



# THE PEABODY

THE ROBERT S. PEABODY INSTITUTE OF ARCHAEOLOGY

## COLLECTIONS RESEARCH REQUEST FORM

*Form updated September 2021*

The Robert S. Peabody Institute of Archaeology (RSPI) encourages research on the collections that it holds and supports a wide variety of research methods.

The RSPI is committed to involving Native American tribes and associated groups in research efforts involving Peabody collections (archives, photographs, and items), including decision-making about the appropriateness of proposed research activities and/or analysis. Tribal consultation with an authorized tribal representative (for example, a Tribal Historic Preservation Officer or THPO), is required and shall be considered an integral part of any application for access to collections.

Preference is given to research projects are conducted by descendant communities or at the written request of those communities. The Institute encourages researchers to foster their own relationship with geographically and culturally affiliated descendant communities. In cases where relationships have not been or cannot be established, the Institute may assist with limited guidance on consultation on a case by case basis.

**Non-invasive techniques** including, but not limited to, 3-D scanning, pXRF, and x-ray, as well as **invasive techniques**, including, but not limited to, radiocarbon dating, compositional analysis, DNA, and isotopic analysis require the completion of the [Analysis Request Form](#) (available by request).

All researchers must submit an application for access no less than one week prior to receiving permission to access the collections on-site.

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Digital Request (No on-site visit required)

On-site Visit

Which collection are you requesting information from? (Select all that apply)

Item Collection

Archives

Photographic Collection

Library

Date:

### RESEARCHER CONTACT INFORMATION

Name(s):

Affiliated Institution(s) and Title(s):

Email(s):

Address(es):

Phone Number(s):

Student

Curator

Professor

Independent Researcher

Other:

*(Students are required to provide a letter of support from a faculty member who is familiar with their research.)*



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Does the requested collection originate from the continental United States?

Yes     No

If no, an International Collections Research Request Addendum is also required.

## CONSULTATION

Is assistance needed to identify the geographically and/or culturally affiliated (or potentially affiliated) federally recognized tribes or descendant communities to contact?

Have you initiated contact with the geographically and/or culturally affiliated (or potentially affiliated) federally recognized tribes or descendant communities to the collection you wish to access?

Summarize the consultation conversations related to the proposed research

Include the contact information for the tribal representative(s), a summary of communications, and a statement of support from the consulted group(s). This can be provided as a separate statement..

## RESEARCH DESCRIPTION

Requested dates of research visit:

Summarize project and research objectives:

Description of the methods of examination and types of documentation and equipment to be used (e.g., photography, measurements, etc.): *\*\*Any research methodology beyond the standard techniques of measurements, like dimensions and weight; visual documentation, such as photography and drawing, **must** be submitted and approved on a separate Analysis Request Form*



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Description of collections to be examined:

Include item names, type, and catalog numbers as available.

How will the results of your research be disseminated?

The Applicant(s) is granted permission for access to and provision to the above described collection(s) of the Robert S. Peabody Institute of Archaeology according to the terms and conditions stipulated on the reverse of this form.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RSPI Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## RSPI RESEARCH TERMS AND CONDITIONS

1. Research is limited only to the above collection(s) or specimen(s) designated in this Collections Research Request Form. Additional material can be provided at the discretion of the Peabody Institute for research upon a written request from the applicant and approval from the Curator of Collections.
2. Research activities will be supervised by Peabody Institute staff during in-person visits.
3. Research shall be solely for educational and scholarly purposes and consistent with the mission of the Institute.
4. The RSPI recognizes Native American tribes as the primary cultural authorities over cultural heritage materials housed at the Peabody Institute.
5. Ancestral remains, funerary objects, sacred objects, and objects of cultural patrimony, as defined and in accordance with the Institute's NAGPRA Policy, and consistent with Public Law 101-601 Native American Graves Protection and Repatriation Act, shall not be provided to researchers without the express written consent from the affiliated tribes and authorization from the Curator of Collections.
6. The Institute reserves the right to restrict access to items that are determined to be too structurally unstable to handle or disturb.
7. The Applicant agrees to comply with the attached "Guidelines for Safe Handling of Institute Items" prior to moving or handling any items.
8. The Applicant may photograph and/or make sketches of the above listed objects for research use purposes as approved through consultation with descendant communities. **Access to collections for research use and photography does not constitute permission for reproduction, publication, exhibition, or distribution of images or data.**
  - a. Permission for reproduction, publication, exhibition, or distribution in any medium must be obtained in consultation with the appropriate tribal representative and documented in writing from the Institute.
  - b. All approved image reproduction – for publishing, research, or exhibition – must credit the culturally affiliated tribe as the cultural authority group as a condition of permission.
9. The Applicant agrees to share a copy of any publications, poster presentations, conference papers, or lectures resulting from this research with the consulting tribal representatives.



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## Guidelines for Safe Handling of Institute Items

- Respect item integrity: regardless how stable it looks, the item may be extremely fragile.
- Never rush. Allow sufficient time to conduct careful research or documentation
- Visually inspect the condition of any item before moving or relocating the item. Look for potential weak spots that could affect the structural integrity, e.g. breaks, tears, mends, and areas of stress such as seams, folds, cracks and any acute angle or unweaving.
- Take care to handle and move items as infrequently as possible.
- Cotton or nitrile gloves must be worn at all times when handling Institute item collection materials.
- Use pencil when recording data. Pens and markers are prohibited except for the authorized application of permanent catalog numbers in accordance with RSPI protocol.
- Caution must be observed to avoid any abrasion of artifacts from loose clothing, jewelry, hanging glasses, or other sources or conditions such as books used during examination or other unsafe conditions..
- Never leave artifacts in a compromised position or location that creates a trip or falling hazard.
- Plan ahead and know how and where the item(s) are going to be placed before you move it. Make sure the destination is unobstructed. The location to which it is to be moved should be clean, stable, and well away from edges or loose items.
- Provide overall support of an item from underneath. Never lift an item by an appendage or projections such as handles, rims, straps, or arms. When an item has dangling elements or loose materia, prior to movement, transfer it onto a rigid support larger than itself with sufficient surface area.
- Do not move items that are too large, heavy, unstable or fragile. Always ask for help.
- The most stable surface of an item is usually its base. Some ceramics and baskets may be more stable when turned upside down or in another position if they have smooth, wide, strong rims, and unstable, pointed, or rounded bases. Care must be exercised as unfired or low-fired ceramics and other soft, unstable or unsupported materials may develop stress cracks from the weight of the item when turned upside down or handled improperly!
- Place items on a clean, level surface, away from excessive heat, drafts, moisture, fluorescent lights, or sunlight.
- Keep any written or documentary information that is associated with an item together.
- Never remove tape, glue, adhesive labels, etc., from an item. The adhesive may have permeated the artifact, and removing it improperly without appropriate care or guidance may cause considerable or unnecessary damage to the surface beneath or overall structural integrity.
- Consider placement of appendages, spouts, handles, projections or fragile areas when placing an object down or in any position. Avoid placing unnecessary weight on appendages or fragile areas; pad them if necessary or ask for assistance if guidance is needed.
- Food or beverages are not permitted in collections storage and work rooms. These items may only be consumed in the kitchen area or other designated areas.
- Smoking is prohibited.
- If damage is observed or occurs to any item, notify Collections personnel immediately. Secure the area to prevent further damage and collect the fragments carefully if told to do so. Under no circumstances, do not attempt to fit them together or assess the damage without first notifying Collections personnel to assist.