

Palaeontology Repository Guidelines

Dr. Victoria Arbour (Curator of Palaeontology) and Derek Larson (Palaeontology Collections Manager and Researcher), on behalf of the Royal BC Museum, last updated June 2021

The Royal BC Museum curates objects and information that illustrate the natural and human history of British Columbia. By accepting palaeontological materials into its collection, the museum assumes a commitment to ensure safe storage of those materials and associated information. This document provides a description of standards and a list of requirements that are designed to ensure the museum palaeontology collection meets national and international standards of museum practice and conservation.

To ensure that any newly collected fossil material will be accessioned at the museum, a Palaeontology Repository Agreement must be signed prior to any planned collecting activities by industry or academic collectors. A repository agreement can be in force for a duration of one to five years. A repository agreement is required by permitting agencies. Please note that the decision for the Royal BC Museum to act as a repository for any given project is the responsibility of the curator of palaeontology and museum Collections Committee under the terms of the Collections Policy. The museum reserves the right to decline material that does not adhere to the requirements listed in this document. The museum typically does not provide tax receipts for fossils deposited into the collection.

The museum charges a repository fee for agreements signed with applicable industrial users. Fees are payable after each annual deposit of material. Fees are assessed based on the year the Repository Agreement is issued. The 2021 fee is \$500 per cubic foot. An invoice will be generated upon delivery of the materials to the museum. Repository fees are not charged for academic research collections, Indigenous-owned industry users, or amateur chance discoveries.

Submission Standards for Palaeontological Material

The following items must be submitted annually to the repository by June 30 of the calendar year following the collection of fossil specimens:

- A cover sheet itemizing deliverables**
- All specimens recovered**
- Specimen catalogue (hard copy and digital in Excel or .csv format)**
- Permit report (hard copy and digital)**
- Copy of letter(s) to Indigenous community representatives in the field area, where letters were sent as part of the field activities (hard copy and digital)**
- External reports (e.g. radiocarbon date reports, geologic cores) (hard copy and/or digital)**
- All field notes – please include information on any consolidants used in the field (hard copy and/or digital)**
- All field/quarry maps (hard copy and/or digital)**
- All relevant photographs with information (digital)**

We require a cover sheet to be submitted with any incoming material. The purpose of this is to provide both the museum and depositor with a detailed list of deliverables. This should include:

- Name, contact information, and address of permit holder and institutional affiliation**
- Permit number(s)**
- An overview of submitted material, including number of boxes and their contents, field jackets, etc.**

Please note that cardboard boxes or plastic bins should weigh no more than 25 kg each. Crates and field jackets may exceed this limit. The full costs of delivery are borne by the person or party named in the Repository Agreement.

Standards for Field Collecting

Each fossil site is unique, and different localities may require different excavation and documentation approaches. We require that palaeontological collecting activities be completed by qualified personnel with appropriate training and using current best practices for the field. We also require that the utmost care be taken to reduce damage to the specimens during excavation and transport, and that scientifically valuable information regarding the provenance of the specimens be recorded. Consolidants used during collecting activities should be archival and reversible; we recommend Acryloid (Paraloid) B-72 dissolved in acetone.

Field numbers unique to each specimen and corresponding to your field notes and submitted Excel spreadsheet should be closely associated with the specimen, but please do not mark directly on the specimen unless absolutely necessary. Options for marking field numbers include:

- On a specimen tag enclosed in the same bag or container as the fossil
- Marked on the plaster field jacket
- If absolutely essential, marked on the specimen on a layer of Acryloid (Paraloid) B-72

Field notes and associated documentation must be submitted along with specimens. We accept original field notes or digital copies of those field notes (please ensure scans are legible if submitting digital copies). Please submit

relevant photos, such as those that document the general area where fossils were found, photos of the fossils as they were found in situ, documentation of quarry excavations, etc. Include a photo log with a brief description of each photo; please include crew member names where they appear in photos. Copyright for photographs remains with the photographer.

The specimen catalogue must be in Excel (.xls or .xlsx) or .csv format. Contact the collections manager to obtain a copy of the template and further instructions. The catalogue must include information such as locality data (including GPS coordinates), preliminary taxon and element identifications, collection date, collector name, and geological/stratigraphic data. Please provide both a hard copy and digital copy of the catalogue when submitting your materials.

Please contact us as soon as possible if you have recovered anything unexpected, such as a greater volume of material or a specific type that wasn't mentioned in your initial repository request. This will allow us to provide you with specific advice about how to care for the material before it is sent to the repository, and it will give us time to find or make space to accommodate your material.

What Happens After Field Collecting Is Completed?

Once field collecting has completed, please contact the palaeontology collections manager by phone or email to provide an update on the quantity and volume of material that was collected and to make arrangements to bring the specimens to the museum. An RBCM accession number will be assigned to the lot of specimens and catalogue numbers may be assigned as requested. Only the RBCM registrar is authorized to assign RBCM accession numbers. Catalogue numbers are assigned by the collections manager.

No additional mechanical or chemical preparation of the fossils should be undertaken prior to deposit at the museum, except for normal preparation during field activities. No destructive sampling is allowed prior to discussion with the curator and collections manager.

If you are an academic researcher based within British Columbia and wish to temporarily retain the specimens for research, please contact the curator and collections manager to arrange for the specimens to be processed as a loan to you.

If you are an academic researcher based outside of British Columbia (either elsewhere in Canada or internationally), and wish to temporarily retain the specimens for research, you may require additional permits or paperwork to remove the specimens from British Columbia. We may request that the specimens first be brought to the museum for cataloguing and will then arrange to ship them to you as a loan—please contact the curator and collections manager prior to the start of your fieldwork to determine the best arrangements.

Packing Fossils for Transportation to the Royal BC Museum

Specimens should be brought to the museum in a container that offers the most protection, such as a field jacket, archival cradle, crate, box, vials, foam-lined Ziploc bags, etc. Please use Acryloid (Paraloid) B-72 in acetone as the consolidant for all fossils, unless alternatives have been discussed with the curator or collections manager previously. In advance of the delivery, please specify in what form the fossils will be arriving and in what quantity, so that space can be arranged for the collection.

Boxed fossils should use the following guidelines:

- Each box should weigh no more than 25 kg.
- Do not pack large heavy specimens with small fragile specimens.
- Specimens should be supported and protected within the box with padding materials such as ethafoam, tissue paper, paper towel, bubble wrap or cotton. Do not use newspaper, packing peanuts or Styrofoam for packing specimens. Packing materials must be pest-free.
- An inventory sheet must be included in each box.

The museum is not responsible for covering the costs of shipping or delivering specimens to the museum and these costs are the responsibility of the person or party

named in the Repository Agreement. Wherever possible, we prefer for materials to be delivered in person, but shipping using approved couriers is also acceptable. Please contact the collections manager a minimum of two weeks in advance of a shipment or in-person delivery of materials to arrange for a delivery time and/or shipping instructions. If repository fees have been charged as part of the Repository Agreement, an invoice will be generated based on the volume of material at delivery.

Scientific Publications and Media Resulting from Deposited Materials

All specimens deposited at the museum will be assigned RBCM catalogue numbers. Please acknowledge the museum in the Institutional Abbreviations and Acknowledgements sections of your manuscript.

We require digital or hard copies of all publications stemming from your deposited materials published by you or your team. If you are planning a media release for work using Royal BC Museum specimens, please let us know so our media team can be prepared to field inquiries or amplify your media release.

Please let us know if any deposited materials are under active study by your research team and/or students, especially potential new species. We can make a note in our catalogue system that they are under study and unavailable to other researchers for finite amounts of time.

If you have any questions about the above requirements, please do not hesitate to contact the palaeontology collections manager or curator.

Contacts

Palaeontology Collections Manager

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Palaeontology Curator

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Palaeontology Repository Agreement

The Fossil Management Framework for British Columbia requires palaeontological collections made on Crown Lands to be deposited at an accepted provincial repository to ensure appropriate management of provincial fossil resources. A Royal BC Museum Palaeontology Repository Agreement is required by prospective permitted users wishing to deposit materials at the Royal BC Museum.

The applicant signing this Repository Agreement agrees to follow the instructions in the Royal BC Museum Palaeontology Repository Guidelines, and acknowledges that the fossil collections are the property of the Province of British Columbia. The Royal BC Museum assumes no financial or other liabilities and responsibilities during the applicant's field work and prior to disposition of the materials at the Royal BC Museum.

Collected fossil material will be deposited annually by June 30 the following calendar year. For applicable industry users, the applicant signing this agreement agrees to pay the repository fee of \$500/cubic foot (see Guidelines) for each annual deposit. Indigenous-owned industry users are exempt from paying fees. Academic researchers are also exempt from paying fees.

This agreement is subject to change in accordance with the realignment of provincial laws as outlined in the Declaration on the Rights of Indigenous Peoples Act. The maximum term of the agreement is five years from the date of signature.

Fossils deposited and accessioned with the Royal BC Museum will remain Crown property unless otherwise deaccessioned as approved of by the minister or designate or due to legislation changes in accordance with DRIPA.

AGREEMENT DURATION

1 Year 2 Years 3 Years 4 Years 5 Years

REPOSITORY FEES TO BE CHARGED?

Yes No

PROJECT TITLE

APPLICANT NAME

POSITION

ADDRESS

PHONE

EMAIL

SIGNATURE

DATE

Royal Bc Museum Representative Name

Position

Signature

Date