/Arrival Date: Accession date: Secondary Ownership:

Collection Source: Accession Deaccession date: 2/2/2015 Deaccession No: 16

State HIT Federal HIT Owner: UT-TARL Donated by:

Sponsor: Country USA State Texas address of donor:

Counties Henderson Antiquities Permit Number 0

Project name: Malakoff Head Site, 41HE60, UT Generated Collection, site excavated by Texas Memorial Museum

Principal Investigator:

agency: University of Texas Project #: Project Arch/field director:

Site name: Type Collection Location:

Project Site Nos. 41HE60

CollectionNumber: QuadrangleSiteNumber: GeographicSiteNumber: WPACollectionNumber:

Comments:

Records space: GC Total drwrs: 0.000 Total shlvs: 0.000 Total bx: 0.00
 VC Total shlvs: 0.000 Total shlvs: 0.000 Total shlvs: 0.000
 HO Total bx: 0.00 Total shlvs: 0.000

Other Acc# ICMS status ICMS cat'd

Buttons: Add Sites to Master List, Object Locations, Open Accession File, Record Locations, Tracking Form, Reports, Curation Request, Records Inventory Summary, Deaccession Form, Objects Inventory Summary

Figure 23. Database screen of Accession Form showing deaccession date and

tDeaccessions

Project_Name: Malakoff Heads Deaccession ID: 16

Collection Name: #Name? Name_of_Requestor: Bruce Tabor, Navarro College Pearce M

Site: 41HE60 Collection Portion: whole Accession Ref: 1930.0002 Loan Ref:

Deaccession Type: transfer Reason: out of scope Deaccession Date: 2/2/2015

Ownership: State Agency_Permission: THC Permit: #Name?

Entity Receiving deaccession: Navarro College Pearce Museum Documentation:

Deaccession authority: TARL head of collections

Deaccession authority name: Marybeth Tomka

Buttons: PDF icon

Figure 24. Deaccession database form.

**REQUEST TO PHOTOGRAPH COLLECTION ITEMS
OR TO REPRODUCE IMAGES**

Name _____ Organization _____

Address _____ City/State/Zip _____

Telephone _____ E-mail _____

I wish to: Photograph _____ Scan _____ Reproduce Images _____

Nature of the collections you wish to photograph or nature of images you wish to reproduce:

Use for which these photographs are needed:

Research _____ Teaching _____ Publication _____ Other _____

Explain: _____

If for publication or other commercial purpose, please state the following:

Title _____

Publisher/Release Date _____

If requesting to photograph, please indicate the following:

Date you wish to photograph _____

How much time do you expect to spend _____

Credit must be given to TARL either as repository curating the specimen or as the source of an image (where applicable, photographic negative catalog number must be noted and credit line should also include the name of the photographer [if known]), "Courtesy of Texas Archeological Research Laboratory, The University of Texas at Austin". With printed matter, the credit line should appear on the same page or the page facing the illustration, or with other "Sources of Illustrations." Crediting of each individual item is necessary in all cases.

I have read the POLICY FOR PHOTOGRAPHING ITEMS FROM TARL COLLECTIONS AND FOR REPRODUCTION AND PUBLICATION OF PHOTOGRAPHS and I agree to comply with the procedures, conditions, and fees outlined therein.

Signature _____ Date _____

TARL response: _____

Figure 25. Hard copy image request form.

ID

Name Q15 - Title

Affiliation/Organization

Address Q4 - Address2

City, State, Zip

Phone Number(s) Office Q6_2_TEXT - Cell

Email

I wish to (click all that apply):

List the specific site(s), county(ies), and type of record

Item #1 Item #2

Additional Items:

Use of Material

Other

Title, Publisher and anticipated release date of proposed

Date of visit to photograph/scan or date copy is needed

Time Needed: Resources needed

Other

Credit must be given to TARL either as repository curating the specimen or as the source of a photographic image. Credit line should also include the name of the photographer (if known), "Courtesy of Texas Archeological Research Laboratory, The University of Texas at Austin," and the image catalog number, unless otherwise specified. With printed matter, the credit line should appear on the same page or the page facing the illustration, or with other "Sources of Illustrations." Crediting of each individual item is necessary in all cases.

I have read the POLICY FOR PHOTOGRAPHING ITEMS FROM TARL COLLECTIONS AND FOR REPRODUCTION AND PUBLICATION OF PHOTOGRAPHS and I agree to comply with the procedures, conditions, and fees outlined therein.

Request Approved Date Approved Approver

Request Approved Comments

Signature

Monday, August 28, 2017

Page 1 of 2

Figure 26. Request for Image Use.

All State-Associated HIT Collections have additional tracking to maintain TARL's certification with the THC Repository Certification Program. These include:

1. An annual report submitted to THC on accessioning, deaccessioning and disposals, site inventory, inventory and security issues, incoming and outgoing nondestructive loans, destructive analysis loans, and conservation actions;
2. Infestation report (as necessary);
3. A duplicate copy of the HIT records is provided to THC for secure housing off-site and is updated on a scheduled basis.

The long history of TARL and the documentation of archeology in Texas necessitates the maintenance of several reference and cross-referencing systems. Some of the systems have been maintained in their original form, while others have been adjusted to account for the use of the current site recording program.

1. The Key Site file: At the front of each county is a tracking card showing the trinomials assigned in that county. This trinomial number assignment card is followed by "reserve" cards that record to whom and for what project the numbers were assigned.
2. Name/Project card file (a look-up for names assigned to sites and sites affiliated with particular projects).
3. Quadrangle (early numbering system cross-referenced to trinomials) site number cross-reference
4. Quadrangle object catalogue cards.
5. WPA-era field notebooks, object catalogues and inventory cards (originals are stored separately and the copies are stored as project accession files.
6. Human Osteology accession information and documentation. Currently the card files are filed by HO accession number and by county with the short-term plan to integrate all documentation into the accession from which they came. Cross-referenced to the site files.
7. Texas Memorial Museum accession books for materials transferred to TARL.
8. SMU X-number card file (essentially SMU Key Site Cards), cross-reference database (trinomials preceded by an "X" were assigned by Southern Methodist University to sites recorded by SMU personnel), and site forms (being integrated into the County files as time allows).

There are two numbered sequences for cataloguing photographs at TARL: a print/negative/digital series and a slide series. The catalogues (photographic logs) for the images may be found in the County files, or in some cases, in the project files.

The prints and slides are filed by site number, with a unique number for each negative and slide. In the original print/negative series, the print was mounted and documented on an envelope with the catalogued negative housed in a sleeve inside the envelope. That method was replaced by prints housed in sleeves by site with a copy of their catalogue; their corresponding negatives are filed separately by a negative strip accession number series that is cross-referenced in the Summary of Number Series Used form.

Glass negatives are placed in an unbuffered, four-flap enclosure, (emulsion side down and centered in the enclosure), resting on a long side in an archival box within a locked cabinet. Nitrate negatives are individually packaged and housed in a heat-sealed envelope in a locked freezer. Many prints are still attached to acidic craft envelopes with rubber cement and are in need of remedial attention and not all negatives have been numbered and placed in protective sleeves. This is an ongoing project.

COLLECTIONS CARE

Collections at TARL are held in perpetuity in the public trust for research purposes and therefore care of collections strikes a balance between preventive maintenance (security, protection, and safe handling) and access. Collections care includes, but is not limited to, adequate housing, preventive maintenance,

stabilization, conservation or restoration efforts, and appropriate handling and moving. All collections require an environment that is stable to the extent possible and monitored for temperature, relative humidity, light, and atmospheric pollutants. Agreement as to whether there are seven or nine agents of deterioration varies from one institution to another or between conservators, but the chief factors are light, temperature, humidity and pests.

The physical structures that house TARL are maintained by UT Facility Services. Air handling systems are checked monthly and filters cleaned or changed. Water heaters are drained and checked quarterly. Fire systems are checked every six months and emergency exit lights every month. Fire extinguishers are checked annually. Problems that arise with the buildings or systems are promptly reported to supervisors for immediate action.

Climate data from each storage area at TARL is reviewed, printed and archived. TARL has an [eClimateNotebook](#) subscription with the Image Permanence Institute of the Rochester Institute of Technology. The system combines USB-accessible monitors with uploading capability to the IPI website for storage and analysis. The system also allows the uploading of data from other systems using comma separated files. The storage spaces in Building 5 and 33 have HOBO (Onset) environmental monitors that are downloaded each month. Rooms 2 and 19 in Building 5 are on separate tightly climate controlled systems with additional dehumidification capability. Room 11 is used for temporary storage and incoming collections work and has a standalone system with a portable dehumidifier connected to the HVAC's drain system for water dispersal. Room 111, the Human Osteological storage and lab space shares its HVAC system with two staff offices. To balance the need to maintain temperatures for good collections care against the human comfort factor is a challenge. The temperature and humidity is kept as stable as possible at approximately 68-70 degrees Fahrenheit and a 50% humidity level. Room 111 also has a portable dehumidifier that drains into the HVAC system. Two other storage areas within Building 5 are not climate controlled; however, the first is a staging area for collections processing and stores lithic items requiring less environmental sensitivity. Eventual enclosure of these security fenced areas into climate controlled areas is a short-to-long range plan. The second area is the Vessel Collection storage area. Plans are being made to move these items into renovated office space with climate control when funds allow.

All fluorescent lamp bulbs have UV sleeves. Sleeves are checked for deterioration when bulbs are replaced. In general the list of environmental condition monitoring below applies:

- Lighting, temperature, relative humidity, and atmospheric pollutants are monitored and regulated on an ongoing basis;
- Visible light levels are measured with a light meter and readings are documented;
- Light levels are:
 - no more than 50 lux/5 foot candles for light-sensitive organic objects;
 - 150 lux/15 foot candles for less light-sensitive objects;
 - no more than 300 lux/30 foot candles for more light-stable inorganic objects;

- UV levels do not exceed 75 microwatts per lumen.
- Light levels are monitored/checked every time the lighting situation changes;
- Temperature and relative humidity are measured with PEM2 (Image Permanence Institute's *eclimateNotebook*® devices) and HOBO dataloggers;
- The vagaries of HVAC system in each storage area limit the ability to maintain stable or mirrored environments. The preferred relative humidity is 45-50% at 60 degrees with daily fluctuations of no more than 5%.
 - Rm 2: 60 degrees + 5 degrees; RH 50-55% + 5 %
 - Rm 11: 70 degrees + 5 degrees; RH 50-55% + 5 %
 - Rm 19: 57 degrees + 1 degree; RH 47-49% + 2 %
 - Rm 111: 68-70 degrees + 5 degrees; RH 50-55% + 5 %
- Temperature and relative humidity are monitored on a regularly scheduled basis.
- Atmospheric pollutants are measured by a portable mass spectrometer/gas chromatograph;
- Particulate pollution (e.g., soot, dust) and gaseous pollution (e.g., SO₂, NO₂, O₃) is controlled by both of the following:
 - filters in HVAC systems;
 - filters in freestanding filter devices.
 - regular cleaning of the building

Objects and records are kept in cabinetry that is baked enamel or powder-coated and are rust- and burr-free. Object cabinets are kept locked and compactor sections in Room 19 are closed except when in use. Objects are also housed in boxes on baked enamel shelves. Some shelving in Bldg. 33 is wood, but the materials placed on those shelves are in polyethylene bags and currently being placed into plastic boxes to prevent acid migration. All materials used to package incoming collections are appropriate for the collections and archivally sound. Inappropriate materials used to house older collections are replaced when encountered.

The wide variety of records curated at TARL require containers and housing units that best fit their size, kind of material, and fragility. Most documents are a standard 8.5 X 11 inches and are housed in acid-free, lignin-free folders in baked enamel filing cabinets. Older records that are neither archival nor in archival containers are being re-folded, interwoven with archival paper and/or placed in protective sleeves on an ongoing basis. Larger maps and illustrations are housed in flat file cabinets. All records are handled as unique and irreplaceable. The WPA-era and earlier materials have been segregated from the rest and only copies are used when feasible.

The TARL research library is not a part of the University's library system and the cataloguing does not follow usual library standards, but organizes the publications by criteria such as agency/company/institution/society producing the report (THC, Prewitt & Associates, Inc., etc.) and by topic (soil surveys, theses and dissertations, lithic studies, geology, etc.). Journals and a number of out-of-state publications are also available, though the focus of the library is on Texas archeology and associated sciences. A number of the volumes document projects conducted under Texas Antiquities permits issued under the THC (TARL serves as one of its depository libraries). Since these and other publications may have site locations, full access to the TARL library is restricted to those who have been approved for access to site location information. In order to have items available to researchers visiting the laboratory, publications are restricted to building use only. Users of library materials return them to the librarian who ensures that documentation is complete and any needed repairs are made before re-shelving the item.

Conservation

Conservation is actually a continuum of actions intended to increase the lifespan of objects and media. Preventative conservation seeks to establish environmental conditions that slow down the natural aging processes. Stabilization occurs when an action is taken to retard a process that is impacting an object or media type. Consolidation of wood specimens with an additive could be considered stabilization. Restoration is the most extreme of conservation treatment and strives to return the object to its original form usually involving the addition of substances that alter the piece significantly.

Conservation surveys of collections, including state-associated collections, requires that the following are examined on a regularly-scheduled basis and improvements made when necessary:

- collections management policies
- collections management procedures
- prevailing environmental conditions
- condition of objects is inspected and documented to prioritize conservation needs.

By re-examining policies and practicing on-going evaluations of environmental conditions impact to collections care can be minimized. Early detection of detrimental environmental conditions and identification of adverse procedures are considered proactive collection care policies. That is to say, use of some materials were thought to be “best practices” only to be replaced by another found to be more stable, e.g., PVA replaced by B-72.

If any treatment is needed, appropriate action is to be decided upon and approved by the Director, Head of Records, and Head of Collections. If necessary, an outside conservator may be consulted for recommendations on appropriate treatment. In the case of federal or State HIT collections, the appropriate agency must provide written authorization in advance of the proposed treatment. Regardless of collection ownership, conservation treatment should be performed by a trained conservator or at the very least in consultation with a conservator. All treatment must be reversible in nature and must be carried out with compatible materials. Treatment is documented prior to, during, and after completion. In the case of State HIT collections, an annual report on conservation treatment is submitted to the THC.

Housekeeping Plan

DAILY:

Clean restrooms and kitchen. Remove garbage. Sweep and/or mop hallways and stairs.

Modular Buildings are cleaned as necessary depending on use. Historically, the Modular “A” building is used for classes one day a week in the fall and the “D” is used in the spring also one day a week. Those using Modulars B and C are asked to remove trash daily and sweep when appropriate.

TARL staff will clean all storage rooms as needed.

PEST MANAGEMENT

Collection storage and work areas are strictly restricted in terms of food and drink. Neither is permissible in the storage areas and only drink is allowed in office spaces. Food preparation appliances are strictly limited. Reasonable efforts to minimize threats are required under The University of Texas at Austin Fine Arts Insurance policy.

As discussed more fully in Collections Care (on page 52), pests need food, and some need additional water, to live. Responsible preventive maintenance plans remove or minimize the availability of both. As some of the collections TARL holds, as well as some of the packaging used, are attractants themselves, it is imperative that cleanliness be maintained in all areas of the building. A refrigerator, coffee maker, and microwave as well as food and drink vending machines can be found in the lunchroom. An electric kettle, refrigerator and Keurig coffee pot are also available in one of the upstairs offices. Empty cups and cans should be placed in refuse containers in restrooms or kitchen before the end of the day. Users of the lunchroom should thoroughly clean up after preparation or consumption of any food. The foundation of a good pest management plan is prevention. Attentive, regular housekeeping, monitoring and maintaining climate control equipment, and minimizing areas potentially exposed to food and drink act to discourage the presence of pests.

No food is allowed in any areas housing objects or records. Eating will take place in the lunchroom or outside of the building. Drinks with lids may be taken into office areas, but must be kept away from collections and records. Empty cups and cans must be rinsed out and placed in refuse containers in restrooms or kitchen before the end of the day.

Insect traps are set in various areas inside offices and collections areas. These should be checked monthly by staff members working in those areas, and will be inspected and replaced quarterly. Presence of pests in traps is to be reported verbally to the Director, Head of Records, or Head of Collections. Any pest infestation report is archived. At a minimum, pest infestations will be evaluated quarterly in an effort to assess the success of the pest management program; and the importance and implementation of the pest management program will be discussed at regular staff meetings. Staff who work in the first floor perimeter rooms should be especially vigilant for termites and other insect pests. Piles of dirt or a sawdust-like substance that suddenly appears may be insect frass or waste material signaling an active infestation. Any staff member noticing an infestation should promptly report this to the Head of Collections for immediate action.

A localized infestation should be approached first by cleaning of the collection and the space it is housed in. If necessary, records or objects will be isolated and monitored for further activity. Subsequent cleanings may be necessary.

UT Facility Services has a pest control staff that responds promptly to requests via work order. Exterior fumigation is handled through PRC Facility Services via work request. The exterior perimeters of both buildings are scheduled to be sprayed quarterly. No fumigation will take place INSIDE collections areas in Bldg. 5. Fumigation in Bldg. 33 is restricted to the interior perimeter and the floor. Under no circumstances are any boxes to be sprayed. Exterminators should be reminded of this each time they fumigate. Least-toxic chemical controls (general-use pesticides) and toxic chemicals (restricted-use pesticides) are used only as a last resort.

FIRE PREVENTION

Reasonable efforts to minimize the risk of fire are required under The University of Texas at Austin Fine Arts Insurance policy. As discussed more fully in Section 15 (Disaster Management), coffee makers, microwave ovens, and other electric food preparation appliances (as well as electric heaters) pose risks for fire. As such, staff is vigilant concerning the use of these appliances.

SECURITY

TARL utilizes a security system to deter and detect intruders. This system includes a restricted access policy, lock and key control system, alarms, and appropriate systems and procedures for protecting sensitive archeological information in digital format as required by Texas state law.

All individuals with access to TARL must conform to the security procedures below. This includes access to TARL, adherence to all signs and other instructions, key, lock, and alarm systems, restricted locations for food and drinks, control of photography, and control of firearms and other dangerous items. These policies and procedures apply in their entirety to objects, collections, equipment, and facilities assigned to or held by research projects, staff, faculty, and student researchers, or other researchers even if the collections have not been formally accessioned at TARL.

Emergencies are to be reported immediately and directly to UT Police at 911 or 471-4441. All disasters, definite or suspected breaches of security, as well as suspicious activities of any sort, shall be immediately reported to the Director, Head of Records, Head of Collections, or other staff member, if available, who in turn shall immediately report the incident or activity to UT Police at 911 or 471-4441. UT Police will have an officer respond and will conduct investigations of all incidents. As appropriate, incidents shall also be reported immediately to Risk Management and to the Dean of the College of Liberal Arts.

Access to TARL

During public hours, access to TARL is via the J.J. Pickle Research Campus Burnet Road guard station. UT students, staff, and faculty are admitted to J.J. Pickle Research Campus if they have a current UT parking permit. All others will be directed to purchase a parking permit at one of the kiosks or to speak with a TARL staff member about obtaining a temporary permit.

All buildings are locked and alarmed during non-public hours [Building Access Control System (BACS)]. Staff members with off-hour permissions may enter if they have keys to their offices.

Although access to the unenclosed area of Building 5 is open at any time to those having keys and cardkeys, the main entrance to the building is locked from 5 PM in the evening until 8 AM in the morning. The Records Room is unlocked when staff are present, otherwise visitors are referred to other staff members with keys. The double doors leading to the south end of the building are to remain closed after 4 PM and the alarm system armed until 8 AM in the morning. TARL main doors are also locked during the 11:30 12:30 time frame for staff lunch.

Staff and/or students may remain in unalarmed areas of TARL buildings after hours provided they have a key to their respective office(s). Only persons with an active alarm code to arm the security system prior to leaving may remain in an area that is to be alarmed (e.g., modular buildings). Exterior doors are checked by senior staff to ensure they are closed securely and locked. Unnecessary lights are turned off. The coffee/break room is checked to ensure that microwave oven control panels are cleared, any other appliances are off or disconnected as appropriate, and the refrigerator door is closed. The gate to the south end of the building is closed and locked, the alarm system activated and the interior double doors to the south two-thirds of the building are locked.

Access to Records, Collections, and Other Portions of TARL

TARL's Access Policy governs access to the different areas that may have more restricted access than other areas such as staff offices with less restricted access. All portions of TARL are secured by locks, and all keys are authorized by the Director via a Key Issuance Card (signed by the Director and the individual being issued the key) and issued by UT Locks and Keys. No key may be copied except by UT Locks and Keys. Upon termination of authorized access to TARL, all keys and swipe cards are returned to UT Locks and Keys. The individual's alarm codes/numbers are removed from the control panels and the alarm authorization updated with UT Police.

Magnetic cards for the Room 19 lock are authorized by the Director and are issued in accordance with UT policy by ITS. Cards are issued only to the Director, Head of Collections, the Collections Assistant as determined by the Head of Collections, and the Head of Records. Damaged cards are to be turned in to ITS. If a card is lost, the loss is to be reported immediately to UT Police and to ITS who shall immediately invalidate the card.

Many rooms at TARL are protected by alarm systems. The Director will make final decisions on individuals requesting authority to access alarmed rooms. If granted, the Director will follow UT policy and procedure on alarm codes, including reviewing policy and procedure with the individual, inputting their PIN number and providing updates to UT Police.

Collections, Records, and Library Cabinets

All locking cabinets are individually keyed, and no individual is issued keys to cabinets. All keys to museum cabinets, records file cabinets, and library cabinets are kept in locking key cabinets. As authorized by the Director, senior staff may be issued keys or codes to key cabinets as needed for the performance of their

job duties. Where locking mobile storage systems are present, the systems are to be kept locked except when in use. Locking cabinets are to be kept locked except when in use. The key code, if such is in use, is to be kept confidential and in a secure location outside the key cabinet itself. Personnel files and other documents restricted by University policy are kept in a locking cabinet.

Response to Alarms

During normal business hours, alarms are responded to immediately by TARL staff. If appropriate, the Director, Head of Records, or Head of Collections may call UT Police if they do not need to respond. This notification is done with the use of a preauthorized code word according to UT Police procedure. Otherwise, alarms reporting to UT Police will be responded to by UT Police regardless of day or time.

When UT Police respond, any individual in the area of the alarm must provide their unique code word and a driver's license or other state or federal identification. If not, UT Police may arrest the individual. UT Police will call the authorized list to have an authorized staff member come to secure the room, and assess the possibility of damage or theft. PIN numbers and personal code words are to be kept strictly confidential and not shared with anyone else. PIN numbers are not available to UT Police.

Maintenance Issues

Problems with locks, keys, and cards are to be reported immediately to UT Locks and Keys or ITS. Problems with alarms and other electronic security devices are to be reported immediately to Campus Security Systems and, as appropriate, to UT Police. Alarm and electronic security system maintenance can only be authorized by the Director, Head of Records, or Head of Collections. Specific opening and closing procedures for certain rooms are as follows:

Records Rooms (PRC 5, Rooms 2, 3-10)

The TARL Records Room, which is protected by an alarm system as well as a regular door lock, can only be opened and locked by a TARL staff member with a security PIN number and key. There are set procedures for opening and closing of these rooms.

General Collections, Room 19

General Collections, PRC 5 Room 19, is to remain locked and alarmed at all times when unoccupied. Visiting researchers to Room 19 are to be accompanied at all times by authorized TARL staff. If at all possible, items to be viewed should be retrieved by staff and viewed in research space elsewhere in PRC 5. Under no circumstances are Facility Services or contract workers to be left unattended in this space.

Vessel Collection

The Vessel Collection (VC), Room 119 in PRC 5, is to remain locked and alarmed at all times when unoccupied. Under no circumstances are Facility Services or contract workers to be left unattended in this space. Visiting researchers to VC are to be oriented by core TARL staff. If at all possible, items to be researched should be viewed in research space in VC. Researchers will be accompanied at all times in the collection. After work is finished in that space, staff will set garbage can outside the space, extinguish lights, lock the gate, and arm the alarm.

Human Osteology

Human Osteology in PRC 5 Room 110 is to remain locked and alarmed at all times when unoccupied. Under no circumstances are Facility Services or contract workers to be left unattended in this space. Visiting researchers to Human Osteology are to be given orientation for use of this room by core TARL staff and will sign a "guidelines of research" form signifying they are aware of the restrictions of researching human remains.

Building 33

Visiting researchers to the offsite housing area in PRC 33 are to be accompanied at all times by authorized TARL staff. If at all possible, items to be viewed should be retrieved by staff and viewed at space in PRC 5. Under no circumstances are Facility Services or contract workers to be left unattended in this space.

Offices, Laboratories, Classrooms, and Other Rooms

During off-hours, all offices, laboratories, classrooms, and other rooms are to be locked and, if provided with alarms, the alarms are to be armed. During normal operating hours, such rooms are not to be left unattended by authorized personnel. If a room is to be left for an extended period,

any computers with sensitive information should be locked or the user logged off, the room should be locked, and any alarm armed.

Contractor Access

Contractors will, from time to time, require access to different parts of TARL. Details of access will be worked out in consultation with the contractor, UT PRC Facility Services, UT Police, and other parties as appropriate on a case-by-case basis. In general, contractors will be given access only during normal business hours. In no case will contractors be given keys or swipe cards to any Records or Collections room; all access to such rooms is to be provided by TARL staff, with a staff member present at all times.

Computer Security Procedures

- Access to areas containing network components (server room and IT closets) are restricted to the ITS and ATS network administrators and the facility's Technical Service Contact (TSC), in TARL's case, the Associate Director. TARL staff will only be given access to those computers they need to accomplish their jobs including laptop computers.
- All computers on the network have virus detection programs and firewalls installed. Hardware and software changes to network computers will only be made by the ATS or ITS personnel. All networked computers automatically lock if left idle for 10 minutes. Users are required to input their password before they will be able to continue working on the computer.
- All network computers require a user identification and password before logging on to the network. Staff are only able to access those network resources (servers/printers/databases) needed to accomplish their jobs. Supervisors will notify the network administrator of changes in personnel and personnel data access needs as they occur. (Elevated systems access and access to "Category-1" data is considered a "Position of Special Trust" requiring annual completion of a Position of Special Trust form with the Information Security Office.)
- Network resources (computers, scanners, printers, web access, software) are not to be used for personal business. No material should be accessed or displayed of an offensive nature to other TARL staff. Full guidelines can be found in the University's "Acceptable Use Policy".
- Staff should use robust passwords and should not reveal their password to anyone else. If their password is compromised they should immediately notify the network administrator and change their password. Staff should be aware of any visitors in their area and should not display sensitive or protected information where it could be viewed by non-authorized personnel. This policy will be briefed to all new staff members as part of their incoming orientation.
- Any breach of network security should be reported immediately to a supervisor or the network administrator. The network administrator will immediately take appropriate action to remedy the situation and assure an appropriate level of network security. The Information Security Office will quarantine any compromised network resource.
- Non-compliance with these policies will result in corrective action as directed by

Performance Management Plus procedures as implemented by the Dean of Liberal Arts, The University of Texas at Austin. These procedures can ultimately lead to employee termination. All employees are required to complete training for information security.

Other Security Issues

- All individuals with access to TARL must conform to all signs and other instructions. For access to and/or use of certain areas, individuals must sign forms acknowledging that they have read the applicable policies, procedures, and instructions.
- No property belonging to TARL may be removed from TARL without express approval of the Director, Head of Records, or Head of Collections.
- Personal property for use in offices may be brought to TARL and may be removed by the owner.
- Property to be shipped or that has been delivered is to be kept in a secure room until pickup by the carrier or until moved to its destination in TARL. Commercial deliveries can be made only during normal business hours. Deliveries by TARL staff may be made during off-hours, but the property is to be placed in a secure room until it can be moved to its destination at TARL.
- Non-TARL property found at TARL will be placed in a secure room and, if the owner cannot be readily identified, UT Police will be notified. UT Police may take possession as per UT Policy and ultimate disposition will be according to UT Operating Procedures and applicable State law.
- In terms of security, all firearms and other dangerous items that are considered archeological objects will be controlled as appropriate. No live ammunition will be kept at TARL, and any live ammunition found in an older collection will be left as found until the UT Police Department can arrange for proper removal. The Head of Collections will be notified immediately of any live ammunition found, and Head of Collections shall immediately notify the Director. Either may call UT Police. Functional firearms that are part of a collection will be kept in locked cabinets in an alarmed Collections area; no ammunition is to be kept in TARL. Individuals licensed to carry a handgun must comply with University policy described in the Handbook of Operating Procedures 8-1060 as well as applicable State laws. Any violations or suspected violations of University policy pertaining to firearms will be immediately referred to UTPD. No explosive devices of any sort shall be brought into TARL, and flammable materials shall be kept to a minimum. No gasoline containers may be kept at TARL except for completely empty containers in the separate storage buildings for field equipment. No fuel is to be left in water pumps or other equipment with fuel tanks when not in use.

EMERGENCY PREVENTION, PREPAREDNESS, RESPONSE

TARL is responsible to all staff, volunteers, and visitors for providing personal safety, health, and welfare in the event of an emergency. TARL also holds a legal and ethical responsibility to the community in regard to HIT collections. TARL therefore adheres to the emergency preparedness standards as the minimum acceptable standards to prevent or minimize the consequences of an emergency. TARL further adheres to the principle that emergency preparedness is the primary key to the safety and security of collections and that insurance has a supplementary role.

TARL staff plays an integral part in response to and recovery from emergencies. In situations which involve a threat to both collections and staff, personnel safety always takes precedence over collections security. TARL staff must be available for service during emergencies and, barring personal emergencies, all employees who are physically able must report to work in such instances. One of the prime duties of TARL staff is the protection of the materials and cultural resources which comprise TARL's collections. One staff member is designated as the emergency coordinator, typically the Building Manager.

TARL staff must participate in all emergency training sessions and drills. Staff is also encouraged to attend workshops and meetings which stress emergency preparedness, conservation, and other pertinent skills. Practice drills for emergencies are a regular part of TARL's schedule; consequently, all staff should know the procedures to follow and know all important locations, such as the nearest emergency shelters, exits, fire extinguishers, and pull stations.

TARL recognizes that it is a part of a wider university and city community. It shall work with community leaders in preparing, implementing, and following a community-wide emergency plan. TARL is also committed to assisting the community following a major disaster.

Although emergencies are defined as unexpected events or states of affairs requiring prompt action, preventive actions and attentiveness to health and safety protocols in day-to-day activities can often lessen the probability, frequency and severity of emergencies. Hence, this first part of this manual deals with PREVENTION. The second part is currently being revised in consultation with the other cultural institutions at UT and the Office of Emergency Preparedness.

Prevention

Staff, faculty, students, and volunteers are responsible for knowing and adhering to TARL's policies and procedures which have been designed to safeguard both personnel and the collections. UT policies regarding firearms, smoking, pets, and chemical safety are to be strictly observed at all times. Participation in any safety briefings, training, and drills is mandatory.

The UT Facility Services is responsible for the routine upkeep of TARL buildings. Maintenance of most of the systems is regularly scheduled; however, it is staff's responsibility to be vigilant and report any malfunction or other problem to the Director, the Head of Records, or the Head of Collections for resolution.

Although PRC isn't located in a flood zone and Buildings 5 and 33 both sit on elevated slabs, water events have been the most numerous types of emergencies in both buildings. Leakage during violent storms through windows, doors and the joints between the slab and wall structure has been addressed repeatedly and minimized, but warrants constant monitoring. Insofar as possible, nothing is stored directly on the floor

that could be harmed by water. Likewise, items are not stored directly against outside walls. Several inches of space are provided to permit air movement and visual monitoring, and to discourage mold growth and insect infestations. Senior staff are vigilant for water intrusions and for remediation. The Leibert HVAC unit, which serves and is positioned over the Records Room has leaked in the past and therefore Super Absorbent Polymer (SAP) socks, capable of absorbing up to 1.5 gallons of water-based liquids, have been deployed under and around the unit. Facility Services staff service the unit and TARL staff monitor as necessary. When below-freezing temperatures are forecast, the cabinets housing sinks in Room 6B and the lunchroom are kept

open overnight and during especially cold weather, faucets will be left to drip to prevent pipes from freezing.

During the spring and summer months, Central Texas is especially prone to violent storm activity. Although historically hurricanes have penetrated the state as far as Austin, tornados and severe windstorms are the most common storm threat to the area. Staff are aware of shelter procedures and areas and familiar with locations of the emergency response carts.

Building 5 is equipped with fire detection and suppression systems throughout. Automatic fire suppression systems serve some of the areas; others are served by fire extinguishers. Building 33 is served by extinguishers only. Extinguishers are inspected yearly; automatic systems semiannually. Staff know the locations of all pull stations, fire extinguishers and are aware of at least two means of egress from all parts of the main buildings and the modulares (Appendices). Fire extinguisher training is provided. Fire exits are marked with illuminated signs that contain battery backups. Staff is responsible for adhering to UT and TARL policies regarding chemical safety, smoking, and heat-generating appliance use. Staff will not store combustible materials in HVAC or other mechanical rooms. Staff do not stack combustible containers in offices or curation spaces. Staff respect and comply with PRC safety personnel dictates regarding potential fire hazards and other safety issues.

Although large quantities of chemicals are not normally stored or used at TARL, staff follows UT policy on chemical safety. All chemicals, except small working amounts in active use, are stored in Room 6B in the fire-safe cabinet in original containers. Acids are stored in an appropriately-sized secondary container on top of the cabinet by the fume hood. All personnel, including volunteers, using ANY quantity of any chemical, must take the Hazard Communication (H101) training available through UT Environmental Health & Safety (EHS). The fume hood in Room 6B has a damper on the vent located over the hood which is to remain closed except during use. A folder in the Room 6B lab contains the MSDS forms for all chemicals in use at TARL.

Biopredation is minimized, in large part, through good housekeeping. Basic housekeeping is provided daily by the UT Facility Services. Staff augments this by further cleaning personal and work spaces, removing large quantities of garbage generated during special projects, eating and drinking only in designated areas and disposing of food waste in appropriate receptacles. The potential for mold outbreaks are controlled by minimizing water intrusion and providing appropriate levels of temperature and humidity as well as use of auxiliary dehumidifiers in several of the key storage areas.

The threat of theft is minimized at TARL by various security systems for both the buildings and the campus. Staff is responsible for following protocol in protecting codes and passwords. Key control is maintained at all times. Staff is vigilant at all times for unknown persons in or around the buildings and inform senior staff of suspicious activities. Workmen are monitored and accompanied at all times when in curation spaces. Unoccupied spaces are kept locked and alarmed where appropriate. Criminal background checks are performed on prospective employees.

Accidental damage to both records and objects is minimized by handling only when there is direct need to do so. Aisles and corridors are kept free of obstacles. Movements of objects and records is carefully planned,

ensuring an obstacle-free path and a prepared receiving space. Objects and records are supported from underneath, using trays or bins as necessary.

Bomb threats are taken seriously. Staff keep a bomb threat checklist near phones. It is imperative that in the event of a threat, staff answering the phone remain calm and extract as much information from the caller as possible.

UT considers two of the main threats to the university to be Interstate 35 and the MoPac railroad. The latter is located approximately 100 yards west of Building 5. Current Federal regulations allow hazardous materials to be carried unregulated on rail lines in urban areas including incompatible chemicals carried on the same train. Staff are familiar with the appropriate actions they should take in the event of a train derailment.

Emergency Preparedness

Emergencies can and will occur. No amount of precaution can reduce this risk to zero. Potential threats to TARL, in order of likelihood are

- flooding (such as leakage from HVAC system or the effects of fire suppression),
- tornado or severe storm,
- fire,
- biopredation,
- theft,
- vandalism,
- transportation hazards, and
- bomb threat.

Certain of these (storms) are often foreseeable and, if given enough time, mitigative steps can be taken in advance. It is stressed that human safety is of paramount importance and always takes precedence over mitigative actions.

Windstorms and Tornados

NOAA radio transmissions are monitored for updates on approaching storms or the possibility of tornados. All personnel are alerted in both the main building and modulars. Staff working in Building 33 will be removed to safety. The following is a list of steps that will be taken for safety of the materials stored at TARL:

1. Powering down and unplugging computers and other non-essential electronic devices, ensuring cords are not left on the floor; cover computers with plastic.
2. Clearing desks of working papers, especially any originals.
3. Deploying SAP absorbent socks beneath window and door openings.
4. Wrapping library stacks with plastic and duct tape.
5. Wrapping human remains shelving units with plastic and duct tape.
6. Wrapping vessel collection shelving units with plastic and duct tape.
7. Collecting at least one flashlight from one of the emergency response carts and ensure that batteries are viable.
8. Requesting that Facility Services board up windows nearest rooms 2 and 19, or tape up outside windows.

TARL maintains two emergency response carts. These contain many of the supplies that would be required to mitigate against and respond to emergencies. TARL staff know the contents of the carts. Under no circumstances should the contents be disturbed except during emergency preparation or response. Emergency response carts are periodically inspected and materials/equipment replaced as necessary.

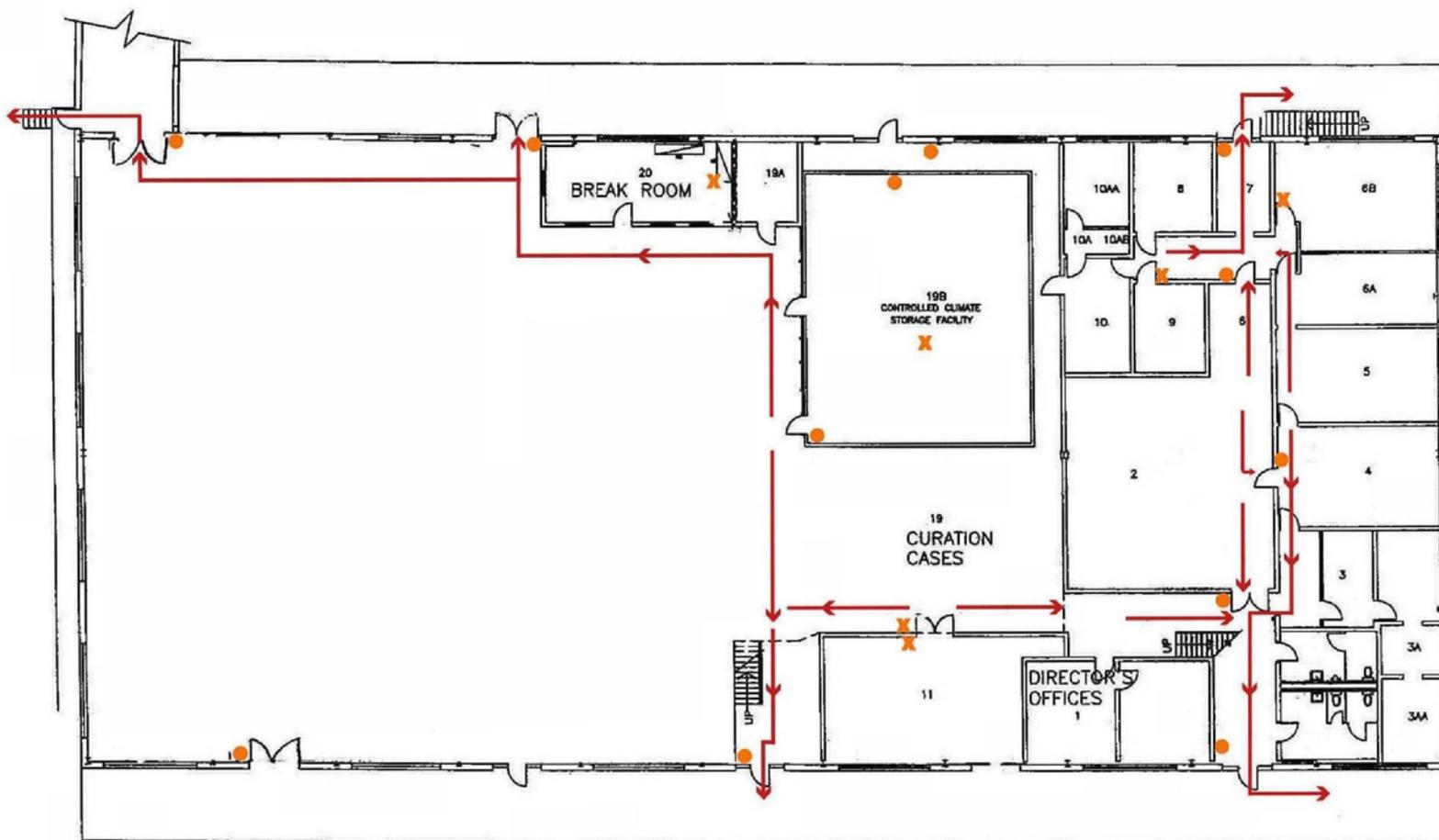
Disaster Response

University- or Area-Wide

The University of Texas at Austin is a fully invested partner in the area-wide emergency preparedness and response consortium using the Incident Command System (ICS), a commonly accepted emergency management structure. It was designed for incidents that involve not only the university, but also city, State, and Federal agencies, under multiple political jurisdictions. The structure of the ICS organization chart allows considerable flexibility. Only those positions that are necessary to manage the incident need be filled.

UT has multiple Emergency Operations Centers that service main campus and the remote centers such as PRC. The consortium maintains the Combined Emergency Transportation and Communication Center (CETEC) with a fully-developed capability for communications. In the event of an area-wide emergency, PRC personnel will be notified, and, in turn, will notify appropriate personnel in individual labs as to what action is necessary.

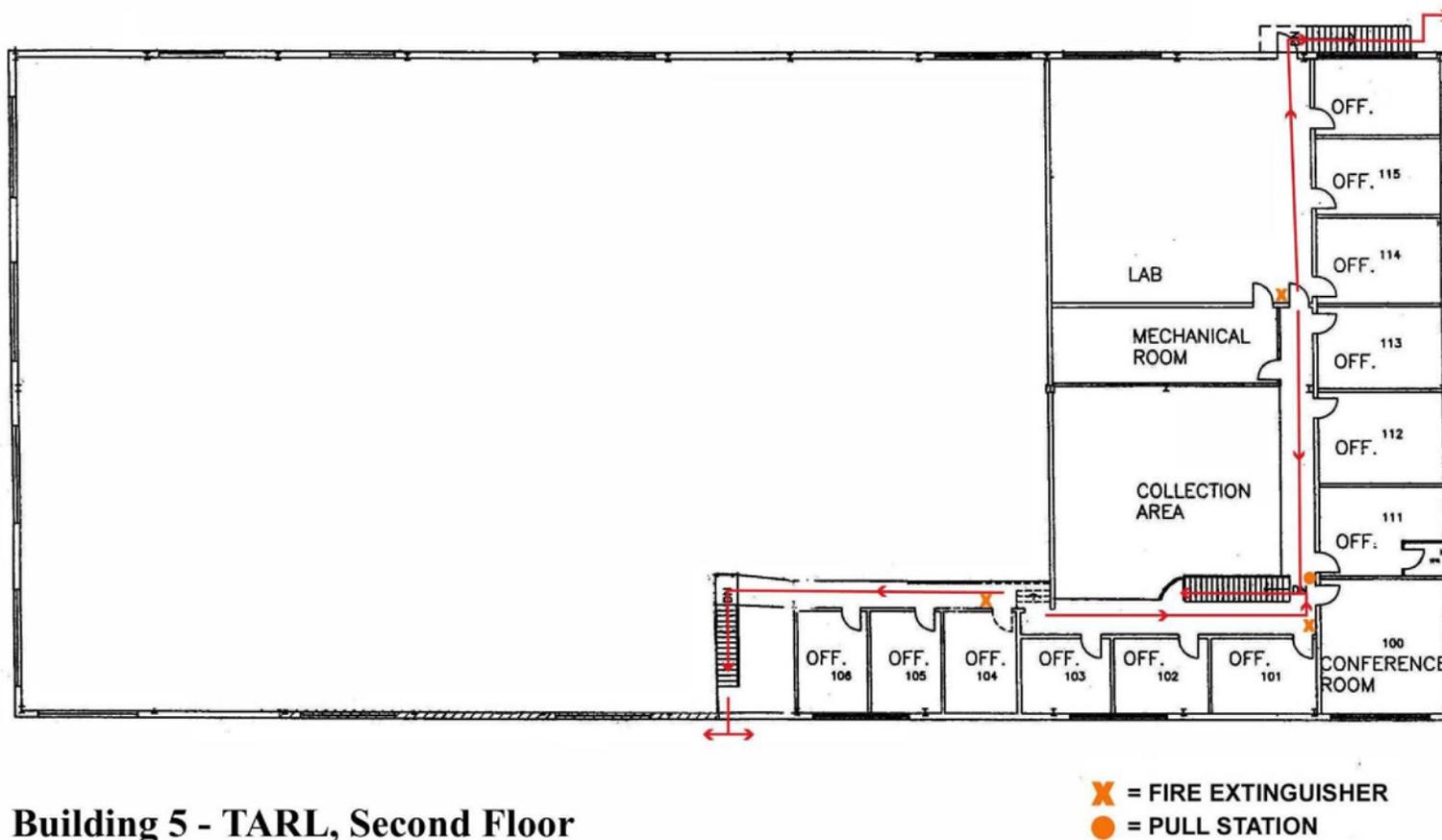
The TARL Director, or his/her designee, will act as the Emergency Coordinator. In TARL's case this designee is the building manager and associate director. The Emergency Coordinator is responsible for initiating emergency responses, writing damage assessments, handling media inquiries, coordinating any resource purchasing, and organizing practice drills. The Division Heads will organize and direct staff activities. The Registrar will track movement of objects and records, where necessary. TARL staff is responsible for following all instructions given for lab-level response.



Building 5 - TARL, First Floor

X = FIRE EXTINGUISHER
● = PULL STATION

Figure 27. TARL Building 5, First



Building 5 - TARL, Second Floor

Figure 28. TARL Building 5, Second Floor.

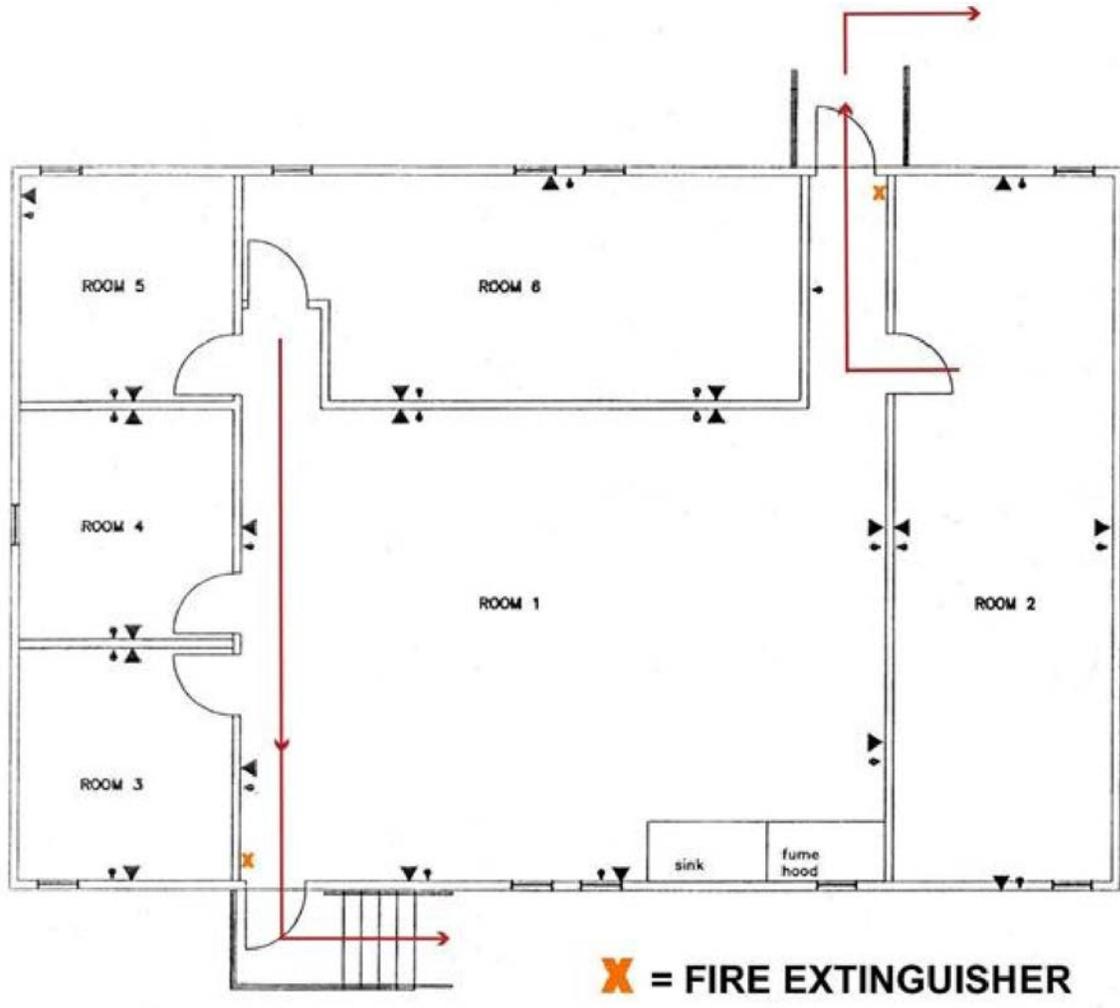


Figure 29. Portable Building 5A.

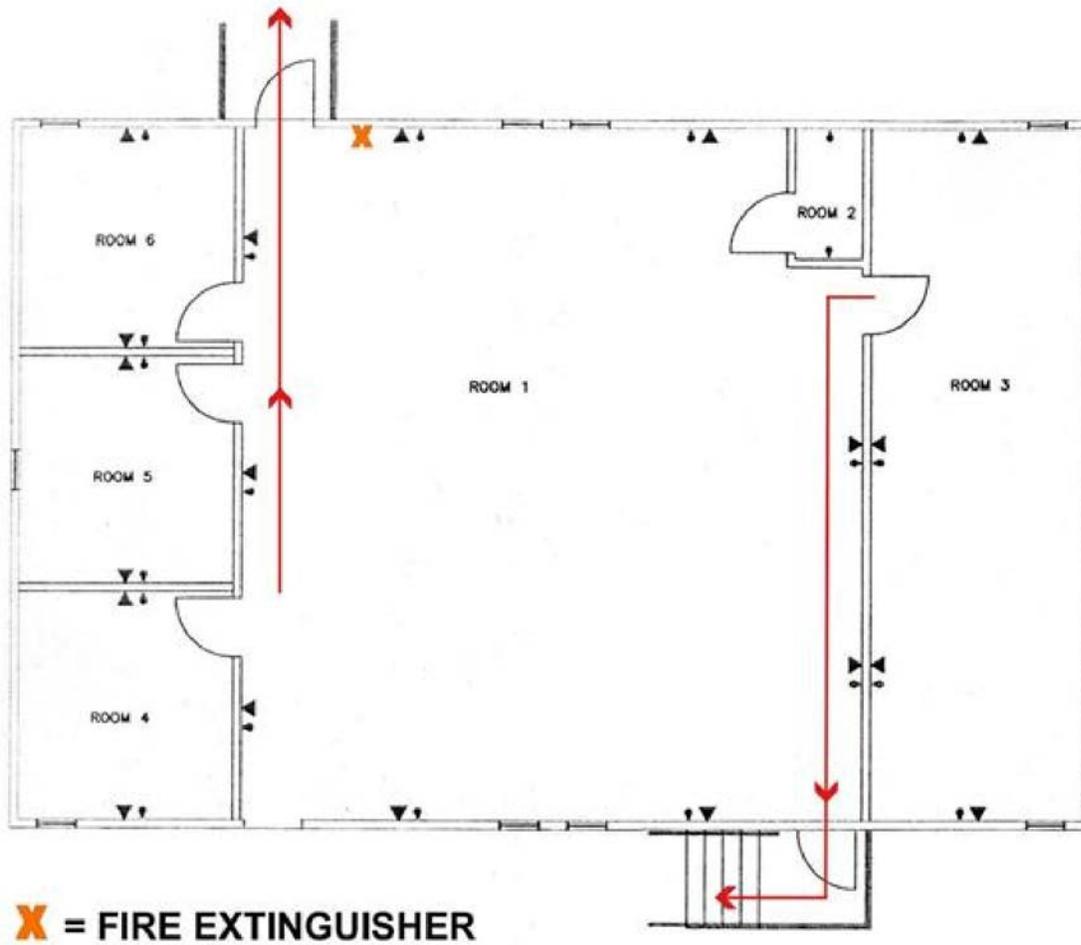
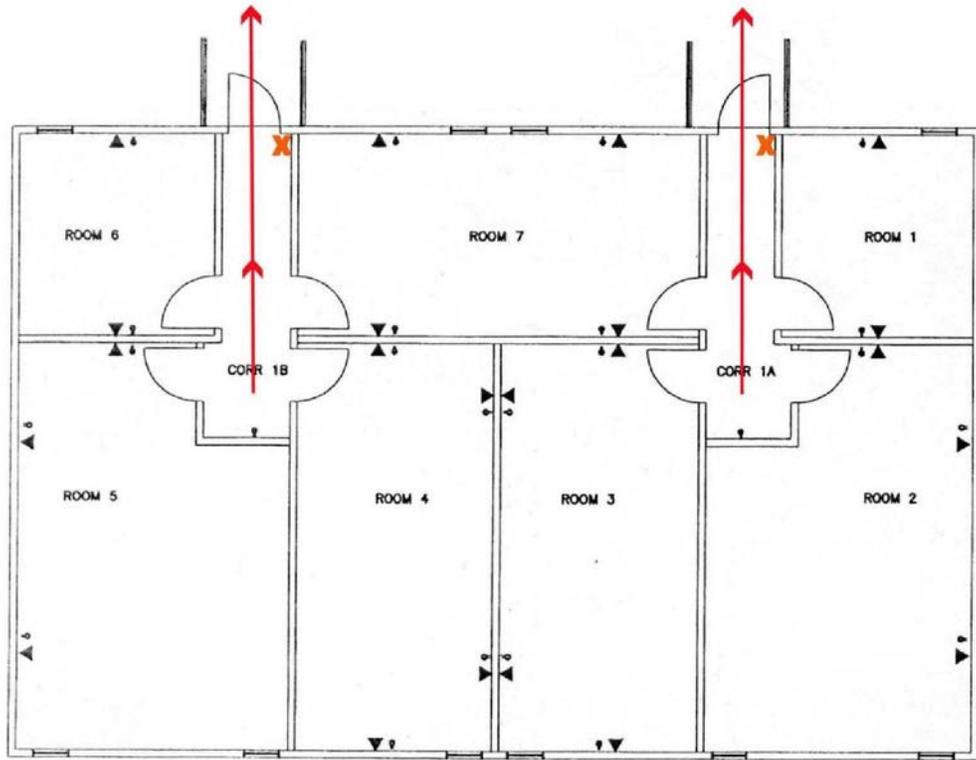


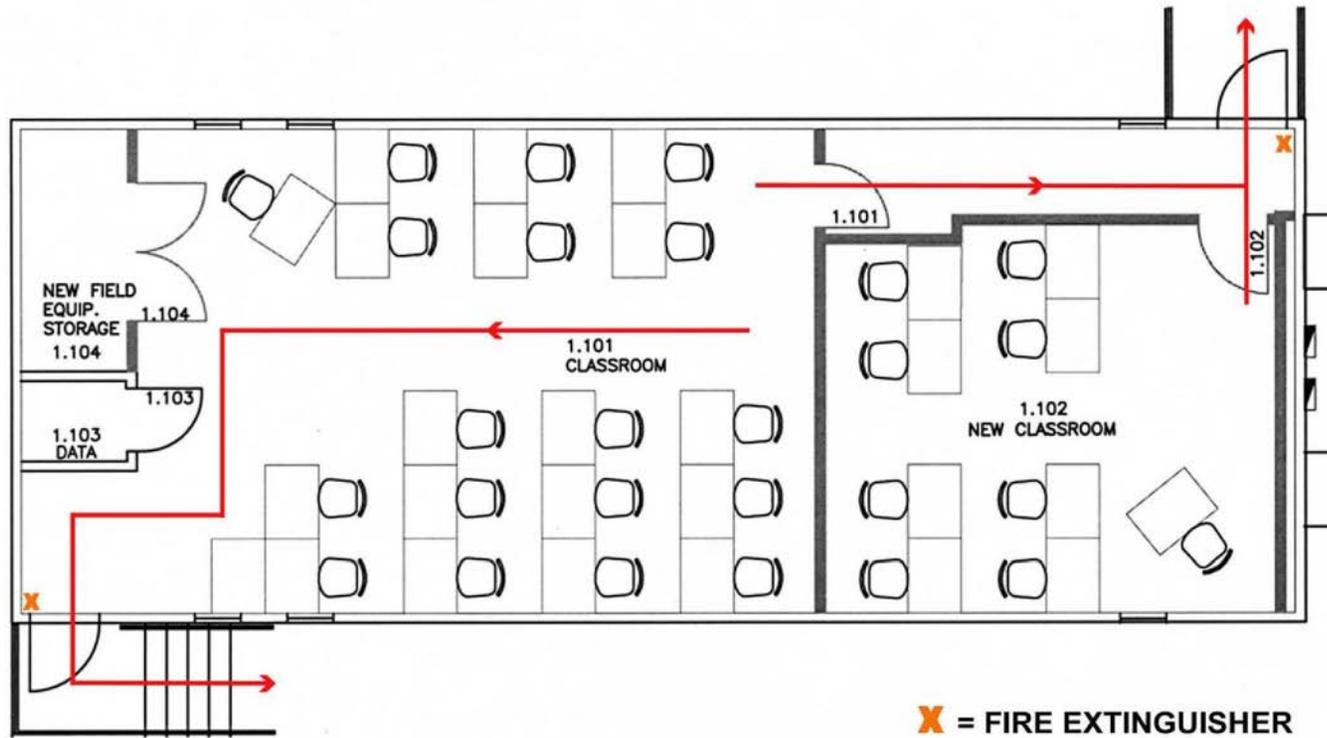
Figure 30. Portable Building 5B.



X = FIRE EXTINGUISHER

Building 5C - Research Offices

Figure 31. Portable Building 5C.



Building 5D - Classroom

Figure 32. Portable Building 5D.

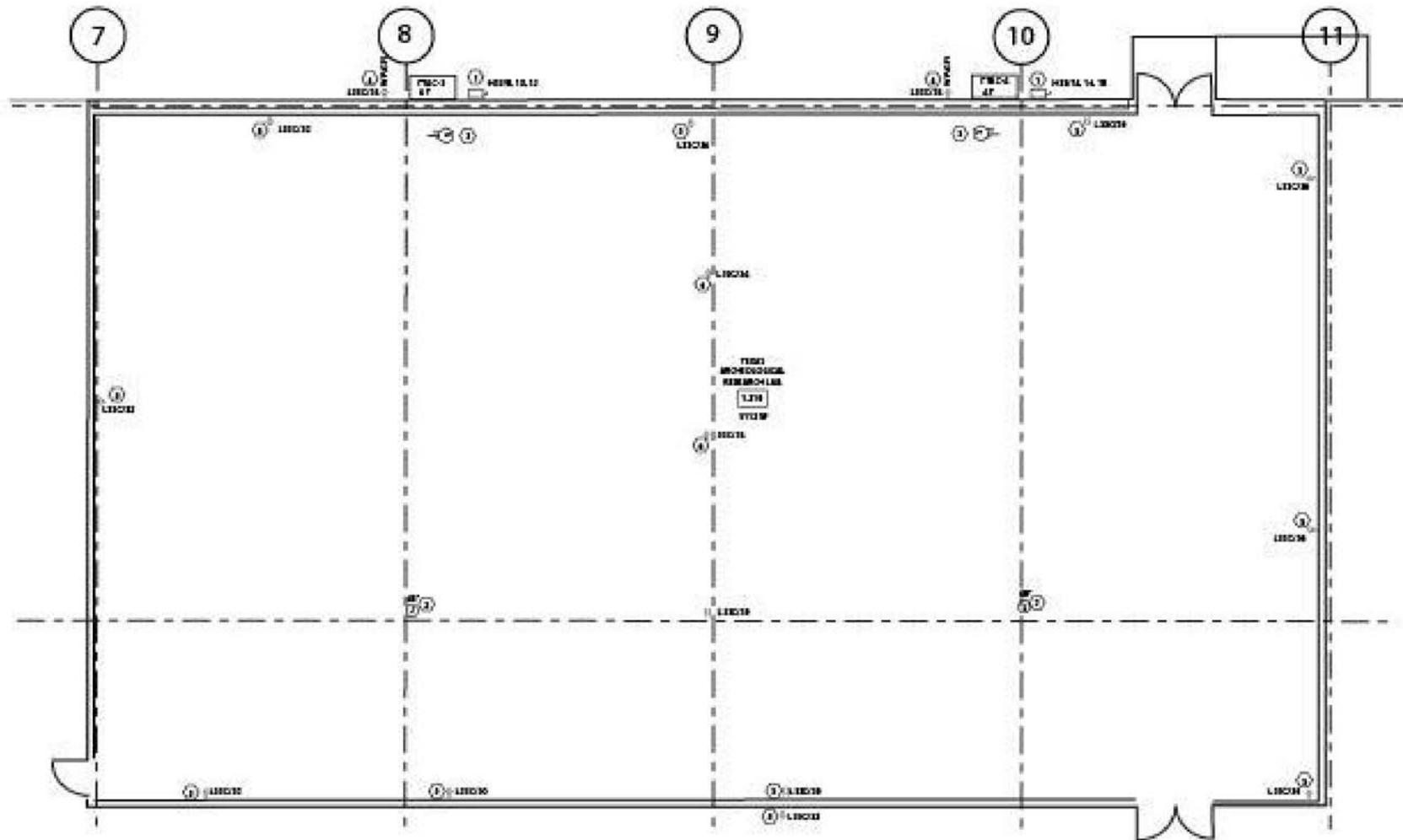


Figure 33. Building 33 Bulk Storage area after renovations including HVAC.

