



WILLIAM S. WEBB MUSEUM OF ANTHROPOLOGY

University of Kentucky, 1020A Export Street, Lexington, KY 40504-2690
859-257-1944 • fax: 859-323-9866

CHECKLIST FOR INCOMING COLLECTIONS

ARTIFACTS

- ☐ Next catalog number obtained (if necessary)
- ☐ Cleaned
- ☐ Cataloged/ Discards documented
 - *Discard/curation plan approved by agency/SHPO?
 - ☐ Curation plan approval documentation included
- ☐ Conserved/stabilized where necessary
- ☐ Labeled
- ☐ Bagged and tagged
- ☐ Boxed

SOIL/FLOTATION SAMPLES

- ☐ Processed
- ☐ Sampled/discarded
- ☐ Bagged and tagged (if retaining with Museum permission)
- ☐ Boxed

ARTIFACT BOXES

- ☐ Box weight no more than 25 lbs. with weight evenly distributed
- ☐ Temporary label affixed

ASSOCIATED DOCUMENTATION

*Original records and digital copies are required

Originals:

- ☐ Field and lab records in acid free folders and labeled appropriately
- ☐ Print out of artifact catalog
 - ☐ On 8.5" x 11" paper
 - ☐ Is legible
- ☐ Final Report
- ☐ Final Site Form – OSA Approved
- ☐ Contact sheet of digital photos and photo log
- ☐ Original photos, slides, negatives, contact sheets in protective sleeves and labeled
- ☐ Temporary label affixed to document box



Preserving Kentucky's Past
for the Future

WILLIAM S. WEBB MUSEUM OF ANTHROPOLOGY

University of Kentucky, 1020A Export Street, Lexington, KY 40504-2690
859-257-1944 • fax: 859-323-9866

ASSOCIATED DOCUMENTATION (cont)

Digital

- ☐ Original documents scanned in .pdf format
- ☐ Digital photos in .tiff format
- ☐ Photo log digitized in Excel spreadsheet
- ☐ Artifact catalog meets minimum field requirements and in Excel or Access format
- ☐ Copy of Final Report
- ☐ File names meet acceptable conventions
- ☐ Photo and documents burned to Archival Gold CD/DVD

COLLECTIONS SUBMITTAL DOCUMENTS

- ☐ Curation Agreement
- ☐ Documentation of Ownership/Transfer of Custody
 - *For privately owned land please include either a signed Landowner Consent form or proof of correspondence in the form of a certified letter or email. NO collections will be accepted without some form of written transfer of custody. Verbal agreements are not acceptable.
- ☐ Collections Transmittal Form(s) – one per site
- ☐ Box Inventory (artifact and document)

CURATION FEES

- ☐ Check made out to William S. Webb Museum of Anthropology
- ☐ Credit Card
- ☐ Other arrangement _____