



Maritime and Historical Archaeology Section

Repository Agreement

Conditions for the Submission of Archaeological Material to Iziko Museums

1. All archaeological material submitted to Iziko must have a valid heritage agency permit, a copy of which must be given to Iziko before any material is accepted. The submitter must already have signed this repository agreement, but this does not guarantee acceptance of material until a valid HWC or SAHRA permit is issued.
2. A conservation agreement for unconserved artifacts that include provision for a budget for treatment until the object is in a stable condition must be entered into before excavation and recovery.
3. All objects from a shipwreck or marine context must have a condition assessment done according to a form supplied by Iziko.
4. All objects from a shipwreck or marine context must be handled according to best practices and as suggested by the advice of a professional conservator or person with a proven track record in conservation of waterlogged materials
5. Shipwreck items or artifacts from a marine context that has not been dried out and/or conserved should have temporary, but durable labels attached to the object. Containers should be clearly marked as well including any treatment procedures already undertaken.
6. Iziko expects the submitter to have sorted materials into faunal, floral, cultural and other standard and relevant components and sub-components, bagged them and labeled each bag with full provenience details. As far as possible, stable artefacts larger than a R1 piece should be labeled between an appropriate barrier layer and seal, all of which must be reversible
7. All bags and containers (except the curation box) should be ventilated.
8. Bags and boxes should be packed in such a way that material will not be damaged by, *inter alia*, over-packing, packing delicate items like bone together with stone, packing large items in overly small bags, and so forth. Ideally, artefacts of similar type and weight should be packed together.
9. A limited number of representative bulk samples, usually not exceeding 10 kg, will be accepted unprocessed.


10. Iziko is unwilling to accept large quantities of unsorted fine-fraction sieved bulk samples for storage.
11. The submitter must transfer all archaeological material to the standard Iziko archaeology boxes. Iziko will provide information on the type, dimensions and supplier of boxes to the submitter. Boxes, bags and other materials are for the account of the submitter.
12. The submitter must provide Iziko an informed estimate of how much material they are likely to submit. Iziko does not normally accept more than a few dozen boxes from any one site. If dozens and even hundreds of boxes are to be submitted, Iziko may charge a box fee.
13. Boxes must not be written on other than with legible pencil and should be uniquely labeled with full provenience data of the site, layer and so forth.
14. The submitter must provide an inventory of the boxes and bags (square, layer, date (if possible) and material) in Excel format to assist Iziko in compiling an electronic register of materials.
15. Material submitted may not contain hazardous material such as live ammunition, toxic or radioactive material.
16. Any human remains submitted are subject to Iziko's policy on human remains. The submitter needs prior to physical hand-over, inform Iziko staff of any human remains, which need to be separate in the Physical Anthropology collection.
17. The submitter must provide Iziko with all documentation relevant to the site and excavation/collection. Iziko prefers originals but will accept high quality reproductions. Relevant documentation includes, *inter alia*, photographic material, all plans and maps, all profiles, all excavation notes and all documentation of the stratigraphic succession. The final report to HWC and/or SAHRA is also required. Iziko prefers both hard and digital copy, but at a minimum, hard copy. Iziko respects the intellectual property contained within this meta-data and will embargo access to them for a period of three years after the permit has expired unless otherwise permitted by the submitter and/or person(s) who generated the meta-data.
18. Once material has been handed over to Iziko, decisions on storage, access and the like rest ultimately with Iziko but these decisions are, wherever possible, informed by the expertise and experience of the submitter and other relevant parties. Iziko respects the expense and effort of each submitter and, in line with SAHRA repository guidelines and national legislation, grants the original submitter(s) of material preferential access to that material for the duration of the permit plus three years after its expiration. Where external requests to said material are made, Iziko will make every effort to consult with and take seriously the advice of people who have previously generated and/or worked on any collection or part thereof.

I hereby declare that I have read this document, that I understand the contents and that I accept the provisions therein.



FULL NAME, INSTITUTIONAL AFFILIATION AND SIGNATURE OF SUBMITTER

Signed at Cape Town, on this 7th day of March 2022



Jaco Boshoff

FULL NAME AND SIGNATURE OF IZIKO ARCHAEOLOGY CURATOR AND/OR COLLECTIONS MANAGER

Signed at Cape Town, on this 8th day of 2022

Useful References for Curating Archaeological Material

- Caple, Chris. 2000. *Conservation skills: judgement, method and decision-making*. London: Routledge
- Caple, Chris. 2006. *Objects: reluctant witnesses to the past*. London: Routledge.
- Childs, S. Terry and Eileen Corcoran. 2000. *Managing archeological collections: technical assistance*. Washington, DC.: Archeology and Ethnography Program, National Park Service. URL: www.cr.nps.gov/archeology/collections. Accessed 1 August 2011.
- Cronyn, J.M. 1992. *The elements of archaeological conservation*. London: Routledge.
- Henderson, Zoë. 2008. Standards for curation of archaeological material: some thoughts on the issues. *The South African Archaeological Bulletin* 63(187):79-82.
- South African Heritage Resources Act 25 of 1999. Pretoria: Government Printer.
- South African Heritage Resources Agency. 2002. Guidelines to ethical and curatorial considerations for accredited repositories. Cape Town.
- Sullivan, Lynne, P and S. Terry Childs. 2003. *Curating archaeological collections: from the field to the repository*. Walnut Creek: Altamira.
- Pearson, Colin. 1987. *Conservation of Marine Archaeological Objects*. London: Butterworths
- Hamilton, Donny. 2010. *Methods for Conserving Archaeological Material from Underwater Sites*. Nautical Archaeology Program, Texas A & M University. URL: <http://nautarch.tamu.edu/CRL/conservationmanual/>