

*Peabody Museum of Archaeology and Ethnology  
Harvard University*

**RECORD OF CONSULTATION VISIT**

Under the Native American Graves Protection and Repatriation Act  
(Public Law 101-601)

Name: \_\_\_\_\_

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

Name of Tribe: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Collections Examined:

\_\_\_\_\_

The visitor agrees to maintain the order in which the collection is organized. No item is to be broken, marked, or otherwise altered from the condition in which it is found. This agreement also gives permission to photograph collections provided that the resulting images are for personal use only. No commercial use of such images is allowed.

I have read and agree to the above conditions.

\_\_\_\_\_  
Visitor Signature

\_\_\_\_\_  
Peabody Museum Staff Signature

\_\_\_\_\_  
Date

**Peabody Museum of Archaeology and Ethnology**  
**OBJECT HANDLING GUIDELINES**

*The Peabody Museum is dedicated to the care, preservation and study of one of the largest and oldest collections of anthropological materials in the United States.*

*All Peabody Museum staff members have responsibilities as stewards of the collections. The Collections Management Department is jointly responsible for the care of the collection. If you need assistance, please ask a collections management staff member for help. These staff members are also responsible for monitoring the collections; therefore, they may offer assistance or advice and they will ask you to pause your work if they determine that aid is necessary.*

- Only Peabody Museum staff are authorized to handle and move objects (including the mobile storage units). Peabody Museum staff will authorize exceptions on an as-needed and case-by-case basis.
- No bags of any kind are allowed in storage areas.
- Food and beverages are not allowed in the storage areas.
- Be aware of clothing, jewelry, work belts, etc. that hang or dangle and their proximity to objects.
- Do not casually touch any of the objects and do not lean against the storage units.
- Slow down, be extra careful and never rush in a storage area.
- Use a pencil when working with or near objects. Pens are not allowed near objects.
- Treat each object as if it were the most important item in the collection.
- Limit moving and handling objects; only touch an object if there is no alternative.
- Return an object to its exact permanent location and re-house it exactly as (or better than) it was stored.
- Move only one object at a time and always use both hands.
- If an object is oversized, fragile or heavy, you are required to get assistance from a second person.
- Provide support for an object from below; never support an object by an appendage or its rim.
- Do not temporarily set an object or tray on the floor.
- Use a cart whenever physically feasible.
- If an object or tray is above eye-level, use a step-stool or ladder.

**\*\* PLEASE NOTE\*\*** Some objects may have been treated with pesticides or insecticides that may be harmful if inhaled or touched. Warning labels are on some of these objects, but objects without labels may have also been treated. Gloves and protective clothing must be used at all times.

---

Signature

---

Date