



Peabody Museum
of Archaeology & Ethnology
at HARVARD UNIVERSITY

RECORD OF CONSULTATION VISIT

Under the Native American Graves Protection and Repatriation Act (Public Law 101-601)

Name: _____

Date: _____

Name of Tribe: _____

Title/Position: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Collections Examined: _____

Any copies of research materials, including but not limited to digital files, photographs, archival or other documentation, supplied by the Museum are for study purposes only and may not be reproduced without written permission. Distribution to third parties of research materials, including but not limited to digital files, photographs, archival or other documentation, supplied by the Museum is prohibited except for tribal consultation and research purposes. This agreement does not constitute permission to photograph collections. An additional agreement, covering specific conditions of item photography, must be completed.

I have read and agree to the conditions outlined above and on the reverse of this form:

Visitor Signature

Peabody Museum Staff Signature

Date



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OBJECT HANDLING POLICIES AND PROCEDURES

The Peabody Museum is dedicated to the care, preservation and study of one of the largest and oldest collections of anthropological materials in the United States. The Collections Division is jointly responsible for the care of the collection, however, all Peabody Museum staff members have responsibilities as stewards of the collections. If you need assistance, please ask a collections staff member for help. These staff members are also responsible for monitoring the collections, therefore, they may offer assistance or advice and they will ask you to pause your work if they determine that aid is necessary.

Please help us by following these policies and procedures when working with collections items:

- Typically, only Museum staff are authorized to handle and move items, including the mobile storage units. Staff will authorize exceptions as needed and on a case-by-case basis as in the case of NAGPRA consultation.
- No bags of any kind are allowed in storage. Please take only the tools you need for your research.
- Food and beverages (including water) are not allowed in storage areas.
- Be aware of clothing, jewelry, keys, etc. that hang or dangle and their proximity to collection items.
- Do not casually touch any of the items and do not lean against storage units or shelves.
- Slow down, be extra careful, and never rush in a storage area.
- Use a pencil when working with or near collection items. Pens are not permitted in storage rooms or near items.

If you are authorized by a Museum staff member to handle and/or move collection items:

- Handle each item carefully as detailed below.
- Limit moving and handling items; only touch an item if there is no alternative.
- Return an item to its exact permanent location and re-house it exactly as it was stored.
- Handle and move only one item at a time; always use both hands.
- Ask for help if any item is oversized, fragile, or heavy.
- Provide support for an item from below; never support an item by an appendage or its rim.
- Do not temporarily set an item or tray on the floor.
- Use a cart whenever physically feasible.
- If an item or tray is above eye-level, use a step-stool or ladder.

NOTICE: *Some items may have been treated with pesticides or insecticides that may be harmful if inhaled or touched. Warning labels are on some of these items but items without labels may also have been treated. Gloves and protective clothing must be worn at all times. Masks are also available.*

Visitor Signature

Date

11/3/2016