



### CURATORIAL AND EXHIBITION SERVICES

The San Diego Archaeological Center (the Center) is a nationally recognized leader in the curation of archaeological collections, curating collections for the Department of Defense, City of San Diego and private parties. The Center accepts for accession archaeological collections to preserve in perpetuity for the benefit of the public. The Center makes every effort to make the collections available to the public as a cultural resource through educational exhibits, tours, volunteer opportunities, student internships and cultural use.

The Center maintains archaeological collections in accordance with “The Curation of Federally-Owned and Administered Archaeological Collections” (36 CFR Part 79), State of California Resources Agency’s 1993 *Guidelines for the Curation of Archaeological Collections*, the National Park Service *Museum Handbook*, Part I, Museum Collections, culturally-affiliated American Indian and cultural group advice, professional museum and archival practices and any other relevant and appropriate recommendations as to the care of archaeological collections and archives in order to prevent degradation of collections by human or environmental factors.

<b>San Diego Archaeological Center Curation Fees 2019</b>	
Accession fee for collections packaged in accordance with the Center’s recommended Collection Preparation Guidelines (One-time fee, Center assumes title to collections)	\$800 per box* \$175 for small box (1/4 box) \$175 per oversize object
Curated collections (curated under 5-year, renewable curation contracts) (Owner retains title to collections)	\$200 per box first year, \$75 per box per year thereafter
Revitalization (bringing collections up to long-term curation standards)	\$250 per box
NAGPRA assessment	\$150 per box

\*A box is a standard 15" x 12" x 10" archival storage box, 30 pound weight limit

#### **Types of Collections Accepted**

Collections accepted for curation or accession may include any objects and associated documentation considered to have archaeological significance from San Diego County, and contracted areas under curation agreements with government agencies, provided that they are in keeping with the mission statement of the Center. Acceptance of archaeological collections from within San Diego County has priority over collections originating from outside San Diego County. The Center may charge more for curation of collections originating outside of San Diego County.

#### **General Provisions**

1. The Center will employ its approved Operations Manual in regards to collections management procedures.
2. The Center will provide storage (housing and maintenance) for these collections in a manner that meets federal standards for long-term curatorial.
3. The Center will meet the Secretary of the Interior’s Historic Preservation Proposed Revised "Professional Qualification Standards" of November 1994 for cultural resource consultants in the field(s) of prehistoric archaeology, historic archaeology, or curation and be able to provide long-term curatorial services as described for a repository in 36 CFR Part 79.
4. All of the work, with the exception of the effort involved in transporting the collections, will be conducted at the Center’s facilities in San Diego County, California.
5. All work performed under this contract will comply with health and safety regulations.
6. The Center will maintain insurance during the entire period of performance under this contract, the following minimum insurance coverage:
  - a. comprehensive General Liability: \$1,000,000 per occurrence;
  - b. worker’s Compensation as required by Federal and State worker’s compensation and occupational disease statutes;

- c. employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers; and
- d. others as required by State Law.

### **Inventory Verification Services**

Center personnel will:

1. Conduct condition assessment to evaluate general condition of the collection, including:
  - a. condition of boxes, bags, bag labels, object labels and box labels;
  - b. organization of collection by material class separation and site number;
  - c. assess for evidence of mold, insects, pests and dirt;
  - d. assess for presence of computer data, catalogue, associated records, previous NAGPRA Inventory; and
  - e. document total number of boxes of artifacts and associated records, unboxed artifacts and estimated total number of artifacts.
2. Conduct catalogue verification and perform item-by-item verification of artifacts against provided catalogue and associated documents including:
  - a. document missing artifacts;
  - b. document non-catalogued artifacts;
  - c. identify and document particular conservation needs; and
3. The Center will furnish all facilities, materials, supplies and equipment necessary for inventory verification performed under this contract.

### **Collection Organization Services**

Center personnel will:

1. catalogue collection according to standardized and improved nomenclature;
2. enter catalogue data on computer database;
3. reorganize collections according to material class, object name and material type;
4. organize artifact collection by site number and material class;
5. prepare inventory of each box for ease in locating individual artifacts; and
6. assign a unique number to each box and unboxed artifact and record curation location by room, storage unit and shelf for ease in locating each box.

### **Archival Packaging Services**

Center personnel will:

1. replace boxes, bags, bag labels, object labels with archival-quality materials;
2. copy associated documents onto acid-free paper and place in archival-quality boxes; and
3. place large documents, photographs, maps and other large-format associated documents in appropriate archival-quality containers.

### **Curatorial Services**

Center personnel will:

- a. provide all aspects of collections care and management as specified in the San Diego Archaeological Center Operations Manual;
- b. label boxes and objects for curation;
- c. place collection in storage area and record location;
- d. perform daily monitoring of environmental conditions;
- e. perform monthly and quarterly inspections and reports;
- f. accept, evaluate and transmit requests for use of the collections;
- g. provide assistance in use of collections, including access, processing loans, retrieval and replacement of artifacts;
- h. accept and provide notification of requests to transfer or repatriate any collections (material remains or associated records) within 24 hours;
- i. provide management in emergency situations;
- j. provide security for collections; and
- k. observe American Indian and culturally-affiliated group suggestions and directives concerning access, handling, storage, inspection, inventory, cleaning, conserving, labeling and exhibition of archaeological artifacts in consultation with recognized and approved American Indian advisors.

### **NAGPRA Inventory Services**

Center personnel will:

1. assess collection for items which may be subject to Federal NAGPRA and California NAGPRA, including human remains, associated and unassociated funerary objects, sacred objects and objects of cultural patrimony;
2. prepare a summary of unassociated funerary objects, sacred objects and objects of cultural patrimony for distribution to culturally-affiliated groups;
3. prepare an inventory of human remains and associated funerary objects for distribution to culturally-affiliated groups;
4. provide facility and staff for American Indian consultations;
5. observe special requests from culturally affiliated American Indians concerning the packaging, handling and transportation of objects destined for repatriation; and
6. administer and execute repatriation after notification in the Federal Register or California Repatriation Oversight Commission.

### **Collections Availability for Research, Education and Religious Interest**

1. The Center will accept and consider requests for use of collections in accordance with the approved Center Operations Manual.
2. The Center will make collections available for scientific, education, and religious uses, in accordance with 36 CFR Part 79.

### **Requests for Transfer or Repatriation**

The Center will process any requests to transfer or repatriate any collections (material remains or associated records).

### **Inspections and Inventories**

1. The Center will inspect and inventory the repository on a quarterly basis.
2. The Center will also make the collections containing religious items available to official American Indian representatives, religious leaders, and elders from American Indian tribes for which the remains have religious or sacred importance.

### **Assessment of Cultural Resources Needs**

1. The Center will evaluate the general condition of collections on the installation, including:
  - a. evaluate condition of storage facilities;
  - b. evaluate condition of boxes, bags, bag labels, object labels, box labels and overall packaging;
  - c. evaluate of collections organization by material class separation and site number;
  - d. assess for evidence of mould, insects, pests and dirt;
  - e. assess for presence of computer data, catalogue and associated records;
  - f. assess need for NAGPRA summary and/or inventory;
  - g. document total number of boxes of artifacts and associated records, unboxed artifacts, estimated total number of artifacts; and
  - h. identify and document particular conservation needs.
2. The Center will prepare a report documenting the findings and an estimated budget for the upgrade of collection to meet 36 CFR Part 79 standards and our approved Collection Preparation Guidelines.
3. The Center will evaluate any on-site curation repository facilities, or plans for a repository, for compliance with 36 CFR Part 79 and National Park Service recommendations for curation facilities.

Our hourly rates for *Assessment of Cultural Resources Needs* are \$120 per hour for a museologist and \$75 per hour for a museum technician. These rates include materials, supplies, equipment, travel and per diem.

### **Exhibit Planning, Production and Installation**

Archaeological exhibits are an efficient and effective way to share cultural resources with the public and base personnel. Center staff have many years of experience using artifacts as visual, tactile and spiritual evidence of the cultures that make up our communities, keeping in mind the diverse interpretations and ethnic patrimony of the objects on exhibit. Center staff can produce temporary, semi-permanent and permanent exhibits.

1. The Center will meet with the designated Point of Contact (POC) to create an exhibit concept in accordance with the desired appearance, message, budget and appropriateness.

2. After review and approval of the exhibit concept, Center staff will produce the exhibit including text, images, text panels, artifact mounts and exhibit furniture.
3. Specific dates of installation and deinstallation will be reviewed with the POC.

The charge for *Exhibit Planning, Design and Installation* is \$120 per hour for a museologist and \$75 per hour for an exhibits preparator. These rates include equipment, travel and per diem. Consumable supplies and materials are not included and would be billed separately.

#### **KEY STAFF**

Key personnel meet the Secretary of the Interior's Historic Preservation Proposed Revised "Professional Qualification Standards" of November 1994.

#### **Cindy Stankowski, Center Director**

Cindy Stankowski received a Bachelor's degree *summa cum laude* in Anthropology from San Diego State University and a Master's degree in Museum Studies from San Francisco State University. She been with the San Diego Archaeological Center since 1996, leading the effort to preserve our archaeological legacy. Ms. Stankowski has led symposia on curation throughout the country and seeks new and innovative ways for the public to connect with the past, including exhibits, seminars and school presentations.

#### **Jessica McPheters M.A., Collections Manager**

For more information, please contract Center Director Cindy Stankowski at [cstankowski@sandiegoarchaeology.org](mailto:cstankowski@sandiegoarchaeology.org)

© 2019 San Diego Archaeological Center  
16666 San Pasqual Valley Road  
Escondido, CA 92027-2001  
Voice 760-290-0370  
Fax 760-290-0371  
[www.sandiegoarchaeology.org](http://www.sandiegoarchaeology.org)