

I SAGAN FANDIPOSITON KOTTURÁT GUÅHAN
GUAM CULTURAL REPOSITORY

- DRAFT -
FEE STRUCTURE
(Proposed 08/22/24)

The fees detailed below will be imposed by I Sagan Fandipositon Kotturát Guåhan (ISF; the Guam Cultural Repository). While the ISF is organizationally located under the Dipattamenton I Kaohao Guinahan CHamoru (Department of Chamorro Affairs), it will be operated and administered by the Unibetsidát Guåhan (University of Guam) until at least June 30, 2025, as per a memorandum of understanding.

HISTORY OF FANINADAHEN KOSAS GUÅHAN-I SAGAN FANDIPOSITON KOTTURÁT GUÅHAN

The need for a repository like I Sagan Fandipositon Kotturát Guåhan was envisioned by the people of Guåhan by 1992, if not earlier. This vision materialized when the State Historic Preservation Office (HPO) and other Government of Guam entities initiated plans for a permanent museum complex and cultural repository, driven in part by community historians and advocates for cultural preservation.

The large-scale development and displacement of CHamoru ancestral and historical heritage, along with other impacts of contemporary militarization, led the State Historic Preservation Office to engage in a series of negotiations. They requested that the Department of Defense fulfill its federally-required responsibility to care for displaced heritage by funding the construction of a cultural repository, as agreed to in the 2011 Programmatic Agreement. It was also agreed that ISF would house all of the island's archaeological collections. The Government of Guam, through the University of Guam, oversaw the planning and construction process, which was completed in 2022.

STATEMENT OF PURPOSE AND LEGAL AUTHORITIES FOR THE I SAGAN FANDIPOSITON
KOTTURÁT GUÅHAN

I Sagan Fandipositon Kotturát Guåhan will receive, maintain, and provide long-term curatorial services for archaeological materials and associated historical documents related to the culture, history, and heritage of Guåhan (Guam) and, to some degree, its surrounding areas.

According to a memorandum of understanding, ISF is operated in partnership between the Department of CHamoru Affairs and the University of Guam. ISF fulfills the Guam Museum's responsibilities for curating ancestral and historic heritage, specifically archaeological artifact collections and associated project records within Guåhan, while also serving as a research arm of the university. To this end, ISF will operate a dedicated research room, provide laboratory space, develop cultural and academic programs in collaboration with the Department of Chamorro Affairs and the University of Guam, and maintain a robust, interactive community outreach program.

The collections generally come from permitted archaeological excavations and surveys on territorial or federal lands in Guåhan, as well as from public projects on private lands. They will also include ancestral heritage materials from the Guam Museum's permanent and other collections.

Collections at I Sagan Fandipositon Kotturât Guåhan will be available for study by Indigenous CHamoru, academic, and community researchers, for loan to institutions for museum exhibits, and for related museum-affiliated public programs. The use of these collections is a high priority, as emphasized in local statute and federal standards (5 G.C.A. Chapter 87 and 36 C.F.R. Part 79).

REASONING FOR THE DEVELOPMENT AND APPLICATION OF RATES AND FEES

The proposed rates and fees reflect the expenses incurred by I Sagan Fandipositon Kotturât Guåhan in providing its services. These rates are designed to recover the costs of service provision without subsidizing external entities. The records and artifacts are either the property of the Guam Museum, held in trust for the people of Guam, or housed at the Repository through formal curation or similar agreements.

Service rates and fees are calculated to recover the costs associated with providing mandated professional curatorial services, as required by 5 G.C.A. Chapter 87 and the 2011 Programmatic Agreement, which each call for adhering to the federal standards outlined in 36 C.F.R. Part 79. Further, fees for services such as image duplication, report copies, collection intake, curation, and other repository services are essential for sustaining the operations of archaeological repositories. These fees support the maintenance and preservation of cultural heritage resources, ensuring their accessibility and long-term conservation. Underfunding could lead to inadequate preservation measures, loss of valuable data, and compromised research integrity. Charging fees mitigates these risks and helps cover costs for insurance, staffing, equipment, storage, and conservation materials necessary for proper curation.

The imposition of fees reflects a fair balance of expenses for users benefiting from repository services, promoting responsible resource management and sustainability. These fees support public access to cultural heritage, ensure the preservation of archaeological and archival materials, and help maintain cultural identity for future generations. They align with the overarching goal of effective resource allocation and management in cultural heritage stewardship.

CALCULATION OF COSTS

Rates and fees primarily consist of personnel, facility, and associated operational costs. These rates and fees are derived using a cost basis to ensure they are, to the extent possible, based on current information, commensurate with and proportionate to the scope of services provided.

ENTITIES DIRECTLY AFFECTED BY RATES AND FEES

The proposed rates and fees will directly affect development project sponsors, including Government of Guam agencies, and cultural resource management firms engaged by these

sponsors. These increases will benefit both project sponsors and the people of Guam by supporting the long-term curation of displaced artifacts and associated records. These resources will be accessible to the CHamoru people, researchers, and community members for cultural, educational, and scientific purposes.

Guam law prohibits mandating private landowners to submit displaced archaeological material to the Government of Guam, in this case the Repository, and pay fees for their curation. To comply with this law and encourage landowners to deposit archaeological materials, the repository will waive fees for such deposits and this waiver is limited to private or commercial landowners and not any government landowners. This aligns with the goal of returning cultural heritage to the people of Guam, ensuring the preservation and public accessibility of artifacts and associated reports and records, and fostering collaboration in cultural conservation.

Waiving fees enables private landowners to participate in preservation efforts without financial burden, promoting collective stewardship of Guam's archaeological, cultural, and historical legacy. As the repository implements this fee structure, government financial support is expected to decrease over time, thereby enhancing sustainability. Consequently, the proposed fee structure is unlikely to significantly impact the cost of living or the availability of goods and services on Guam.

Further, the proposed fees are expected to yield significant benefits by helping sustain the repository, enabling it to more effectively fulfill its missions and stimulate Guam's cultural industries. By preserving cultural traditions, skills, and ancestral artifacts, the Repository supports cultural practitioners and entrepreneurs in connecting to Guam's heritage, fostering economic growth in this sector. In fact, one of the Repository's goals is to actively help recapture, maintain, and promote CHamoru cultural traditions, including crafting body adornments, pottery, and slingstones.

Importantly, no adverse economic impacts are anticipated, as the focus remains on leveraging cultural heritage to drive positive cultural, academic, and economic outcomes.

SCOPE OF COLLECTIONS: GENERAL OVERVIEW

Types of Collection Held at I Sagan Fandipositon Kotturát Guåhan (ISF; the Guam Cultural Repository)

ISF ARCHAEOLOGICAL COLLECTIONS

This collection encompasses all archaeological materials obtained through permitted excavations. It includes ancestral and historical artifacts, ecofacts, manuports, soil, charcoal, faunal bones, and similar items.

Mañaina (ancestors)/Human remains are not included in the collections of the Guam Cultural Repository. However, there may be exceptions in cases where ancestral bones have been transformed into objects for specific purposes, such as crafting them into spearpoints or fishing gear. Additionally, Mañaina may be temporarily housed at the Repository, under the guidance of the Guam Historic Preservation Officer as outlined in 21 G.C.A. §77303 and §76103.

ISF RECORDS COLLECTIONS ASSOCIATED WITH PERMITTED ARCHAEOLOGY

- Photographs/Images/slides (.jpg, .tif, .bmp, .pdf), including 3D images and video
- Reports/field notes/laboratory documentation and other documents (.Pdf, .Docx, and the like)
- Maps
- Sound recordings
- Film
- Other materials as deemed appropriate

ISF ETHNOGRAPHIC COLLECTIONS NOT FROM PERMITTED ARCHAEOLOGY

Ethnographic materials that are neither ancestral nor from permitted archaeology generally fall outside the holdings of the Guam Cultural Repository. These collections may instead be evaluated for accession, curation care, and deaccession within the Guam Museum Collection.

Ethnographic materials that are neither ancestral nor from permitted archaeology may only be considered for accession into I Sagan Fandipositon Kotturát Guåhan under exceptional circumstances if the following conditions are met:

- The ethnographic collection has undergone a professional or cultural assessment confirming a direct association (not contextual or historical) with an archaeologically documented object, collection, or associated record that has been officially accessioned into ISF *and* is deemed integral to the collection.
- The ethnographic association with the ISF archaeological collection significantly enhances the understanding of the archaeologically documented object, collection, or associated record.
- Criteria for eligibility to ISF:
 - Ancestral materials historically part of the Guam Museum collection.
 - Acquired from permitted archaeology work approved by the Guam Historic Preservation Office.

- Transferred from a Government of Guam agency when no longer needed for further study (21 G.C.A. 76, Article 2, §7606).
- Retained for curation services upon written agreement.
- On loan to I Sagan Fandipositon Kotturát Guåhan.
- Held in trust by the Government of Guam for I Taotao Tåno' (the CHamoru People) and/or the People of Guam.
- Repatriated to the Government of Guam for holding in trust for I Taotao Tåno' (the CHamoru People) or the People of Guam.
- Part of 3D documentation related to Guam-based or Marianas-based archaeological objects, structures, properties, sites, districts, traditional cultural landscapes, or other archaeological heritage of a similar nature

ISF COLLECTION CATEGORIES: The collections of I Sagan Fandipositon Kotturát Guåhan sit within individual categories as outlined below:

- ISF Permanent Collection: Objects held in the public's trust and align with the mission statement of I Sagan Fandipositon Kotturát Guåhan. These objects, owned by the Government of Guam but entrusted to the care of I Sagan Fandipositon Kotturát Guåhan, are deposited in accordance with 21 G.C.A. 76, §76212.
- ISF Temporary Collection: Objects placed under the care of I Sagan Fandipositon Kotturát Guåhan for a limited duration for curation services or through loans. Such objects shall be maintained in accordance with the terms specified in relevant agreements.
- ISF Education Collection: Objects within the ISF Education Collection are utilized for in-house and traveling educational programs, involving hands-on, close examination opportunities. The Education Collection may be used for educational programs, and while accessioning may not be mandatory, cataloging may be undertaken for tracking purposes. The majority of objects in this collection may consist of reproductions or items of low monetary, cultural, or historical value.
- ISF Records Collection: The ISF Archival and Records Collection encompasses reports and other materials related to collections under the care of I Sagan Fandipositon Kotturát Guåhan. This collection also includes records of historical and administrative significance to I Sagan Fandipositon Kotturát Guåhan, such as correspondence, minutes, financial records, reports, architectural plans, blueprints, documentary photographs, negatives, film, audio and videotapes, and publications. Additionally, 3D documentation of archaeological objects, structures, properties, sites, districts, traditional cultural landscapes, or similar archaeological heritage, falls within the purview of the ISF Archival and Records Collection.
- ISF Depository Collection: Objects owned by the Government of Guam, housed at the Archaeological Repository of the Guam Museum, I Sagan Fandipositon Kotturát Guåhan, are governed by Guam Title 21 Chapter 76. This statute mandates that any prehistorical or historical objects and remains taken without a permit must be seized, deposited, and preserved in public museums (§ 76211). Additionally, all prehistoric and historic properties are to be returned to the people of Guam, with the Guam Museum designated as the depository, including such properties held by the University of Guam and territorial any territorial department, bureau, or board (§ 76114 & § 76112).

GUAM CULTURAL REPOSITORY SERVICES FEE STRUCTURE

GENERAL GUIDELINES FOR DIGITAL FILE ACCESS OR REPRODUCTION FEES:

By preserving cultural traditions, skills, and ancestral artifacts, the Repository supports cultural practitioners and entrepreneurs in connecting to Guam's heritage, fostering economic growth in this sector. One of the Repository's goals is to actively recapture and maintain CHamoru cultural traditions, including crafting body adornments, pottery, and slingstones. As an aid to researchers, the Guam Cultural Repository allows researchers to create and request certain reproductions for their personal use as well as for publication. Federal, local, and donor-imposed restrictions and processing status may limit the availability of reproductions. Researchers agree to abide by any and all restrictions as communicated by staff when materials are requested for use.

The ISF reserves the right to refuse provision of both standard and non-standard services based on the following and other considerations: availability of staff, alignment of the request with the ISF's mission, and the potential risk of damage to ISF collections. This policy is in accordance with repository and museum best practices and adheres to federal standards governing the provision of such services.

UPFRONT PAYMENT

All required forms must be completed and payment made prior to fulfillment of an order.

ORDER TIMELINE

Allow a minimum of 15 working days (3 weeks) from the date the order is finalized and payment received for completion of an order. Large or complex orders may require more time to complete. Service is first come, first served.

PRIORITY RESPONSE FOR SERVICES

1. 50% surcharge added to total cost of Repository services rendered.
2. Ability to expedite and response time are dependent on staff and resource availability.

ORDER AUTHORIZATION & COPYRIGHT ISSUES

All requests for photo duplication are reviewed by the appropriate manager and Curator, and may need further authorization from the Guam Museum-Repository Advisory Board, the Department of Chamorro Affairs Board of Trustees, Donors, or other authorization processes that may be in place.

Providing reproductions of material does not convey or imply permission to publish or to duplicate materials.

All services are subject to Guam and U.S. Copyright Law. Researchers are responsible for determining the copyright status of materials intended for publication and securing applicable rights and permissions prior to publication.

The Guam Cultural Repository reserves the right to limit the number of copies, to restrict the use of further reproduction of rare and valuable materials, and to refuse requests that would involve

damage to the original or, if in our judgment, fulfillment of the order would violate copyright law.

PUBLICATION

Notification of Intent to Publish

Written permission for publication or commercial use must be obtained from the Guam Cultural Repository through an approved Photo Request and Condition of Use Form, or Document Request and Condition of Use Form, as is applicable. Publication requests will be reviewed to ensure alignment with repository mission. Unauthorized publication or commercial use may result in suspension or ban from accessing or otherwise using or reproducing Guam Museum or Repository materials, and may also lead to legal action.

A one-time fee for each single-use publication or commercial use in books, calendars, periodicals, websites, and the like will be applied.

CITATIONS

The Guam Cultural Repository requests that all use of materials from its Permanent and Depository collections, (owned by the People of Guam or held in trust for the People of Guam) be accompanied by a citation in the following form:

[Title or description of item]. [Name of collection, collection number, box number, item number]. Faninadahen Kosas Guåhan - Guam Museum [or I Sagan Fandipositon Kotturåt Guåhan - The Guam Cultural Repository], Guam.

The Guam Cultural Repository staff will provide guidance in how to cite use of materials from its other collections.

PATRON DEFINITIONS

Guam Resident Patron: A person living in Guam for at least 30 days, whose primary residence is Guam. Guam ID required.

Student Patron: An individual enrolled in an educational institution pursuing academic studies. Student ID preferred.

Cultural Practitioner Patron: An individual who carries our cultural practices as a means to maintain, preserve, or revive the culture, traditions, skills, or related practices.

Non-profit Patron: An organization not aimed at making profit, often focused on social causes that is registered as such.

REPOSITORY DIGITAL FILE ACCESS OR REPRODUCTION FEES

The ISF reserves the right to refuse provision of both standard and non-standard services based on the following and other considerations: availability of staff, alignment of the request with the ISF's mission, and the potential risk of damage to ISF collections. This policy is in accordance with repository and museum best practices and adheres to federal standards governing the provision of such services.

SPECIAL RATES

All standard digital file access or reproduction fees in this section are eligible for Guam resident, Student, Cultural Practitioner, and Non-profit special rates based on proof of qualification.

PUBLICATION: Notification of Intent to Publish

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One-time fee for each single-use publication or commercial use in books, calendars, periodicals, websites, etc.:

Publication fee (up to 300-600dpi, depending on availability): **\$150 per file.**

Photos/Images/Slides (.jpg, .tif, .bmp, .pdf) that are in the Repository custody/ownership or are public (not "on loan") will be provided after filling out Photo Authorization and Condition of Use forms, signing, and submitting to the Repository, and completion of payment of fee:

1. Digital File, provided via email. Limit 5 files per request, 1 request per calendar month (up to 72-96 dpi, depending on availability):
 - a. Digital File fee: **\$15 per file.**
2. Hard copy of image provided for **in-person pick up only**. Limit 5 files per request, 1 request per calendar month:
 - b. One hard copy of image print-out on standard paper (up to two photos per sheet of paper, must fit on 8 ½" x 11" paper) fee:
 - i. **\$3.00 per B&W image.**
 - ii. **\$6.00 per color image.**
 - c. Reprints of images on photographic paper: Not available.
3. Reports/Documents (.pdf, .doc): Not available. However, staff can assist in locating available resources online or through other institutions.
4. Maps/oversized images: Not available. However, staff can assist in locating available resources online or through other institutions.
5. Non-standard services: Additional services may in very rare circumstances be requested at **\$45 an hour labor + the cost of equipment, and supplies, or other such considerations.**

However, the ISF reserves the right to refuse provision of both standard and non-standard services based on the following and other considerations: availability of staff, alignment of the request with the ISF's mission, and the potential risk of damage to ISF collections. This policy is in accordance with repository and museum best practices and adheres to federal standards governing the provision of such services.

*Fees will increase by 5% every 2 years, the first day of the third fiscal year (October 1) from FY25.

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LABORATORY/PROCESSING ROOM AND OUTDOOR WORKSPACE USE FEE

Laboratory/processing room and outdoor workspace may be used in special circumstances dependent on their availability following the Kosas Advisory Board policies and approval of proposed analysis by the DCA Board of Trustees if the latter is called for according to Guam Museum-Repository policies. If specialized lab equipment is to be used, a **\$250 security deposit** is required, refundable upon the equipment's undamaged return. However, the borrower accepts full responsibility for all costs related to damage, repair, and replacement during the loan period, which may exceed the \$250 security deposit. This responsibility extends to instances of misuse, negligence, or accidental damage to the equipment.

The ISF reserves the right to refuse provision of both standard and non-standard requests for space use and/or services based on the following and other considerations: availability of staff and space, alignment of the request with the ISF's mission, and the potential risk of damage to ISF spaces or collections. This policy is in accordance with repository and museum best practices and adheres to federal standards governing the provision of such spaces and/or services.

Hours will be prorated to the following fees, on a per hour basis:

1. Orientation, instruction, permit agreement processing (usually 1 hour): **\$45.00** per hour. (Student, Cultural Practitioner, and Non-profit special rates may apply.)
2. Archaeological materials and laboratory preparation: ISF staff time to pull archaeological materials and retrieve data: **\$45.00** per hour.
3. Laboratory access and use (9:00 a.m. to 4:00 p.m.), 1 request per calendar month.
 - a. Per day rate: **\$500.00 per day**. This rate includes:
 - i. One hour of space preparation by ISF staff from 8:00 a.m. to 9:00 a.m., and one hour of ISF staff cleaning from 4:00 p.m. to 5:00 p.m.
 - ii. Basic equipment such as calipers, gloves, and access to the guest WiFi network.
4. Outdoor quarantine workspace access and use (9:00 a.m. to 4:00 p.m.), 1 request per calendar month.
 - a. Per day rate: **\$300.00 per day**. Included in this rate are:
 - i. One hour of space preparation by ISF staff from 8:00 a.m. to 9:00 a.m. and one hour of cleaning from 4:00 p.m. to 5:00 p.m.
 - ii. Use of fixtures: hose and tables.
5. Specialized equipment for in-house use only:
 - a. Microscope: **\$300.00 flat rate per day**.
 - b. 3-D Scanner: **\$100.00 per scan**.
 - c. Camera & Photo Equipment: **\$200.00 flat rate per day**.
 - d. Flotation Equipment: **\$30.00 flat rate per day**.
6. Research room access and use: Not available.
7. Multi-purpose/Conference room: Not available.
8. Image lab access and use fee: Not available outside of 3-D scanner or Camera & Photo Equipment rentals.

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CURATION SERVICES GENERAL GUIDELINES:

The ISF reserves the right to refuse provision of both standard and non-standard requests for space use; submission of archaeological and/or archival collections; and/or services based on the following and other considerations: availability of staff and space, alignment of the request with the ISF's mission, and the potential risk of damage to ISF spaces or collections. This policy is in accordance with repository and museum best practices and adheres to federal standards governing the provision of such spaces and/or services.

CONDITIONS OF ACCEPTANCE

Refer to ISF Standards for Accepting Collections and Associated Records.

Acceptance of a collection for curation by ISF will be contingent upon the following minimal conditions:

1. The Repository must have available space;
2. Release of the materials to ISF for curation must be legally documented;
3. The collection must be in compliance with the Standards for Accepting Collections and Associated Records issued by this repository; and
4. The place of origin must be identified, to the best of one's ability.

GENERAL STANDARDS FOR INTAKE

1. Each box to weigh no more than thirty (30) pounds in total weight, and its contents are organized and readily accessible (artifacts are not crushed, bags can be removed easily and replaced into the box).
2. Typically, boxes containing archaeological collections are not to be more than 2/3's full.
3. Materials entering ISF will be assessed as to the level of treatment needed prior to submission.

UNITS FOR ASSESSING CURATION SERVICES FEES

1. Per cubic foot (for standard sized Archaeological and Archival and Records Collections).
2. Per linear foot (for oversized submissions to the Archival and Records Collections).
3. Oversized objects that don't fit in a standard archival box will be calculated individually.
4. Additional service fees: Special treatment and/or Specialists calculated on a case-by-case basis, including the need for osteologists.

CURATION IN-TAKE SERVICE FEES

Expedited fees for archaeological collections or archival and records collections are on a case-by-case basis. Such fees shall be charged to any private Archeological Firm or Firms that are contracted to remove artifacts from Government of Guam Construction Projects.

1. Curation Agreement fee: \$250.00, plus any statutory fee that might apply.
2. In-take Processing fees for archaeological collections and associated archival and records collections:
 - a. Temporary Custody for Inventorying and Assessment (typically 1 hour per box): \$45.00 per hour, 1-hour minimum charge. An additional Inventory fee may be assessed for staff time and/or supplies for discrepancies in inventories and/or issues in the packaging of the material are encountered.
 - b. Treatment (low temperature, anoxic bag, observation): **\$80.00 per box or per cubic foot, whichever is less**, up to 30 days treatment
 - c. In-take of Boxed Objects:
 - i. OPTION 1:
 1. Objects arrive in museum-quality archival boxes, with approved bags and labels in good condition.
 2. Analysis data are entered in PastPerfect or Microsoft Office Excel spreadsheets to the standards and formats of the Guam Cultural Repository. The inventory will be checked for its accuracy. Discrepancies will be provided to the client.
 3. COST:
 - a. **\$925.00 per cubic foot** (up to 20 hours labor + \$25 in supplies).
 - b. **Plus pro-rated labor fee for any additional labor or supplies.**
 - ii. OPTION 2, NOTE: Only available to permitted archaeological collections concluded prior to 10/01/24.:
 1. Objects NEED repackaging/rehousing. The collection will be packaged to appropriate standards.
 2. Analysis data are entered in PastPerfect or Microsoft Office Excel spreadsheets to the standards and formats of the Guam Cultural Repository. The inventory will be checked for its accuracy. Discrepancies will be provided to the client.
 3. COST:
 - a. **\$1,900.00 per cubic foot** (up to 40 hours labor + \$100 in supplies).
 - b. **Plus prorated fee for any additional labor or supplies.**
 - iii. OPTION 3, NOTE: Only available to permitted archaeological collections concluded prior to 10/01/24.:
 1. Objects arrive in museum-quality archival boxes with approved bags and labels.
 2. Analysis data are NOT entered in PastPerfect or Microsoft Office Excel spreadsheets to the standards and formats of the Guam Cultural Repository. There will be an additional charge of cataloging time calculated by hour. Collections will be inventoried, and a catalog list prepared for the client.
 3. COST:

- a. **\$1,825.00 per cubic foot** (up to 40 hours labor + \$25 in supplies).
 - b. **Plus prorated fee for any additional labor or supplies.**
- iv. OPTION 4, NOTE: Only available to permitted archaeological collections concluded prior to 10/01/24:
 - 1. Objects NEED repackaging/rehousing. The collection will be packaged to appropriate standards.
 - 2. Analysis data are NOT entered in PastPerfect or Microsoft Office Excel spreadsheets to the standards and formats of the Guam Cultural Repository. Collections will be inventoried, and a catalog list prepared for the client.

COST:

 - a. **\$2,800.00 per cubic foot** (up to 60 hours labor + \$100 in supplies).
 - b. **Plus prorated fee for any additional labor or supplies.**
- d. Oversized objects
 - i. OPTION 1:
 - 1. No stabilization treatment needed.
 - 2. COST:
 - a. **\$200.00 per cubic foot per object** (up to 4 hours labor + \$20 in supplies).
 - b. **Plus prorated fee for any additional labor or supplies.**
 - ii. OPTION 2: Special treatment and/or Specialists needed, calculated on a case-by-case basis.
 - 1. COST:
 - a. **\$200.00 per cubic foot per object** (up to 4 hours labor + \$20 in supplies).
 - b. **Plus the cost of the special/stabilization treatment needed.**
 - c. **Plus prorated fee for any additional labor or supplies.**
- e. Reports
 - i. Final report will be provided by the Guam HPO on behalf of the Depositor.
 - 1. COST:
 - a. Printing of 4 copies: 1 archival paper and ink copy, plus 3 standard paper and ink copies, **\$2.50 per page of report.**
 - b. **Plus \$110.00 for housing, documentation, and accessibility preparation** (up to 1 hour + \$65 in supplies).
 - c. **Plus prorated fee for any additional labor or supplies.**
 - ii. COST:
 - a. **\$90.00** (up to 2 hours of labor).
 - b. **Plus prorated fee for any additional labor or supplies.**
- f. Boxed Maps and Drawings or any other material associated with an archaeological collection held by GCR:
 - i. COST:
 - a. **\$200.00 per linear foot** (up to 4 hours labor + \$20 supplies).
 - b. **A minimum charge of \$150.00** will be assessed for collections that are less than .5 LF.

c. Plus prorated fee for any additional labor or supplies.

*Fees will increase by 5% every 2 years, the first day of the third fiscal year (October 1) from FY25.

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FEES FOR MANDATED GOVERNMENT OF GUAM CURATION for archaeological collections and associated archival and records collections for these collection categories.

Storage and curation fees apply to curation agreements and are calculated based on costs, including but not limited to requisite utilities, labor, and specialized services involved in curating and safeguarding artifacts to professional standards set by the American Alliance of Museums and 5 G.C.A. Chapter 87, which requires compliance with the federal standards outlined in 36 C.F.R. Part 79. See a more detailed listing of curation services below.

Permanent, Education, Depository Collections:

1. A one-time curation fee, following the rates outlined below in this section, for artifacts submitted by private Archeological Firm or Firms that are contracted to remove artifacts from Government of Guam Construction Projects or Sites.
2. **\$1,885.00 per cubic foot.**
 - a. Archaeological objects, box sizes:
 - i. 12"x15"x10" full-size box (approximately 1.04 cubic feet), **\$1,960.00.**
 - ii. 12 ¼"x5"x10¼" 'half'-size box (approximately 0.36 cubic feet), **\$678.00.**
 - b. Archival Collections, box sizes:
 - i. 12"x15"x10" full-size box (approximately 1.04 cubic feet), **\$1,960.00.**
 - ii. 12 ¼"x5"x10¼" letter-size box (approximately 0.36 cubic feet), **\$678.00.**
 - iii. 15.5"x5"x12.5" tabloid-size box (approximately 0.56 cubic feet), **\$1,055.00.**
3. Boxed maps and drawings: **\$628.00 per linear foot.**
4. Oversized items, **Calculated based on size, weight, condition, required storage space, and any special handling or conservation needs.**

*Fees will increase by 5% every 2 years, the first day of the third fiscal year (October 1) from FY25.

LIMITED-TERM CURATION FEES (calculated on an annual basis) for archaeological collections and associated archival and records collections deposited for curation care and storage.

Storage and curation fees apply to curation agreements and are calculated based on costs, including but not limited to requisite utilities, labor, and specialized services involved in curating and safeguarding artifacts to professional standards set by the American Alliance of Museums and 5 G.C.A. Chapter 87, which requires compliance with the federal standards outlined in 36 C.F.R. Part 79. See a more detailed listing of curation services below.

Temporary Collections:

1. **\$1,256.00 per cubic foot.**
 - a. Archaeological objects, box sizes:
 - i. 12"x15"x10" full-size box (approximately 1.04 cubic feet), **\$1,306.00.**
 - ii. 12 ¼"x5"x10¼" 'half'-size box (approximately 0.36 cubic feet), **\$452.00.**
 - b. Archival Collections, box sizes:
 - i. 12"x15"x10" full size box (approximately 1.04 cubic feet), **\$1,306.00.**
 - ii. 12 ¼"x5"x10¼" letter-size box (approximately 0.36 cubic feet), **\$452.00.**
 - iii. 15.5"x5"x12.5 tabloid-size box (approximately 0.56 cubic feet), **\$703.00.**
2. Boxed maps and drawings: **\$552.00 per linear foot.**
3. Oversized items, **Calculated based on size, weight, condition, required storage space, and any special handling or conservation needs.**

*Fees will increase by 5% every 2 years, the first day of the third fiscal year (October 1) from FY25.

OUT-TAKE FEES

All fees are subject to **additional prorated fee for any additional labor or supplies.**

1. Boxed objects: **\$90.00 per cubic foot** (up to 2 hours labor).
2. Maps and Drawings Storage: **\$45.00 per linear foot** (up to 1 hour labor).
3. Oversized items: **Calculated based on size, weight, condition, required storage space, and any special handling or conservation needs.**

*Fees will increase by 5% every 2 years, the first day of the third fiscal year (October 1) from FY25.

DRAFT

CURATION SERVICES: Services will be provided per Collection Category on either a Limited-term or In-perpetuity basis:

- a. Processing request to submit materials:
 - i. Receive inquiry of request.
 - ii. Consultation with prospective Depositor.
 - iii. Consultation with Guam Historic Preservation Office and Guam Museum.
- b. Drawing up curation agreement:
 - i. Consultation with the Depositor.
 - ii. Draft the curation agreement.
 - iii. Legal review of agreement as needed.
- c. Inventorying for in-take:
 - i. Review materials (Survey materials if all items are accounted for).
 - ii. Inspection for immediate threat (e.g., pests, mold, breakage).
 - iii. General photograph of material.
 - iv. Condition reporting.
- d. Treatment for in-take:
 - i. Survey material when in quarantine.
 - ii. Record assessment of treated material.
 - iii. Stabilize materials (physical).
- e. Accessioning collections:
 - i. Clean, label, and house/re-house incoming collections in archival-quality containers.
 - ii. Complete a condition assessment of the collections, prepare condition reports, and make recommendations, such as stabilization, conservation, transfer, disposal, or consumptive analysis (e.g., soil samples).
 - iii. Work to locate previous accession or donor records. If records exist, verify status. If no records exist, inventory the materials, initiating documentation of the materials.
 - iv. Create accession records for all incoming material including assigning unique, ISF-assigned box numbers and storage locations to all incoming materials, and entering information into ISF inventory database.
 - v. Implement assessment recommendations and/or establish priorities and a schedule for addressing the recommendations.
 - vi. Duplicate paper and electronic documents and records, and store originals in a locked cabinet, safe, or vault and a second copy in an off-site location.
 - vii. Create/edit accession record via the following software: PastPerfect and Microsoft Office Excel spreadsheet.
- f. Ensure that curation care meets 36 C.F.R. 79 standards.
- g. Ensure facility capacity and maintenance to curate existent and anticipated collections.
- h. Periodically reviewing and revising the management plan to meet changing curatorial needs.
- i. Obtain approval from the owners of the collections, or authorized representative, prior to any destructive scientific analysis.

- j. Project needed facility and technical maintenance and upgrades for continued curation to the highest standards possible.
- k. Provide appropriate staffing for curation care.
- l. Provide climate controlled, respectful storage.
- m. Provide environmental monitoring.
- n. Provide emergency power generation.
- o. Provide fire-suppression management system.
- p. Provide pest management.
- q. Provide security.
- r. Provide Access to researchers and other qualified patrons.
 - i. Follow legal and agreed upon restrictions of access.
 - ii. Create and implement an access management plan.
 - iii. Keep records of access.
 - iv. Report annually on access, see Report below.
- s. Report:
 - i. Prepare and submit annual reports to agencies on the status of the facility and their collections, including:
 1. Collections inspection, cataloguing, and inventory reports, including a summary of findings.
 2. Findings, recommendations, and actions pertaining to periodic inspections and inventories.
 3. Approved requests for access or use of collections
 4. Provide digital images if required.
 5. Damage, deterioration, or loss that has occurred to artifacts or associated records in the past year.
 6. The catalog numbers of all artifacts loaned out, the loan recipient, and the duration of the loan.
 7. The catalog numbers of artifacts and associated records that were on exhibit. Identify the exhibit title, location, and duration.
 8. Number and source of research requests.
 9. Recommendations for improved management and use of the collections for public benefit.
- t. Provide museum-to-museum loans as stipulated in curation agreements:
 - i. Follow legal and agreed upon restrictions of loans.
 - ii. Create and implement a loan management plan.
 - iii. Keep records of loans.
 - iv. Report annually on loans, see Report below.
- u. Deaccession as assessed needed based on professional and cultural standards supported with review by the Guam Museum-Repository Advisory Board and final decision by the Department of Chamorro Affairs Board of Trustees, including as is applicable Donor stipulations, or at the end of a loan or curation agreement.

CURATION SERVICE FEE CALCULATIONS

SERVICES AND PRODUCTS

Services and products include but are not limited to the below:

- i. Climate controlled storage:
 1. Utilities:
 - a. HVAC system.
 - i. Preventative maintenance.
 - ii. Proactive maintenance (replacement).
 - b. Water.
 - c. Sewer.
 - d. Electricity.
 - e. Internet.
 - f. Trash.
 - g. Recycling.
 2. Generators (400KW & 200KW):
 - a. Fuel.
 - b. Preventative maintenance.
 - c. Proactive maintenance (replacement).
- ii. Fire Suppression System:
 1. Maintenance.
 2. Certification.
 3. Proactive maintenance (replacement).
- iii. Labor cost:
 1. Curator.
 2. Collections Manager.
 3. Archive and Records Manager.
 4. Curation Specialist(s).
 5. Archival Specialist(s).
- iv. Support personnel:
 1. Administrative Support Specialist .
 2. Computer Specialist.
 3. Project Coordinator.
 4. Facility Maintenance Supervisor.
 5. Facility Maintenance Specialist.
- v. Archival and other such supplies for housing/re-housing collections on an as-needed basis:
 1. Archival boxes.
 2. Archival bags.
 3. Archival labels.
 4. Other archival storage devices and materials.
 5. Archival gloves.
 6. Archival paper.
 7. Archival ink.
 8. Archival CDs.
- vi. Security:
 1. Surveillance maintenance.

- 2. Security services.
- vii. Equipment:
 - 1. Electric Movable Shelving.
 - 2. Electric lifts.
 - 3. Specialized Ladders.
 - 4. 3D and other Scanners.
 - 5. Camera and photography station.
 - 6. Database management software.
- viii. Facilities maintenance:
 - 1. Regular sanitizing.
 - 2. Fire suppression system servicing and certification.
 - 3. HVAC preventative maintenance.
 - 4. Security Camera preventative maintenance.
 - 5. Generator preventative maintenance.
 - 6. UPS preventative maintenance.
 - 7. Electric movable shelving preventative maintenance.
 - 8. Door lock system preventative maintenance.
 - 9. Electric lift preventative maintenance.
 - 10. Water purification system servicing.
 - 11. Water fountain system servicing.
 - 12. Water tank system servicing.
 - 13. Generator preventative maintenance.
 - 14. Facilities inspection, upkeep, and repair.
 - 15. Pest management.
- v. ADDITIONAL CHARGES MAY APPLY if special curation treatment and/or specialists are needed to stabilize or otherwise mitigate an object, record, or document. These will only be applied after written agreement to the special treatment and/or specialist, and the payment of the special treatment and/or specialist.

ISF CURATOR, MUSEUM DIRECTOR/ADMINISTRATOR, AND DCA PRESIDENT DISCRETION

The ISF Curator and Museum Director/Administrator, and DCA President reserve the right to determine and apply a 50% up to a full special rate for students, cultural practitioners, and non-profits, allow them to volunteer to work for an appropriate period of time at the Guam Museum or Repository in lieu of cash payment, or waive fees entirely as outlined within this fee schedule, for the following reasons:

- i. Mission Alignment: Providing student, cultural practitioner, and non-profit special rates for services at an archaeological repository aligns with its mission to facilitate research, education, and preservation efforts while promoting inclusivity, collaboration, and community engagement within the Indigenous and larger community of Guam and beyond.
- ii. Educational and Research Support: Archaeological repositories often serve as valuable resources for students and researchers, including cultural practitioners, conducting academic or cultural, informal, and formal educational projects. Providing special rates encourages their use of the repository's services, supporting the advancement of cultural and archaeological knowledge and fostering learning opportunities.

- iii. Financial Constraints: Students, cultural practitioners, and non-profit organizations typically operate within limited budgets. Offering special rates can help alleviate financial burdens, making it more feasible for them to access repository services that they might otherwise find cost-prohibitive.
- iv. Community Engagement and Support: By offering special rates to cultural practitioners and non-profit organizations, the repository demonstrates its commitment to supporting the broader cultural, archaeological, and educational community. This fosters goodwill and strengthens relationships with organizations working towards similar goals.
- v. Capacity Building: Engaging students, cultural practitioners, and non-profits in the work of the repository through special rates, payment through service, or fee waivers can help build capacity within these groups. This might involve providing training opportunities, hands-on experience, or access to resources they wouldn't otherwise have, which can contribute to their professional development and the overall growth of the archaeological field.
- vi. Preservation and Documentation: Access to archaeological repositories is crucial for the maintenance of the culture and cultural identity of Indigenous peoples and for the preservation and documentation of artifacts and materials. By incentivizing students, cultural practitioners, and non-profits to utilize these facilities through special rates, repositories ensure that valuable ancestral/ archaeological materials are properly curated, fostered, and accessible for future research and education.
- vii. Promotion of Collaboration: Offering special rates can encourage collaboration between the repository, cultural practitioners, and educational institutions or non-profit organizations. Such collaborations can lead to joint research projects, knowledge-sharing initiatives, and the development of innovative approaches to cultural practices, cultural maintenance, archaeological study, and preservation.
- viii. Public Outreach and Impact: Engaging students, cultural practitioners, and non-profits in archaeological research and preservation efforts through special rates can have a broader impact on public awareness and appreciation of ancestral heritage and archaeology. It helps democratize access to archaeological resources and encourages participation from a diverse range of stakeholders.

The ISF Curator and Museum Director/Administrator, and DCA President reserve the right to refuse provision of both standard and non-standard requests for space use; submission of archaeological and/or archival collections; and/or services based on the following and other considerations: availability of staff and space, alignment of the request with the ISF's mission, and the potential risk of damage to ISF spaces or collections. This policy is in accordance with repository and museum best practices and adheres to federal standards governing the provision of such spaces and/or services.