

**Protocols for Gaining Access and Working with
San Jose State University's Anthropology Curated Collections**
(Adopted: Fall 2010)

All individuals (except for Dr. Marco Meniketti, Dr. Elizabeth Weiss and Dr. Charlotte Sunseri, all of whom are curators of the collections) who wish to gain access and work with San Jose State University's Anthropology curated collections are required to follow these protocols. Students who work on projects for Dr. Weiss, Dr. Meniketti, or Dr. Sunseri and who are supervised by them during data collection will not be required to follow the protocols for gaining access to the collections (but will still be required to follow all other protocols, regulations, and restrictions).

- **Steps for gaining access:**

- You must contact the department's curators to be granted permission to collect data or gain access to curated collections.
 - For skeletal remains, permission needs to be obtained from Dr. Elizabeth Weiss (e-mail: Elizabeth.Weiss@sjsu.edu)
 - For archaeological collections, permission needs to be obtained from Dr. Charlotte Sunseri (email: Charlotte.Sunseri@sjsu.edu) or Dr. Marco Meniketti (e-mail: Marco.Meniketti@sjsu.edu)
- **In order to be granted permission to collect data or gain access to curated collections**, you will need to submit a proposal which should include:
 - Details of your testable hypothesis or research question;
 - Clear descriptions of data collection methods;
 - Purpose of data collection (e.g., publication, dissertation, etc.)
 - A detailed time line for data collection.

- **Once access to the collection is granted:**

- Dr. Weiss, Dr. Meniketti, or Dr. Sunseri will let the researcher into the curation and lab facilities and let them out of the facilities. At no time should the curation room be left accessible or open, and unattended.
- Rooms are alarmed (with a security code) and key-locked; thus, the curator is required for access in and out of the facilities.
- Only the curator will have security codes to the curation room; security codes will not be granted to researchers.

- **Protocol for handling remains:**

- You must return materials or the remains to their appropriate boxes each time you finish the data collection for that day.

- You cannot leave remains or materials in boxes outside the curation room or in boxes commingled with other individuals or artifacts.
 - As you finish data collection for the day, return all materials or remains to their respective boxes.
- **Additional restrictions:**
 - No eating or drinking is allowed in either the curation room or lab area.
 - There is no audible entertainment (e.g., radio) allowed in either the curation room or lab.
 - You must clean up after working on the remains. Broom if necessary, wipe down tables, etc.
 - You must put back any materials used to collect data in their appropriate places.
- **Non-compliance to any regulations**
 - If you are observed disregarding any of the regulations, you will be asked to leave and your actions may be reported to the chair.
 - The current chair of the department along with Dr. Meniketti, Dr. Sunseri, and Dr. Weiss reserve the right to revoke lab and curation privileges.
 - Non-compliance with such requests will be reported to the university police.
 - Any breaches in security should be immediately reported to the anthropology faculty; this includes any unauthorized use of the computer lab in WSQ2A.
 - Processes for determining loss of privilege will be dealt with in consultation with the current chair.
 - Questions about proper behavior or practices should be directed to Dr. Meniketti, Dr. Weiss, Dr. Sunseri or the chairperson of the Department of Anthropology (408 924-5710).

FINAL NOTE:

- **Any publications or presentations resulting from use of SJSU data should acknowledge the Department of Anthropology at SJSU.**

Questions or concerns about this protocol should be directed to Dr. Weiss, Dr. Meniketti, or the chairperson of the Department of Anthropology (408 924-5710).