



**Forensic Anthropology Center
Guidelines for Collection Research**



1. No eating or drinking in the collection room.
2. If you need the bottom box from the shelf, please first remove the top box. You may place the top box on the floor while you are examining the bottom one. If other people are working in the collection, make sure the boxes are placed on the floor so that they do not block the aisles or walkways.
3. To prevent unnecessary damage to skeletal material remove all bones above the material you are trying to access in the box. Do not pull elements out from beneath the other bones.
4. We recommend you to work on one individual at a time, but if you need to have multiple individuals out at the same time, make sure the elements you are pulling out have the donation number on them and that you put them back to the right box.
5. If you need to use adhesive tape or other adhesive material, or mark a landmark on bone, you may do so (in pencil) but you must remove all the markings and tapes or stickers after you are done.
6. Re-box the skeleton following the instructional pictures on the wall. Pay attention that the ribs and mandible fit in the box. Do not force the bones into the box just to make them fit. They should go back in so that the lid of the box doesn't put pressure on the skeleton. Do not hesitate to ask for help if you cannot make them fit.
7. Notify someone if you notice anything that needs to be taken care of (broken boxes, loose teeth, elements with wrong donation number, etc.).
8. Place the boxes neatly back on the shelf in their correct location.
9. Sweep the table after finishing for the day. There is a small broom and dustpan in the collection room for use after you are finished. Leave the area clean when you leave.
10. All the equipment borrowed from the Osteology lab should be returned and inspected there after finishing your research and before you leave.
11. If you need to leave the collection room (such as for lunch or any extended period of time), let someone know, as the door needs to be locked when no one is in there.
12. If you have any questions, please let us know. You may reach someone in the osteology lab by calling 974-1866.