



Saskatchewan
Culture Youth
And Recreation

Royal Saskatchewan Museum

**GUIDELINES FOR PREPARING ARTIFACTS FOR SUBMISSION TO
ABORIGINAL HISTORY UNIT,
ROYAL SASKATCHEWAN MUSEUM**



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ARCHAEOLOGICAL ARTIFACTS:

Archaeological material submitted to the Museum includes artifacts and ecofacts made of stone, bone, antler, wood, leather, cloth, glass, clay, and metal. Field notes, photographic negatives and transparencies, planview drawings, profiles, and site maps are also curated by the Museum. This appendix provides guidelines for cleaning artifacts and for cataloguing and packaging these materials prior to submitting them to the Museum.

Cleaning:

1. Ensure that appropriate techniques are used to clean the various material types.
2. Stone, ceramic, and glass artifacts:
 - Wash to remove surface dirt.
 - DO NOT remove carbonized material adhering to ceramics.
3. Bone, antler, wood, and fragile ceramic and metal items:
 - May be dry brushed.
4. Leather and cloth:
 - Should be cleaned only by a qualified conservator
5. Painted surfaces (e.g., pictograph stones):
 - Do not clean.
6. Items with lichen, patinations, stains, or other surface alterations:
 - Do not clean

Labelling:

1. Catalogue all artifacts with both a Borden number and a catalogue number (e.g., FfNp-1/55).
2. Prior to cataloguing, contact the Aboriginal History Unit to determine the starting catalogue number.



3. Labels should be legible and should be placed in an inconspicuous location on the artifact.
4. Do not apply labels directly to leather, cloth, or other fragile material. Place the item in a separate polyethylene bag with a catalogue tag attached.
5. Do not apply the label to the fracture surface or retouched surfaces of stone artifacts.
6. Do not apply the label to decorated surfaces of ceramics or to carbonized remains.
7. Do not apply the label on diagnostic landmarks or features of bone or antler.
8. Prepare porous or rough surfaces with a coating of clean nail polish. This should be applied only in the area to be labelled. It should not obliterate any residue, polish, etc.
9. Cover all labels with a coating of clear nail polish.
10. Normally, each artifact will receive a separate catalogue number and be placed in a separate bag. Artifacts may be grouped together in a bag when the items are fragments or represent a cluster of artifacts. The bag label will list the catalogue numbers.

Packaging--General Guidelines:

1. Normally, artifacts are to be grouped and packaged by provenience unit.
2. Ensure that heavier objects are placed on the bottom and lighter or fragile items on top. Place sufficient packing material around fragile items to ensure that they are not damaged in transit.
3. Storage boxes should be sturdy and should not exceed 60 cm x 30 cm x 30 cm in size. Total weight of each packed box should not exceed 25 kg.
4. Single artifacts weighing more than 25 kg should be packed so that two or more people can lift the weight.
5. Wrap fragile or sharp items such as glass, ceramics, bone, antler, or metal artifacts separately in tissue paper, and bag in sturdy paper or polyethylene ziplock bags.
6. Place leather or cloth artifacts in unsealed plastic bags or in cloth bags to permit circulation and to prevent mildew. Place in separate, clearly labelled boxes, and submit to a qualified conservator at the earliest possible date to prevent further deterioration.

DOCUMENTS

Labelling:



1. Label photographic negatives, transparencies and prints with the project name/permit number, Borden site number (when applicable) and catalogue number. For transparencies and prints, the label can be written directly onto the transparency mount or the back of the photograph. For negatives, the label must be written on the polyethylene storage sleeve.
2. A photographic catalogue must accompany the submission.
3. Field notes and records should be labelled in the upper right corner of the exterior surface (roll, book jacket, etc.). Labels should include project name/permit number, Borden site number(s) (when applicable), date(s) of record, and name of recorder(s).
4. A catalogue of all items must be included with the submission.

Packaging:

1. Place transparencies and negatives in archival quality polyethylene sleeves. Prints may be submitted in paper envelopes.
2. Forms, notes, plans, profiles, and maps should be submitted in legal-size transfer cases.
3. Oversized maps and drawings should be rolled and placed inside cardboard sleeves.