

## SFASU Anthropology and Archaeology Laboratory Curation Costs

Cost for curation services are dependent upon several factors that include:

1. The collection size (including records) and space needed to adequately and safely store the collections;
2. Any necessary repackaging due to improperly packaged collections upon receipt of the collection;
3. Any additional costs for special packaging or care (e.g., ethafoam, microfoam, etc.);
4. Fees for verification of collection inventories of all state and federal held-in-trust collections;
5. Labor costs for converting paper records to electronic files (pdf format); and
6. Labor and supply costs encountered when rectifying discrepancies between the record and collection inventories and the material(s) submitted for curation.

All forms needed for curation can be downloaded from  
<http://www.sfasu.edu/archaeologylab/forms.asp>

Please contact Dr. Leslie G. Cecil (Director of the SFASU Anthropology and Archaeology Laboratory) before you begin the curation process.

Prices are valid until September 1, 2010

### Records, Photos, Prints, Negatives, Slides, Electronic Data (Filing Cabinet)

	Charges per project in increments of linear inches	Cost
	Minimum	\$ 50.00
¼ drawer	1-7 linear inches	\$ 287.50
½ drawer	7-14 linear inches	\$ 525.00
¾ drawer	14-21 linear inches	\$ 762.50
1 drawer	21-27 linear inches	\$ 1050.00

### Non-HIT Collections and Special Collections (Sealed Wood Shelving)

	Charges per project in increments of linear inches	Cost
	Minimum	\$ 330.00
1/3 shelf	1-13 linear inches	\$ 413.00
2/3 shelf	13-27 linear inches	\$ 826.00
1 shelf	27-4 linear inches	\$ 1239.00

#### HIT Collections and Special Collections (Metal Shelving-Large Shelf)

	Charges per project in increments of linear inches	Cost
	Minimum	\$ 330.00
1/3 shelf	1-13 linear inches	\$ 413.00
2/3 shelf	13-28 linear inches	\$ 826.00
1 shelf	28-42 linear inches	\$ 1239.00

#### HIT Collections and Special Collections (Metal Shelving-Small Shelf)

	Charges per project in increments of linear inches	Cost
	Minimum	\$ 330.00
1/3 shelf	1-11 linear inches	\$ 413.00
2/3 shelf	11-24 linear inches	\$ 826.00
1 shelf	24-36 linear inches	\$ 1239.00

#### Other Charges

Media Storage CD/DVD	\$15.00 per disk
Maps and large formatted documents	\$13.50 per map or document
Labor Cost	\$25.00 per hour
Deaccession Fee	\$50.00 per hour of labor

Any special needs for the curation of a collection should be discussed with the Laboratory Director before curation to ensure safe storage. The SFASU Anthropology and Archaeology Laboratory has limited capabilities for conservation of collections. All HIT collections need to be made ready for curation (THC standards) by the client before they will be accepted by the SFASU Anthropology and Laboratory.

Non-HIT collections are stored in sealed wooden shelves with locking doors and HIT collections are stored in Spacesaver metal shelves and cabinets with locking doors. Archival-quality, acid free boxes are to be provided by the client.

Records, prints, negatives, slides, and any associated database or software are stored in standard legal sized (27"x15"x10.5") metal filing cabinets. It is understood that agencies and individuals are expected to provide their own archival acid-free folders and archival plastic photo/slide/negative/diskette preservers. Maps will be stored in drawers in standard metal map cabinets. CDs and DVDs with the digital format of the records will be stored in specialized cabinets.

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