COLLECTIONS USE POLICY

Mission
An integral part of the Stanford Archaeology Center’s mission is to make the Stanford University Archaeology Collections (SUAC) accessible to students and faculty for formal and informal object-based learning, research, and professional training.

Use of Collections: Teaching
Individual class meetings using SUAC collections must meet in the Collections Space classroom (Margaret Jacks Hall, Bldg. 460, Room 020); classes may meet in this classroom only when they are actively using Collections objects. This fully equipped seminar-style classroom is designed for object-based engagement. It provides a safe and secure location for object study, facilitating access while minimizing risk to collections. A minimum of TWO WEEKS NOTICE is required for collections use in teaching. Faculty and graduate students making regular use of collections in teaching or research may request security training to access the SUAC classroom/study space. These requests will be reviewed on a case-by-case basis by the Academic Curator/Collections Manager.

Use of Collections: Research
Students using objects for quarter-long research projects will have supervised access to the collections in the Collections Space. Students and faculty working on longer fixed-term collections projects may request security training to access the SUAC classroom/study space. They may also request an Internal Loan to transfer collections to another research space on campus that meets security and environmental standards. These requests will be reviewed on a case-by-case basis by the Academic Curator/Collections Manager and Archaeology Center Director and will be treated as a formal Internal Loan.

Use of Collections: Exhibition
SUAC has several exhibit cases available for use, both at the Collections Space and at the Archaeology Center. Faculty or students wishing to propose a Teaching Exhibit or other display should contact the Academic Curator. Topical exhibitions may be developed by the Academic Curator/Collections Manager or, with curatorial input, by faculty or students. At least THREE MONTHS NOTICE is required for new exhibitions.

External Loans and Other Collections
External Loans and other non-SUAC collections used by faculty will be managed by the individual faculty member. He or she is responsible for obtaining all appropriate permissions and maintaining the materials in a secure, safe, and environmentally fit location. If loaned collections are housed in the Center, a copy of loan paperwork must be filed with the Academic Curator/Collections Manager. External Loans of research collections to students will be managed by SUAC on behalf of the Center and approved and arranged on a case-by-case basis by the Academic Curator/Collections Manager and Archaeology Center Director.

Responsibilities & Emergency Contact
As you engage with these collections, you are partnering with SUAC and are responsible for the collections’ security, safety, and proper handling. Thank you for helping us to fulfill our stewardship role!

Those using collections agree to abide by all SUAC policies and track use through appropriate forms.

Contact staff IMMEDIATELY in case of questions or problems. Do not leave until you receive a response and instructions.

1st: Christina Hodge, Academic Curator & Collections Manager: cjhodge@stanford.edu; 650-736-2833
2nd: Laura Rossi, Program Manager: lrossi@stanford.edu; 650-736-2414
3rd: Julie Hitchcock, Administrative Associate: julieh1@stanford.edu; 650-723-5731

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