



THE UNIVERSITY OF ARIZONA

# ARIZONA STATE MUSEUM

Arizona State Museum  
PO Box 210026  
Tucson AZ 85721-0026  
(520) 621-6281  
[www.statemuseum.arizona.edu](http://www.statemuseum.arizona.edu)

## INFORMATION FOR APPLICANTS FOR DESTRUCTIVE ANALYSIS

The following information is provided to researchers requesting use of Museum collections specimens for destructive analysis to familiarize them with Museum procedures and requirements.

- It is the policy of the Arizona State Museum to support and promote research on the collections entrusted to its' care in ways consistent with the preservation and protection of these collections for the use and benefit of future generations. The Museum will authorize destructive sampling and analysis of objects in its collections when the potential for contribution to knowledge outweighs the loss to the specimen.
- In approving requests for destructive analysis the Museum acknowledges its responsibility to ensure that the analysis or sampling will cause the least possible damage or loss to the specimen, that the research is likely to result in positive results, and that the results of the analysis are fully documented and disseminated.
- The Researcher must normally be affiliated with an institution or organization that will accept responsibility for meeting the Museum's requirements regarding destructive analysis transactions. An individual signing any agreement with the Museum must be fully authorized to act on behalf of their institution in doing so.
- The cost of shipping and insurance will be borne by the researcher or the researcher's institution. Researchers may also be asked to reimburse the Museum for packing, conservation treatment, processing and other services associated with the transaction.
- Destructive Sampling Fees: Researchers will be assessed a \$50.00 flat fee per transaction for destructive sampling requests to cover processing costs incurred by the Museum
- If a loan of a specimen or sample is made, the researcher's institution must complete, sign and abide by the Museum's Loan Agreement.
- All applicants must complete a Destructive Analysis Request and return it to the Curator of Collections. Information must be as complete as possible to avoid delay in reviewing the request. The request should be submitted a minimum of six weeks prior to the date the material will be needed.
- The Director's Executive Committee will make a decision whether or not to grant the request based on its review of the written request, supporting documentation and recommendations of curatorial staff. The Committee normally meets on the first Wednesday of each month.
- All decisions regarding destructive analysis will be guided by the following considerations:

- the potential knowledge to be gained by the proposed analysis;
- the soundness of the proposed methodology and the demonstrated competence of the researcher and other involved parties to carry out the research;
- the extent of loss, damage or disfigurement that will be caused to the specimen, weighed against the uniqueness of the specimen;
- possible cultural sensitivity of the material being requested.
  
- The researcher will be informed of whether or not their request has been approved by the Curator of Collections, who will provide further information as to carrying out the transaction.
  
- Researchers must sign a Destructive Analysis Agreement which requires them to:
  - cause the least possible damage or disfigurement to the specimen;
  - return to the Museum all materials not destroyed, including thin sections or other samples taken, identified as to the specimen of origin;
  - provide a copy to the Museum of the concordance of any new numbers assigned for research purposes with specimen numbers assigned by the Museum;
  - provide to the Museum a copy of all raw data resulting from the analysis;
  - acknowledge responsibility and confirm intentions to publish or otherwise disseminate the results of the analysis;
  - make clear in any papers, publications or presentations of the research results that the specimens sampled are curated at the Arizona State Museum;
  - furnish to the Museum two copies of all manuscripts, reports, papers and publications which make use of these data.
  
- The destructive analysis transaction will be registered as a permanent disposition by the Museum Registrar and all documentation relating to the transaction and the research will be retained in that file.

Museum staff members are available for consultation regarding destructive sampling requests.

*Please contact the most relevant staff member:*

|                                       |                 |                                                                                             |
|---------------------------------------|-----------------|---------------------------------------------------------------------------------------------|
| Head of Collections                   | Suzanne Eckert  | (520) 626-0253   <a href="mailto:sleckert@email.arizona.edu">sleckert@email.arizona.edu</a> |
| Museum Registrar                      | Andrew Higgins  | (520) 626-8742   <a href="mailto:avanyus@email.arizona.edu">avanyus@email.arizona.edu</a>   |
| Curator of Archaeological Collections | Todd Pitezal    | (520) 621-4795   <a href="mailto:pitezal@email.arizona.edu">pitezal@email.arizona.edu</a>   |
| Curator of Repository Collections     | Arthur W. Vokes | (520) 626-9109   <a href="mailto:vokesa@email.arizona.edu">vokesa@email.arizona.edu</a>     |
| Curator of Bioarchaeology             | James Watson    | (520) 621-4794   <a href="mailto:watsonjt@email.arizona.edu">watsonjt@email.arizona.edu</a> |
| Curator of Ethnological Collections   | Diane Dittmore  | (520) 621-2079   <a href="mailto:ddditem@email.arizona.edu">ddditem@email.arizona.edu</a>   |