



## Museum of Ontario Archaeology Collection Deposit Package

### Deposit Checklist

Thank you for electing to transfer your collection to the Museum of Ontario Archaeology. This document will provide guidelines to assist you with the deposit process. Deposits to the MOA sustainable collections repository must meet all conditions outlined in the finalized and signed *Collections Deposit Agreement*.

#### General:

- MOA has provided a Quote Number and a Deposit Agreement.
- The Deposit Agreement is signed by the licensee(s), or authorized representative of the licensee(s) who generated the collection(s).
- The Licensee has submitted the '*Licensee Request for Minister's Direction to Deposit an Archaeological Collection*' form and has received written direction from MHSTCI to deposit the collection(s).
- As per the MHSTCI form, collections included in the deposit are being submitted in full. No artifacts or records have been held back to complete reports, for display, for analysis, etc. without consultation with the MOA.
- For archaeological licensees: All site corrections or site updates have been submitted to PastPort for MHSTCI review.
- The delivery appointment is confirmed by the Museum of Ontario Archaeology. No collections will be received without an appointment.

#### Artifact Collection:

- The MO does not accept the deposit of collections that include human remains.
- All deaccessions, sampling, or other removal of archaeological materials, including the removal of any hazardous or unstable materials from the collection is completed prior to transfer. Please include a record of this material with the deposit.
- All artifacts are clean and fully dried. Artifact stabilization, where required, is completed.
- Ensure that all collections are packaged in archival standard materials. Any non-archival packaging materials have been removed.
- All artifact tags and labelling can be easily and efficiently discarded or undone by the MOA personnel.

#### Associated Records:

- All associated records are transferred to the MOA at or by the time of collection delivery via portable hard drive, USB stick or online file transfer.
- A descriptive inventory of the transferred sites and associative records is included.



## Artifact Packaging Materials

All packaging materials used at the Museum of Ontario Archaeology must be stable, inert, archival quality materials that are acid free and non-off gassing, in order to preserve collections for long-term storage. Alternate materials will not be accepted without prior consultation and agreement by MOA Collections Staff.

**Boxes:** The boxes used in the sustainable collections repository are of a customized size. Boxes are provided by the Museum of Ontario Archaeology - contact the Collections Manager to make arrangements.

**Containers: Bags, vials, and boxes:** Bags must be archival grade, acid-free, self-closing polyethylene bags that are at least 2-mil grade in thickness, sized appropriate to the objects. Low density, inert polypropylene vials with snap-closure lids, or clear polypropylene boxes, are used for the storage of small and/or delicate materials.

**Foam and tissue:** Only archival grade, stable, non-off-gassing foams of a polyethylene or polyethylene-polypropylene blend of a variety of densities and thicknesses may be used. Archival grade, acid-free tissue can also be used to cushion artifacts. This material should be used in moderation as it creates a visual barrier and can be used as a nesting material for unwanted pests.

**Aluminum Foil:** Foil is used for the packaging of carbonized plant remains for future radio carbon dating. Samples wrapped in aluminum foil packs should be contained within a sealed polyethylene bag to prevent the loss of material, and include a clear artifact label.

## Artifact Packaging Guidelines

1. Sustainable collections boxes cannot contain more than 25 pounds (11.3 kg) of material.
2. Artifacts should only be bagged with like materials, including the separation of different types of metal. Separating artifacts by material type prevents any deterioration that may be caused by one artifact type coming into contact with another.
3. Artifact bags are placed in a box logically, by context or with like objects. A box may be filled with different artifact types and materials, and different contexts or site locations.
4. Heavier materials are to be placed below more fragile materials within a box.
5. Larger artifacts that take up the volume of an entire box should be packaged in a way that ensures the stability and protection of the artifact through the use of padding foam.
6. When using packing foam and acid-free tissue paper for artifact support or protection, ensure the artifact is loosely wrapped without any points of strain.
7. Very sharp materials that could tear or pierce a bag need to be double bagged or wrapped in foam
8. The MOA requests that as much information as possible about a bag's contents be included on a label. It is important that we capture the Transferee's identification and typology, so that the information in our database corresponds with the information in the published reports.