

Department of Historic Resources
Division of State Archaeology
Archaeological Collections Access and Usage

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The Archaeological Collections repository and study collection sustain research and are part of the Division of State Archaeology in the Department of Historic Resources (DHR). The department's Archaeological Collections Management Program encompasses artifact preservation, conservation, cataloging, long-term curation, exhibit services, and technical assistance (DHR website: http://www.dhr.virginia.gov/arch_DHR/collect_info2.htm). Access is by appointment only, or through organized tours arranged in advance with DHR staff.

We welcome researchers, students, and educators, to use our collections. Academic, non-academic and commercial use of DHR collections requires prior written approval from the Division of State Archaeology.

The policies described in this document have been developed to ensure and protect the conservation and research programs supported by the Department of Historic Resources

Security

The Archaeological Collections repository and study collection are housed in a finite amount of space with limited staff for supervision. The collections storage area and study collection cabinets should always remain locked whenever a DHR staff member is not physically present. This policy is designed to protect objects and on going research programs.

Keys will not be assigned to volunteers or outside researchers.

Eligibility for Issuance of Keys

1. Staff and temporary employees will only be provided with keys to the study collection cabinets, collection storage area, and lab (1) if their position explicitly requires access to these areas, or, (2) for security purposes, i.e., emergency and disaster response, facilities management.
2. Keys shall **not** be issued to one individual for the use of others working within a unit on either a temporary or a permanent basis. Such practices may lead to revoking the access privileges of both the key holder and its user.
3. Keys shall not be left unattended within plain view.
4. All staff, temporary employees, outside researchers, interns, and volunteers are responsible for maintaining repository and study collection security. Doors to the collections storage area and study collection cabinets shall not be propped open or left in an unlocked position during hours when the building is normally open to the public if a staff member is not monitoring access.

Access

The Archaeological Collections repository and study collection has finite space. This characteristic makes it necessary to schedule any outside access to facilitate the work plans developed by the Division of State Archaeology. Given the irreplaceable value of objects and their research potential, access by outside researchers, not affiliated with the DHR, and volunteers must be obtained through application to the Division of State Archaeology. This process will ensure that DHR directives on care and use of the collections are supported.

1. The repository and study collection will remain locked at all times, whenever a DHR staff member is not physically present.
2. Outside researchers and volunteers must be accompanied by the DHR staff member for or with whom they are working. Exceptions may be made on a case by case basis.
3. No food, beverages or smoking are permitted in collections storage. No food, beverages or smoking is allowed at tables containing artifacts in the study collection room.
4. Personal belongings such as coats, bags, etc. are not allowed in storage areas.
5. All collection users will respect artifacts, on-going conservation and research projects.
6. Outside researchers and volunteers are given access to collections storage and the study collection ONLY after their presence has been approved by the Division of State Archaeology.
7. In order for outside researchers and volunteers to obtain access to the repository and study collection, they must submit a letter of intent, a current curricula vitae and short research design in electronic format. Access will be based on the status of scheduled collections work plans and projects, as well as the quality of the submitted documents.

Management

The Division of State Archaeology staff regularly reviews operating procedures and policies for collection management.