

# **Procedures and Guidelines for Artifact Donations**

*Final 13 February 2009*

The Arkansas Archeological Survey accepts artifact donations from individuals and institutions on behalf of the State of Arkansas under the following conditions. The artifacts, and any documentary information pertaining to them, must have scientific, historic, educational, scholarly, and/or cultural importance, and must be legally obtained by the donors.

## **Guidelines for Donation**

1. Artifact donors must sign standard documents provided by the Survey stipulating that they are the legal owners of the donations. Copies of the donation forms are to be filed at the Survey Registrar's office and the Survey Station in the area where the artifacts were obtained (if known). Donors also receive copies of the donation forms. Under normal circumstances, artifacts will be housed at the Station closest to their find locations.
2. The Arkansas Archeological Survey does not buy or otherwise offer compensation for donated artifacts or collections.
3. Under normal circumstances, donors wishing valuation of their donations for tax purposes are responsible for securing appraisals from individuals or businesses outside the Survey. Survey personnel will not and legally can not appraise collections.
4. Donors must to the best of their ability reveal both the provenance (chain of ownership) and original provenience (find locations) of any artifacts offered to the

Survey before donation. If potential donors do not wish to reveal this information, the Survey will not accept the objects.

5. The Arkansas Archeological Survey will integrate donated artifacts into its curation facilities where they may be used for exhibit, research, or educational purposes, but the Survey will not promise to exhibit the artifacts in any venue as a condition of donation.

6. Any human remains and associated grave goods, and any artifacts that are known to be unassociated grave goods, will be subject to Federal Native American Graves Protection and Repatriation Act provisions, including documentation, if they are donated to the Survey. This will include notification of potential descendant groups, and consultation with the appropriate Federally Recognized Indian Tribes or Nations. The Arkansas Archeological Survey will also abide by provisions of Arkansas State Law regarding archeological sites, collections, and human graves in dealing with any artifact donations.

7. The Survey will not accept collections or artifacts on long term loan except under exceptional circumstances.