

## REPORT FROM SELECTED REPOSITORIES REGARDING CURATION DURING COVID-19

### TARL Procedures for Accepting Collections during a Continued Shelter in Place Order

(Document can viewed on the webpage: <https://liberalarts.utexas.edu/tarl/> )

In response to the current COVID-19 pandemic, the Texas Archeological Research Laboratory has drastically changed its operating procedures. We have transitioned to remote working assignments and have postponed new submissions from our cultural resource management clientele. Despite the challenges, TARL maintains our commitment to our mission to collect, preserve, and curate archeological specimens and records. Under the City of Austin stay-home work-safe order, TARL has remained closed. Since this order has been recently extended, we are proposing the policy below to perform essential business functions required to maintain our role as a repository and archive in the CRM community.

Under these new procedures, essential functions would be carried out by a rotating staff of one individual at a time. Outlined below are the proposed submission protocols intended to maximize social distancing practices and minimize exposure between TARL staff, CRM personnel, and points of contact between the two.

- All submission transfers **must be** scheduled in advance through **Rosario Casarez** [rcasarez@mail.utexas.edu](mailto:rcasarez@mail.utexas.edu) | 512- 232-1806. Please call or email to reschedule at least 24 hours in advance for the security of the materials and the safety of our staff.
- If a submission is being mailed the CRM firm is **required** to use the US postal service so that submissions are routed through the campus mail system which has access to the building. Other “mailing” services do not have access. **Use this address:** 1 University Station R7500, Austin, TX 78712
- Submission transfers **may only occur** on Mondays and Fridays from 1:00 pm- 5:00 pm to ensure TARL personnel are available to receive submissions.
- Drop off submissions are to place on the bench beside the front door of TARL. A sign will display the registrar’s phone number to call to confirm that the material has been dropped off. Non-TARL personnel **will not be permitted** to enter the building.
  - a. Upon receiving a submission, the registrar will retrieve the material using gloves and place all boxes into decontamination for a period of 24 hours for card board or paper files and 72 hours for polyethylene boxes coded **gray** below.
  - b. Monday submission allows processing to begin at the earliest on Wednesday morning and at the latest Friday morning (color coded in **yellow** below).
  - c. Friday submissions allow for processing to begin at the earliest Monday morning and at the latest Tuesday morning (color coded in **orange** below).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Submission Received		Paper Container: Records; Processing Begins			
	Submission Received				Polyethylene container: Records and Artifacts; Processing Begins	

	Paper Container: Records Processing Begins				Submission Received Submission Received	
		Polyethylene container: Records and Artifacts Processing Begins				

- Upon retrieval the registrar will email a database produced receipt recording the earliest expected date of invoice. Due to limited access and social distancing guidelines, the earliest date of invoice will be altered from the normal operating stipulations
  - a. a minimum of two weeks for collections with  $\leq 1,000$  artifacts will be extended to 4 weeks
  - b. a minimum of 4 weeks for collections with  $>1,000$  artifacts will be extended to a minimum of 6 weeks for collections with  $>1,000$  artifacts.
  - c. The time estimate is subject to change as before based on the size of the collection, organization of the collection, appropriateness of the packaging and any discrepancies in the inventory.

# CAS Curation during COVID-19

Dear Patrons,

I hope you, your families and your businesses are all fairing well during these strange and uncertain times. Here are is some information about submitting collections to CAS during COVID-19:

- Curation Program is still operating and we are continuing to accept and curate collections.
- We are working remotely as much as possible, though I (Amy) am able to continue coming into CAS to check on our facility, the collections and to receive new collection submissions.
- Records-only collections can be mailed in to our normal address:

**Center for Archaeological Studies  
Texas State University  
Trinity Bldg. Rm 120  
601 University Dr  
San Marcos TX 78666**

- Please continue to get tracking numbers for your mailed-in collections and let us know when to expect your packages.
- Since there could be delays in the receipt process due to slower than usual mail services, please feel free to share the electronic records with us via file share or as email attachments so that we can get started before the hard copies arrive.
- Let us know if you have quickly approaching permit or billing deadlines.
- If you have artifact collections to submit, we can schedule a contactless delivery. You will be able to drive right up to the front door of our building and I, wearing clean gloves and a face mask, will take the boxes from your backseat or trunk and carry them inside.

Please let me know if there is anything more I can do to help and do not hesitate to reach out if you have any questions or concerns.

Also, please forward this invitation link to any of your colleagues that might want to receive updates for our Curation Program: <https://outlook.office365.com/owa/grp-curationclients@group.txstate.edu/groups/subscription.ashx?action=join&guid=4548dd26-44b8-4858-a4a3-7e58f4d187cc>

Sincerely,

**Amy E. Reid**

Curator-Center for Archaeological Studies  
Lecturer-Department of Anthropology  
Texas State University  
Phone: (512) 245-2724  
ab71@txstate.edu

Document can also be found on the CAS website: <https://cas.anthropology.txstate.edu/> or <https://cas.anthropology.txstate.edu/curation.html>

## Center for Archaeological Research, The University of Texas at San Antonio

Currently CAR does not have a modified submission policy. Cindy Munoz, Lead Curator/Senior Project Archaeologist reports that CAR is still operating, but most of the staff are working from home. We are still accepting collections. Please notify her when collections are shipped, so they can be picked up from UTSA central receiving. If collections will be delivered in person, please let her know when you are arriving.

Cindy Munoz  
Lead Curator/Senior Project Archaeologist  
cindy.munoz@utsa.edu