

Rules of using archaeological collections of the University of Tartu

Archaeological Collections of the University of Tartu (hereafter TÜ AK) consist of

- 1) collection of archaeological artefacts;
- 2) collection of animal osteology;
- 3) collection of human osteology;
- 4) collection of archaeological samples;
- 5) archaeological archives.

1. General

1.1. Collections of TÜ AK are open for scientific research and study free of charge. Supervision of the exploitation of the collections is managed by the head of the Centre for Archaeological Research and Infrastructure (*arheoloogia kabinet*) and collection managers (hereafter managers). Disputable points are settled by the head of the Archaeological Department and head of the Centre for Archaeological Research and Infrastructure, if necessary the rector of TÜ.

1.2. The publication of the finds, archival documents and analyses of scientific samples kept at TÜ AK is regulated by regulation which is in accordance with the copyright law of Estonian Republic.

1.3. The exploitation of the Collection for commercial purposes is not for free and is charged according to the price-list <http://www.arheo.ut.ee/kogud>

1.4. The usage of TÜ AK takes place in agreement with managers of collections.

1.5. The information of TÜ AK is open and available in the database TARA (database of the archaeological collections of the University of Tartu; <https://tara.ut.ee/>).

2. Usage / exploitation of archaeological collections

2.1. All users of finds must be registered in the visitors' registration book.

2.2. Supervision of using finds and archival records is stipulated by managers.

2.2.1. Researchers and lecturers may use the finds in the repositories and archives.

2.2.2. Students may study finds on the basis of the application of their supervisor.

2.3. Finds may be taken out of the repositories only in exceptional cases – e.g., for photographing, drawing, cataloguing, conservation, deposition and studies – by the permission of the managers. Taking out finds from the storage rooms must be registered in the repository journal and with signed notes in find-boxes.

2.4. Persons who have disregarded the rules of the exploitation of finds will be deprived of the right to use the finds, either for a certain period or permanently.

2.5. The permission to photograph archaeological finds is given by the managers. TÜ AK has right to ask (digital) copies of photos taken of archaeological finds and archival records for the Archaeological archives of the University of Tartu.

2.6. When publishing finds, the location of items at the TÜ AK and the catalogue number must be mentioned.

2.7. Finds may be deposited with other institutions (universities, public museums etc.) only temporally, with a condition that the lender will take the responsibility of their proper preservation.

2.7.1. The deposition of finds takes place on the basis of a deposition report for a period as agreed upon. To extend the period of deposition one must lodge an application to the manager.

2.7.2. Deposition report is framed by the collection manager who must also watch that the temporarily lent finds would be returned in due time.

2.7.3. When the lent finds are returned, the return report must be framed and signed by the deliverer and the recipient.

2.7.4. TÜ AK retains the right to check the existence and state of the lent finds and to terminate the deposition report ahead of time.

2.8. The permission to sample finds for analyses is granted by the managers. Sampling record must be framed, to be stored in the archaeological archives. When taking samples, the definite purpose of sampling must be recorded. The samples are allowed to be used only in the purpose defined in the sampling record.

3. Reception of finds and archival documents

3.1. Reception of finds and archival documents is performed by the managers.

3.2. At the reception the reception report must be compiled that is the main document about the belonging of the finds to the TÜ AK.

3.2.1. The reception report includes place and date of its reception, name and affiliation of the receiver, name and address of the assignor person or institution, amount and list of the received finds, the description of the find spot (place names, coordinates, conditions).

3.2.2. The reception report is made in two copies, one of which is stored at TÜ AK, the other is given to the person who delivered the finds.

3.3.3. New finds can get their collection ID number only in the process of delivering the reception report.

3.3.4. New finds are delivered to the managers of collections/databases, or to the conservators and their delivery is confirmed by signatures.

3.3. The finds received will be signed in the reception register and numbered.

3.4. The archival documents received will be signed in the digital reception register and numbered.

3.5. Information about finds and archival documents signed in the register will be entered in the electronic database TARA (the database of Archaeological collections of the University of Tartu).