



McGregor Museum Kimberley

Archaeology Department: POLICY: ACCESS TO AND USE OF COLLECTIONS (2005)

The McGregor Museum Archaeology Department is responsible for the curation of Northern Cape and related Archaeological, Rock Art, Physical Anthropological, Palaeontological, Geological and associated Reprint / Literature Collections.

The museum encourages *bona fide* research on its collections by researchers, i.e. scientists, students and members of the public. Parts of the collection may also be made available for exhibition / educational purposes.

The policy, with guidelines and rules, is intended to facilitate and manage access to collections and information.

1. LEGISLATION

- i. Provisions of the National Heritage Resources Act (No 25 of 1999), Regulations (No 6820 of 2000) and guidelines established by the South African Heritage Resources Agency (SAHRA) apply.

2. APPLICATION PROCEDURE

- i. Formal application must be made to the Head of Archaeology (D. Morris, McGregor Museum, PO Box 316, Kimberley, 8300, South Africa or dmorris@museumsnc.co.za). Applications should include a research/project proposal, a completed application form and additional information/approval as requested by the Head of Archaeology/outlined in this summary.
- ii. The applicant agrees (see attached Request for Access form) to comply with policy and conditions, and to ensure that the McGregor Museum Kimberley is acknowledged in any resulting report, publication or thesis and that a copy of each is lodged with the Museum.
- iii. The Head of Archaeology will present the application to the Director and Board of Trustees of the McGregor Museum and determine acceptance/conditions/limitations to the applicant's proposal.
- iv. The Head of Archaeology (or designated staff member) will apply on behalf of the Museum for permits where necessary/assist researchers with permit applications to SAHRA.

3. ACCESS TO COLLECTIONS

i. Researchers should take cognisance that:

- A) Storerooms, collections and research areas will only be made available by prior arrangement, and during working hours on weekdays.
- B) Work on collections should take place in the research area.
- C) Storerooms/collections are only accessible if accompanied by the Head of Archaeology (or designated staff member).
- D) Researchers may not extend their privileges to others.
- E) Any media releases relating to the collections should be approved by the Head of Archaeology.
- F) Relevant documentation (copies of analyses, graphic and photographic documentation, correspondence, report(s)/publication(s) or any other pertinent material) should be lodged with the Museum as part of the archive relating to the collection.

4. CONFLICT OF INTEREST

The Museum will seek to ensure that projects are not compromised by acceptance of new applications that overlap existing ones. Researchers will be consulted where necessary.

5. EQUIPMENT

- i. Researchers should provide their own equipment. Specific requests may be entertained, but the Museum is under no obligation to provide equipment or materials.

6. THE PHYSICAL ANTHROPOLOGY COLLECTION

- i. Reverence for the dead, past and present, makes human remains and associated artefacts the most sensitive of material likely to be uncovered and handled by researchers. Access to the collection is strictly controlled. The following conditions apply:
 - A) Human remains and casts must be treated with dignity, care and sensitivity and be appropriately covered at all times.
 - B) Human remains and casts may only be viewed or studied by *bona fide* researchers or for educational purposes, by prior arrangement, under the supervision of the Head of Archaeology (or designated staff member) and, where applicable, in consultation with community representatives / living descendants.
 - C) Museum policy disallows display (or any other use) of human remains unless under exceptional circumstances. Casts may be used in approved settings. Any media coverage pertaining to human remains (see 3i(e) above) should be approached in a like manner.

7. ACCEPTANCE OF COLLECTIONS AND DONATIONS

- i. All material deposited/donated will become the full legal property of the McGregor Museum Board of Trustees.
- ii. The Museum will accept items and collections conforming to its acquisition policies from researchers, contract archaeology projects and members of the public, subject to the following principles, guidelines and requirements:
 - A) All material to be deposited/donated must have been acquired in a legal manner and copies of relevant documentation submitted therewith (copy of the excavation permit or registration of private collection issued by SAHRA).
 - B) The donor will declare acceptance of the Museum's curatorial, access, sampling and loans policies.
 - C) In the case of material coming to the Museum as a result of research/excavation, and in terms of a permit issued by SAHRA:
 - The researcher and Museum should enter into a formal deposition agreement, prior to, and as part of the permit application, as required by SAHRA.
 - The Museum will charge a once-off curation fee per box. The fee will be to the account of the researcher.
 - The researcher will be responsible for cleaning, marking and packaging of material in accordance with Museum standards and requirements set out in the deposition agreement (or providing for this work to be done).
 - The researcher will be responsible for lodging all relevant documentation (copies of notes, analysis sheets, graphic and photographic documentation, correspondence, report(s)/publication(s) or any other pertinent material) with the Museum as part of the archive relating to the collection, at a time as stipulated in the deposition agreement.
 - D) Restrictive conditions of deposition/donation are not encouraged and may be cause for refusal. In no case will restrictions, requested by the researcher/donor be accepted without a termination date.

8. DESTRUCTIVE SAMPLING

- i. Applications to undertake destructive sampling will be considered against:
 - A) The Museum's responsibility to preserve the integrity of all material in its care,
 - B) The rarity of the material,
 - C) The scientific and educational significance of the anticipated result(s), and
 - D) The proposed method(s) of sampling and analysis.
- ii. Applicants should consider/acknowledge the following principles in their research/project proposals:

- a) Destructive sampling must be kept to the absolute minimum for obtaining reliable results. Additional sampling for future use will not be permitted.
 - b) No sampling will be permitted on rare/sensitive material prior to the demonstration that a reliable result, with minimum negative impact, has been obtained on recent or more common material.
 - c) Where long sequences are to be sampled a limited number of samples will be provided for a pilot study. Additional material will be provided upon demonstration of positive results/need for additional samples.
 - d) Samples will be taken by Museum staff/on Museum premises unless necessitated by specialised methods / equipment.
 - e) Collections/specimens to be sampled must be fully documented (measured, described, graphic/ photographic/3D documentation/cast) prior to being removed from the collection. Documentation should be lodged with the collection. Documentation and costs involved will be the responsibility of the researcher.
 - f) Any unused material loaned for destructive sampling must be returned to the collection with full documentation.
- iii. A declaration agreeing to the conditions of destructive sampling, signed by a faculty or institutional head in a position of authority above that of the researcher must be lodged with the Head of Archaeology, McGregor Museum, prior to commencement of sampling.

9. LOANS

- i. Loan applications will be considered against:
 - A) The Museum's responsibility to preserve all material in its care,
 - B) The need to loan material rather than to study it on Museum premises, and
 - C) In the case of exhibition/educational loan applications, the Museum's policy on transparency and provision of access to a wider public.
- ii. Museum principles applicable to loan applications:
 - a) Applications should be kept to a minimum for obtaining reliable results.
 - b) A conservator will be consulted on the advisability of loaning fragile/sensitive items or materials.
 - c) Material on loan may not be altered or sampled unless stipulated in the conditions of the loan agreement.
 - d) The applicant must comply with issues of copyright.
 - e) Preparation, packaging and transport of material will be stipulated in the loan agreement. Costs incurred will be to the account of the loaning individual/institution.
 - f) Loans are made to individuals affiliated or employed at scientific or educational institutions. The individual should:
 - Notify the Museum prior to any change of his/her affiliated institution.

- Notify the Museum prior to any change of location of the loaned material.
 - Negotiate a transfer agreement with the Museum prior to the transfer of material to another individual/institution.
 - Arrange permit and loan agreement updates/renewals in due time with the Museum.
 - Return loaned materials promptly, by due date, in appropriate packaging. Failure to do so will result in the individual's name being entered on a list of defaulters. No further loans will be made to a defaulter/associated institution.
- iii. A declaration agreeing to the conditions of the loan agreement, including the return of the material, signed by a faculty or institutional head in a position of authority above that of the applicant must be lodged with the Head of Archaeology, McGregor Museum, prior to, and as prerequisite to the release of any material by the Museum.

REQUEST FOR ACCESS TO ARCHAEOLOGY, PHYSICAL ANTHROPOLOGY, ALAEONTOLOGY
OR GEOLOGY COLLECTIONS AT THE MCGREGOR MUSEUM

Name of Applicant: _____

Position: _____

Institutional address: _____

Telephone: _____ Cell: _____ Fax: _____

E-mail: _____

If application is being made on behalf of a student, name of student: _____

Project title: _____

Material to which access is requested (attach details on separate sheet):

Declaration:

I _____

(full name of applicant)

hereby undertake to:

- Comply with any conditions attached to the study of the material requested in this application as may be stipulated by the McGregor Museum or in terms of any permit or legislation at provincial or national level
- Ensure that the McGregor Museum Kimberley is acknowledged in any resulting report, publication or thesis and that a copy of each is lodged with the McGregor Museum.

Signature of applicant: _____

Place: _____ Date: _____

Approved by: _____

Signature: _____ Date: _____

Position: _____