

IMPERIAL VALLEY DESERT MUSEUM

Curation Agreement for Archaeological Collections

By signing this Agreement, the owner of the archaeological collection itemized below transfers the collection and appropriate project details to the Imperial Valley Desert Museum (IVDM) for curatorial services, and curation, or long-term storage for a period of twenty (20) years and affirms that the collection was prepared in accordance with the IVDM's Curation Procedures.

The collection must contain a site report, master catalogue, information about inadvertent discoveries, and documentation, and conveyance documents.

The standard curatorial box is 15" x 12" x 10" Gaylord RC121510 Blue Grey archival storage box with a 40 pound weight limit. All boxes will be uniform and conform to the established guidelines.

Acknowledge by Initialing here \_\_\_\_\_

1. GENERAL PROVISIONS OF AGREEMENT

Table with 2 columns: Description and Fees. Title: Curation Fees 2016. Rows include Curation (Museum receives title to collections), Long-term storage (20-year, renewable curation contracts), and Use of non Gaylord RC121510 Blue Grey additional fee of: Processing existing collections; transfer, orphan, inventory, ect.

\*per 12 boxes

All of the work under this contract will be conducted at the Imperial Valley Desert Museum in Ocotillo, California, including but not limited to:

- 1. Curation and storage of the collections in accordance with IVDM's Collection Management Policy and Curatorial Guidelines.
2. Long-term storage for the collection in a manner that meets federal standards for curatorial management as described for a repository in 36 CFR Part 79.
3. Compliance with applicable health and safety regulations.

## **Submittal**

Depositor will prepare and submit entire collection as follows:

- According to the directions for cataloging and preparing archaeological collections according to IVDM Curatorial Procedures dated June 10, 2011;
- All items will be labeled with the accession number provided by IVDM when this agreement is signed; and
- All items will be cataloged using the IDVM accession number on the 2012 Blank Artifact Inventory.xls (attached). The inventory sheet is available in digital format upon request.

No human remains or objects subject to the provisions of the Native American Graves Protection and Repatriation Act (NAGPRA) or the California Native American Graves and Repatriation Act are to be included in the collection to be submitted.

## **Standards Verification**

Upon receiving the collection, the IVDM will conduct a general assessment of each box in the collection as follows:

- The total number of boxes in the collection will be confirmed.
- The boxes will be checked for physical condition, including bags, bag labels, object labels, box labels, and organization by material class and site number.
- The boxes will be screened for compliance with the IVDM's pest management controls.

After general assessment of each box in the collection is completed, IVDM will verify computer data, catalogue, associated records, and previous NAGPRA Inventory:

- The catalogue will be verified; verification of individual artifacts against the catalogue will be performed.
- All missing artifacts will be documented.
- Any non-catalogued artifacts will be documented.
- If the collection does not meet IVDM's curatorial standards, inadequacies will be reported to the depositor and owner for corrections. The depositor/owner will have 90 days to correct deficiencies. If the deficiencies are not corrected by the depositor/owner within 90 day grace period, IVDM will correct the inadequacies and bill the owner at a rate of \$48 per hour.

## **Curatorial Services**

All of the curatorial work and long-term storage associated with this Agreement will be conducted at the Imperial Valley Desert Museum in Ocotillo, California.

1. Collection will be placed in storage area and location recorded.
2. Environmental conditions will be monitored.
3. Monthly and quarterly inspections will be performed and documented.
4. Requests for the use of the collection will be evaluated and assistance provided for access or loan processing.
5. Security for the collection will be provided.
6. Collection will be covered by an Emergency Management Plan.

**2. COLLECTIONS ACCESS**

This collection will be available for scientific, education, and religious uses in accordance with the IVDM's Collection Management Policy and with 36 CFR Part 79.

If deemed appropriate, portions of the collection can be exhibited at the IVDM. For material in long-term storage, owner permission will be obtained prior to displaying materials.

**3. IVDM CURATION AGREEMENT**

Accessions Number \_\_\_\_\_

Depositor \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Project Title \_\_\_\_\_

Project Number \_\_\_\_\_

Sponsor \_\_\_\_\_

Collection Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

Site Trinomials \_\_\_\_\_

Materials Submitted:

Report: Authors/ Title \_\_\_\_\_  
\_\_\_\_\_

Description of Collection:

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Total number of artifacts in collection \_\_\_\_\_  
Total number of boxes in collection \_\_\_\_\_  
Total combined weight of boxes \_\_\_\_\_

Total number of boxes in collection	_____ x	\$1,200.00 /1,750.00	_____
Total number of oversize items	_____ x	\$400.00	_____
Processing fee (per 12 boxes)	_____ x	\$150.00	_____
Other	_____ x	_____	_____
Total Curation fee for collection			_____

Signatures:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Museum

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

Dr. Neal V Hitch, Director  
\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

ATTACHMENT  
ARTIFACT INVENTORY FORM