

**National Park Service
Western Archeological & Conservation Center**

**Student Museum Service 2007 Internship
for Intermountain Region Museum Services
(SWRO/ Santa Fe Project)**

**Colorado Plateau Cooperative Ecosystems Studies Unit
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Final Report

**by
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ABSTRACT

The purpose of the “Student Museum Services Internship” was to provide assistance to the Western Archeological & Conservation Center (WACC) and integrate museum object collections from the NPS Santa Fe Paisano facility into the WACC facility. The IMSF (Intermountain Santa Fe) Paisano facility was closing and had housed the collections for 13 national parks and monuments. A total of 1350 boxes were transferred from the IMSF to WACC. The boxes included archives and archeological collections.

The internship began on June 11, 2008, and continued through December 30, 2009. Project supervision was provided by Arleyn Simon (ASU, Project PI) and Kim Beckwith (WACC Registrar). During the internship, Jessica Blaz (BA Anthropology, University of Arizona, December 2009) assisted with the integration of the object collections from the Santa Fe Paisano facility to the WACC facility. Activities conducted during the internship are summarized in four parts:

Part 1: Unpacking, vacuuming, and rebagging. Jessica Blaz (student intern) worked between June 11, 2008, and October 2008, on the objects that were transferred to WACC from Santa Fe. The Santa Fe Paisano building had been infested with booklice. Out of 1350 boxes, vacuuming and re-bagging of the remaining 393 boxes of unfrozen archeological materials was completed in the archeology dry lab. A total of 650 boxes had to be frozen, and the intern unpacked and re-bagged 147 of these boxes.

Part 2: Database Update. The intern received training on the Automated National Catalog Systems (ANCS+) to change storage locations. The IMSF objects were input into the database with new locations and accessions. This was done individually by catalog number, not mass changes. Each park was given an individual accession for collections at WACC. The grand total of locations changes was 3997.

Part 3: Implementing Nomenclature and Modifying Names. The intern received training on the classification of objects and referenced the NPS Museum Handbook. As developed by the WACC IMR Museum Program, the intern then suggested the proper nomenclature for the Santa Fe objects. Modification of object names and classifications will be completed by Kim Beckwith at a later date in accordance with Automated National Catalog Systems (ANCS+.)

Part 4: Unique Locations Search. A search was done to ensure all objects from the Santa Fe Paisano move had a WACC location. The list came up with 1858 objects that did not have WACC locations. The intern worked on finding the objects and giving them WACC locations. This included looking through the inventories for the boxes from the Santa Fe move. She found 776 objects that are on loan and 153 objects that were removed or deaccessioned prior to the move. The end result is that only 74 objects do not have appropriate WACC locations.

Jessica Blaz (student intern) assisted with the integration of the object collections from the Santa Fe Paisano building to the WACC facility. These tasks were done in accordance with the project proposal and complete the requirements of the internship. This document serves as a report for the work accomplished by student intern Jessica Blaz at the Western Archeological & Conservation Center for the duration of June 11, 2008 through December 30, 2009.

TABLE OF CONTENTS

ABSTRACT

PART 1: SANTA FE PAISANO MOVE AND THE UNPACKING OF BOXES FROM SANTA FE REGIONAL OFFICE

PART 2: UPDATE DATABASE WITH WACC LOCATIONS AND ACCESSIONS FOR THE SANTA FE OBJECTS

PART 3: NOMENCLATURE AND CLASSIFICATION/STANDARDIZATION OF OBJECTS NAMES

PART 4: FINDING UNIQUE LOCATIONS

APPENDIX:

SF Protocol

IMSF Object Names

CRDATA Authority Table

Project Documents

LIST OF TABLES

Table 1. Final tabulation of boxes unpacked in the archeology lab from Santa Fe move.

Table 2. The WACC accession numbers given to the objects for each park from the Santa Fe move.

Table 3. Final Tabulation of Location Updates at WACC by Jessica Blaz (Intern) (summary).

Table 4. Final Tabulation of Location Updates at WACC by J. Blaz (Intern) (details).

LIST OF FIGURES

Figure 1. Authority Value Description for CRDATA

Figure 2. IMSF Object/Specimen Listing

Figure 3. Final Chart of Santa Fe Objects:
Objects that did not have locations at WACC

PART 1. MOVE AND THE UNPACKING OF OBJECTS FROM SANTA FE REGIONAL OFFICE

Introduction

Objects from the Santa Fe Regional Office were moved to the Western Archeological & Conservation Center (WACC) due to the reconsolidation of the two offices in the region. All of the objects that were housed at the Santa Fe Regional office were moved to WACC for storage. Jessica Blaz (student museum services intern) worked on this project to integrate the Santa Fe materials into the WACC facility.

Prior to the move there was much evidence indicating that the entire collection from the Santa Fe Regional office was infested with book lice. All boxes had been double bagged for the move to prevent contamination upon arrival at WACC. This project completed the unpacking and removal of objects from moving boxes from Santa Fe. Based on evidence that these boxes were infested with book lice, proper cleaning procedures were needed. The process for extracting the *psocids* (book lice) from the objects included a specific protocol that had to be followed (see section appendix).

This project was completed by Jessica Blaz (U of A, student intern on location at WACC) with the supervision of Arley Simon (ASU, Principal Investigator), in cooperation with NPS personnel Kim Beckwith (Registrar). The task was completed in the WACC archeology lab by the student intern.

Out of 1350 boxes, 650 boxes had to be frozen. Of the 650 boxes frozen, Jessica Blaz processed 147 boxes from Bandelier National Monument, Hubbell Trading Post, and Lyndon B. Johnson National Historical Park. To process these materials, the intern unpacked, cleaned and deloused 147 boxes; the contents were cleaned, re-bagged, re-labeled, and made ready to be moved into the collections workroom.

Scope of the Project

The scope of the project included unpacking boxes that were being moved from the facility at Santa Fe for storage at WACC. The student intern (Blaz) assisted in the archeology lab with the unpacking and cleaning of the objects. This enabled the objects to be transferred to the collections workroom, where they could be further processed and stored.

The boxes that were unpacked and cleaned totaled 147 boxes from Bandelier National Monument, Hubbell Trading Post, and Lyndon B. Johnson National Historical Park.

The major task that was achieved includes:

- a) unpacking and cleaning of 147 boxes from Santa Fe
- b) preparing the objects unpacked for storage at WACC
- c) inventorying and documenting the incoming objects from Santa Fe
- d) freezing of boxes and supplies from the move after they were unpacked.

Method

This document reports 131 boxes from Bandelier National Monument, 14 boxes from Hubbell Trading Post 13 boxes, and 2 boxes from Lyndon B. Johnson National Historical Park. This task was accomplished in the Archeology lab at the Western Archeological & Conservation Center between June 11, 2008 and October 2008.

The boxes consisted of mixed material and were boxed according to accession number.

Supplies that were provided for this task included, acid-free archival paper, archival pen, acid tester pen, archival folders, plastic bags (all sizes), scissors, gloves, (nitrile and cotton), yellow tape, sharpie markers, and cardboard trays.

Unpacking the boxes consisted of removing the tags that each box came with. The tags were numbered with a box number. The tags also contained the park acronym and accession number. The tags from each box was saved and put into the appropriate folders. Folders were made for each park name and each accession in that park.

The boxes came with plastic bags that were around them, usually two per box. This was to prevent contamination from the possible infestation from Santa Fe. The boxes were packed with many types of packing materials including Styrofoam, bubble wrap, and tissue paper. The original boxes that the objects were transported in were vacuumed and broken down. The boxes and all packing material (sorted by type) were frozen and put into storage for future use.

An inventory of objects was found in each box. The inventory provided information regarding the contents of each box. The inventory sheets were filed according to their park and accession number. The objects inside the box were usually in a plastic bag and contained a label with a provenience and catalog number. Some objects did not have any label or information with them.

For each object the plastic bag needed to be replaced because it either had holes or writing on it. If the bags had writing on them, the bag front had to be cut out and saved in its appropriate accession folder. The objects were placed into new bags appropriate for their size. If the object came with a label/tag, the information was copied down on archival paper with an archival pen. The old label/tag was saved and put into its appropriate accession folder.

The boxes occasionally contained removal slips. The removal slips noted which objects were on loan or had been removed prior to the move. The removal slips were saved and filed according to park name and accession number. This enabled them to be available for consultation if needed.

Once the objects were rebagged and cleaned they were organized by accession number and catalog number and put into trays. Once in the trays a yellow strip of

masking tape was placed on each tray and the accession number, material type, object name and (sequential) box number were written on the tape. This was to ensure that the objects would remain together.

After the boxes were unpacked and decontaminated, they were transferred into the collection workroom. Once in the workroom, they were sorted by park name, accession number, material of the object, and object name.

In the collections workroom the inventory will be reviewed to decide whether to upgrade the classification (Classes 3 & 4), object name and other elements of nomenclature as developed by the WACC IMR Museum Program. The intern (Blaz) did not participate in the boxing or shelving of the objects.

Work Summary

The boxes that were processed in the archeology lab by the intern (Blaz) during this project are only a subset of the amount of boxes that were moved to WACC.

Table 1. Final tabulation of boxes unpacked in the archeology lab from Santa Fe move.

Park	Accessions	WACC Accession	Boxes
Bandelier National Monument (BAND)	366, 367, 372, 422, 423, 424, 476	01570	131
Lyndon B. Johnson National Park (LYJO)	443	01655	2
Hubbell trading Post (HUTR)	183, 212, 213, 218, 241, 248, 290	01577	14

Total Boxes From Santa Fe Processed in Archeology Lab = 147

Work Summary.

Between June 11, 2008 and October 2008, Jessica Blaz (intern) completed her task in the Archeology lab after finishing 147 boxes. The objects were then moved into the collections workroom in preparation for storage. This report serves as documentation of the procedures used in the unpacking, cleaning, and rebagging and relabeling of materials from 147 boxes from the Santa Fe move.

PART 2. UPDATE DATABASE WITH WACC LOCATIONS AND ACCESSIONS FOR THE SANTA FE OBJECTS

Introduction

The objects from the Santa Fe move were thoroughly cleaned and readied for storage. This was done during the unpacking of the boxes in the collections workroom and the archeology dry lab. The objects from the move were only sorted by accession number. WACC regulations for storage insist that the objects be sorted by park name, accession number, material of the object, and object name.

All of the objects were sorted this way and stored in acid free boxes and put in the repository for storage. All objects that were stored were given a WACC repository locations and WACC accession number.

In order to correctly input the new locations Jessica Blaz received training for the Automated National Catalog Systems (ANCS+). Each object's location had to be entered individually into the IMSF database along with the specified WACC accession number.

The IMSF is a working directory for the objects from the Santa Fe move. The WACC accession numbers enable effective tracking of the objects while being stored at WACC. The IMSF database is a working database that can be edited as needed. Student intern Jessica Blaz input data for 3997 objects in the IMSF database.

Table 2. The WACC accession numbers given to the objects from the Santa Fe Move.

Park Acronym	Accession Number
AZRU	WACC-01635
BAND	WACC-01570
BRCA	WACC-01587
CACH	WACC-01578
ELMA	WACC-01591
ELMO	WACC-01588
GICL	WACC-01589
GUMO	WACC-01579
HUTR	WACC-01577
NAVA	WACC-01592
PAIS	WACC-01603
PETR	WACC-01571
SAAN	WACC-01572
SAPU	WACC-01573
WUPA	WACC-01576

Table 3. Final Tabulation of Location Updates at WACC by J. Blaz (intern)

Accession (counts)	Entries (counts)
BAND Accession (#01570)at WACC	2498
CACH Accession(#01578)at WACC	3
ELMA Accession (#01591)at WACC	2
ELMO Accession (#01589)at WACC	10
GUMO Accession (#01579)at WACC	267
HUTR Accession (#01577)at WACC	858
NAVA Accession (#01592)at WACC	1
PAIS Accession (#01603)at WACC	7
PETR Accession (#01571)at WACC	1
SAAN Accession (#01572) at WACC	73
SAPU Accession (#01573)at WACC	194
WUPA Accession (#01576)at WACC	70
Grand Total	= 3997

A detailed tabulation of location updates is presented in Table 4, on the following page. See Table 4, on page 9, for listings of park acronym, park accession numbers, WACC accession number, and number of entries (counts). This detailed summary table was generated by Kim Beckwith as a report from the catalog database.

**Table 4. Final Tabulation of Location Updates at WACC by J. Blaz
(Intern)**

Park Acronym	Park Accession Numbers	WACC Accession Number	Entries (Counts)
BAND	120, 197, 208, 213, 315, 317, 332, 346, 348, 349, 354, 356, 357, 362, 363, 365, 366, 367, 372, 273, 374, 393, 411, 412, 413, 422, 423, 424, 439, 440, 441, 442, 443, 445, 446, 447, 476, 499	WACC-01570	2498
CACH	124, 126, 127, 130, 221	WACC-01578	3
ELMA	31	WACC-01591	2
ELMO	31, 34, 35, 46	WACC-01589	10
GUMO	86, 87, 90, 440	WACC-01579	267
HUTR	43, 53, 91, 96, 183, 210, 211, 212, 213, 218, 219, 220, 234, 235, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 290, 297, 343, 353, 365, 330, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 621	WACC-01577	858
NAVA	589	WACC-01592	1
PAIS	172, 211, 212	WACC-01603	7
PETR	1	WACC-01571	1
SAAN	95, 104	WACC-01572	73
SAPU	37, 59, 109, 123, 124, 127, 131, 132, 135, 206	WACC-01573	194
WUPA	173, 175, 221	WACC-01576	70
Grand Total			3997

Scope of the Project

The scope of the project included organizing objects from Santa Fe according to park name, accession number, material, and name of the object. After this was done, the objects were placed in storage in the repository at WACC. Each object was given a WACC location. The WACC locations effectively track the objects while they are in storage (refer to Appendix A)*.

The Major tasks that were achieved:

- a) sorting the objects by park name, accession number, material, and object name.
- b) housing the objects in suitable acid free storage boxes
- c) updating the WACC repository locations in the NPS database “Automated National Catalog Systems” (ANCS+)
- d) grand total of 3997 location updates

Method

The objects were moved into the collections workroom and sorted by park name, accession number, material of the object, and name. All objects given new WACC locations had to be input into the database in a specific format of WACC/Shelf/Box/Park # for boxes and WACC/Cabinet Drawer-Letter for cabinets.

To facilitate the database changes for the Santa Fe objects, WACC provided Jessica Blaz (intern) with the ANCS+ database training along with NPS computer security training. WACC provided the use of the computer for the duration of the projects. She was also provided with time to read the ANCS+ user manual and the Museum Handbook, Part I and Part II. WACC also provided Jessica Blaz with training on proper collection storage techniques.

Work Summary

Updating the database with the new locations and accession numbers for the objects from Santa Fe enabled the objects to be tracked effectively while they are at storage in the WACC facility. The student intern (Blaz) updated a grand total of 3997 objects in the IMSF database. The records contain the appropriate WACC locations and accession numbers. The intern received training in proper storage techniques for collections at WACC as part of this activity.

PART 3. NOMENCLATURE AND CLASSIFICATION/ STANDARDIZATION OF OBJECTS NAMES

Introduction

After the WACC repository locations and WACC accession numbers were updated in the database. Jessica Blaz, the student intern had to suggest standardize names of the objects within the CRDATA database. The IMSF is a working directory for the objects from the Santa Fe move. The CRDATA is the directory of all the objects stored at WACC.

Some of the objects names from Santa Fe were not allowed in CRDATA. The intern (Blaz) had to research information on the objects and make decisions accordingly in order to accurately suggest standardized names. She used “The Revised Nomenclature for Museum Cataloging”, the NPS Museum Handbook Part II, and WACC’s Supplement to the Museum Handbook. Jessica Blaz was able to suggest standardized object names for IMSF and will make them congruent with CRDATA object names; in total, standardized names for 220 objects were suggested for IMSF.

Scope of the Project

The scope of the project included conducting research and decision-making on the object names in the IMSF database in order to suggest names compatible with CRDATA. To accomplish this task, the intern (Blaz) had to learn cataloging procedures and become familiar with the CRDATA database.

The major tasks that were achieved include:

- a) Referencing “the revised nomenclature for museum cataloging”, NPS Museum Handbook, and WACC’s Supplement to the Museum Handbook.
- b) Learning cataloging procedures
- c) Suggesting modified objects names for the IMSF database.

Method

To facilitate the suggestion of modified object names from the Santa Fe move, WACC offered Jessica Blaz (intern) catalog and database training. She was given time to read the “The Revised Nomenclature for Museum Cataloging”, the NPS Museum Handbook Part II and WACC’s Supplement to the Museum Handbook.

Using these books allowed the intern to make proper identification of the objects in the IMSF database. WACC registrar (Kim Beckwith) advised the intern (Jessica Blaz) how to make corrections by applying proper terminology to the artifacts from Santa Fe and how to make them compatible with object names in CRDATA. An example of an object

name modification that the intern made was changing mineral sample to pigment. [Refer to the authority table for the proper names for CRDATA and the object names in IMSF].

Work Summary

Student intern Jessica Blaz was able to suggest modifications for 220 names and classifications in the Automated National Catalog Systems (ANCS)+ in accordance with the NPS Museum Handbook Part II and WACC's Supplement to the Museum Handbook. This section documents the completion of suggestions of the nomenclature and classification with standardization of objects names activity as part of the WACC internship. The actual changes in the database will be made by Kim Beckwith at a later time.

PART 4: FINDING UNIQUE LOCATIONS

Introduction

Following the preceding stages discussed above, the objects from the Santa Fe facility were housed in the repository at WACC. The objects were given appropriate WACC locations. The registrar at WACC, Kim Beckwith, did a search in the ANCS+ database for objects that did not have WACC locations. There were 1856 objects in the database that did not have WACC locations. These objects needed to be found and given WACC location.

As part of her student internship, Jessica Blaz was assigned to find the objects and give them WACC locations. In order to find the objects, the intern first needed to know if they had arrived at WACC. She looked over the box inventories from the move. Some boxes came with removal slips. In some cases, objects had been removed for research or put on loan. Other objects were at WACC, but had not been assigned locations when they had been housed. The objects that did not have WACC locations in the database were considered to have “unique locations”. These objects needed to be found and given appropriate WACC locations in the database.

Scope of the Project

The scope of work for this project included finding locations for the Santa Fe objects that are being stored at WACC. The major tasks that were achieved included:

- a) 776 objects were on loan
- b) 153 objects had been removed per removal slip
- c) 884 objects were found and given appropriate WACC locations
- d) 74 objects still do not have appropriate WACC locations.

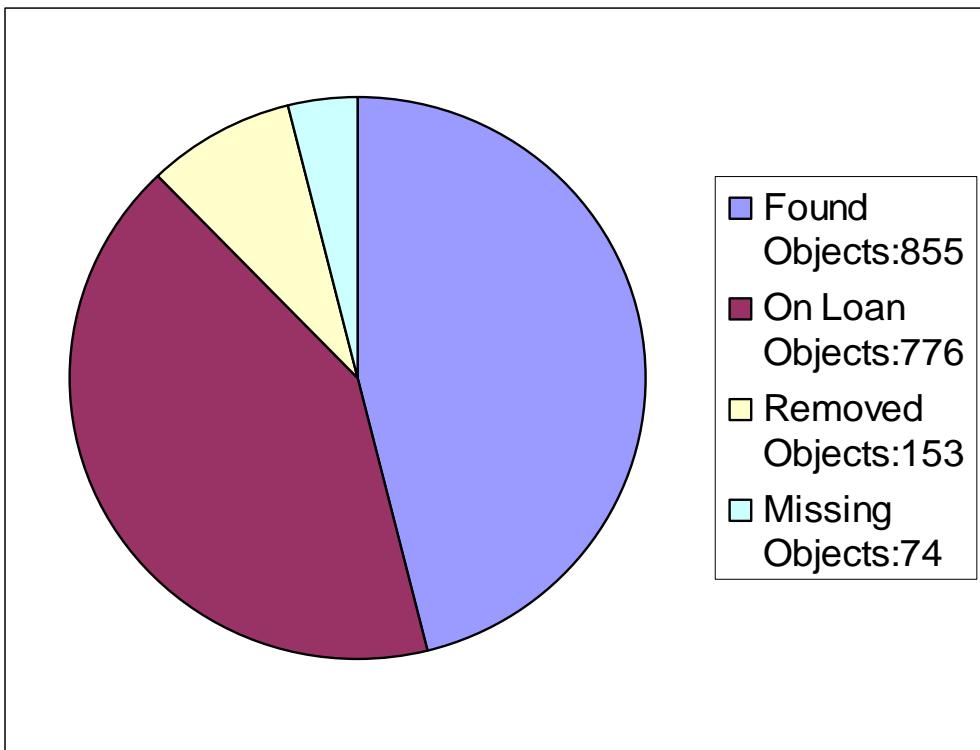
Method

In order to find the objects, student intern Jessica Blaz had to consult the inventories of the boxes from the move, look at removal slips from the boxes, and use the ANCS+ database to make locations changes. This stage of the project started on June 30, 2009, and lasted through December 11, 2009.

Work Summary

Out of 1856 objects that needed appropriate WACC locations, student intern Jessica Blaz gave 855 objects locations, 776 objects were out on loan, 153 had been removed, and 74 still needed locations. As of the end of this internship in December 2009, 74 objects remained to be located and given proper WACC locations. This section summarizes the objects that were accounted for during the internship.

Figure 3. Final Chart of Santa Fe Objects:
Objects that did have locations at WACC and those lacking locations.



CONCLUSION

The goal of the “Student Museum Services Internship” was to provide assistance to the Western Archeological & Conservation Center and to integrate museum object collections moved from the NPS Santa Fe Paisano facility into the WACC facility. During the internship, Jessica Blaz was able to accomplish the unpacking and decontamination of 147 boxes of objects in the archeology lab. She received database training for the Automated National Catalog Systems (ANCS+). As a student intern Jessica Blaz completed 3997 location changes in the IMSF database. She received training on proper cataloging procedures and the standardization of object names. Jessica Blaz assisted with the integration of the object collections from the Santa Fe Paisano building to the WACC facility. These tasks were done in accordance with the project proposal and complete the requirements of the internship. This document serves as a report for the work accomplished by student intern Jessica Blaz at the Western Archeological & Conservation Center for the duration of June 11, 2008, through December 30, 2009.