



CENIEH
Centro Nacional de Investigación
sobre Evolución Humana

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Approved by:
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Comparative Anatomy Osteological Collection (COAC) consultation and loans

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1. OBJECT AND SCOPE

This procedure applies to all sections of the CENIEH Comparative Anatomy Osteological Collection (COAC).

Those interested should submit their Access Request as established in point 8 of the ICTS "Access procedure". **The request must be made with sufficient advance notice** for it to be evaluated properly. As a general rule, requests must be made at least one week in advance. In addition to the general requirements for ICTS access, this request should indicate:

- The items in question must be specified as precisely as possible.
- The purpose of the access request (doctoral thesis, specific research project, etc...)
- Proposed dates for access.

The request will be assessed by the ICTS Access Committee, the composition of which is established in point 6.1 of the ICTS Access Procedure. Members of that committee will include the curator responsible for the COAC and a technician from the Conservation and Restoration Laboratory.

2. TYPES OF ACCESS REQUESTS

2.1. Research room

Definition: Research room consultation permits free access to the requested specimens provided that they do not leave the Comparative Anatomy room where the collection is held. This may be authorized for a single day or longer.

The "Research room consultations" will be recorded in the appropriate section of the collections database along with the relevant ICTS access authorization code.

Users of the collection may consult the specimens requested as often as is desired during the authorized stay. If the user wishes to consult some other piece not among those originally requested, staff of the Collections, Conservation and Restoration Area should be notified.

- The user undertakes to maintain the orderliness of the collection by returning all specimens to their original locations once the consultation has finished.
- Users will not take any samples from the collection items or perform any destructive analyses without explicit authorization.
- Any publication resulting from the study of the CENIEH collections must provide full credit concerning the origin of data.
- At least one copy, free of charge, either in print or electronic format, of any publication or product based fully or in part on the CENIEH Collections must be submitted to the CENIEH.
- Researchers may only obtain images of items in the CENIEH Collection for scientific, non-commercial purposes. These images will be published in scientific publications only. Any other use of this material requires prior written consent from the CENIEH.

In any event, the publication of these images must include a reference to their origin. An image is understood to be the total or partial reproduction of the item by any optical or electromagnetic means, three-dimensional scanning, etc.

2.2. Internal loan

Definition: An Internal Loan is the temporary movement of any piece from the collection to another CENIEH unit for study, exhibition, or any other purpose.

The internal loan term may not exceed one week. If necessary, the loan will be extended on a week-by-week basis. The same conditions of use as for research room consultation shall be applicable, apart from the prohibition upon removal from the COAC room.

The internal loans will be recorded in the appropriate section of the collections database along with the relevant ICTS access authorization code.

2.3. External loan

Definition: An External Loan is the temporary movement of any piece from the collection outside the CENIEH building for the purposes of research, exhibition, teaching, or any other reason.

Extension of an External Loan shall require a new Loan request.

The loan document may be accompanied by an annex indicating the conditions under which the item must be handled and maintained. It is the user's responsibility to comply with these instructions.

The CENIEH may consider it necessary for an insurance policy to cover the piece or pieces loaned to be taken out. The recipient of the loan shall bear the cost of this.

The conditions will be the same as for research room consultation, except for the prohibition upon removal from the COAC room.

The external loans will be recorded in the appropriate section of the collections database along with the relevant ICTS access authorization code.

2.4. Taking samples, imprints and molds

Definition: A sampling is any procedure entailing a loss or alteration of the original material of the object in question, even if it does not imply its complete destruction. This section also covers making surface imprints and molds.

If the request includes sampling, whether destructive or semidestructive, the requester should complete the "Sampling form (destructive or semidestructive)" (FO-9.02CL, Annex I) and attach it to

the access request. In this document, the applicant should furnish detailed information about the procedure to be followed, the scientific interest of the study and the results it is expected to yield. On foot of this form, the Conservation and Restoration Laboratory will issue a technical report that assesses the risks of deterioration in the short, medium or long term of the proposed analytical procedure, or entailed by making molds or imprints of the surface. Taking this report and the interest of the research into account, the Internal Committee will issue a decision authorizing or declining the request.

In the case of sampling, before this is conducted, the object shall be documented photographically, and a 3D digital replica of it using a surface scanner and/or a high-resolution (1:1) molding replica may be made. Any cost arising out these procedures shall be borne by the applicant.

The procedure performed on the piece shall be recorded by attaching the document FO-9.02CL to the entry describing the piece in the Collections Database.

2.5. Obligations upon COAC visitors

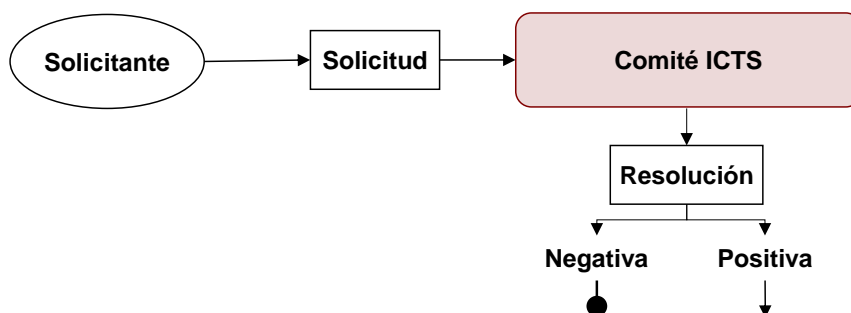
In addition to abiding by the commitments set out in section 8.2 of the ICTS “Access procedure” document, users of the CENIEH collections must respect the following rules.

-Researchers consulting the collections must observe the requirements in the document IT-9.02CR “Rules for access to the research room”, which they must sign upon arrival.

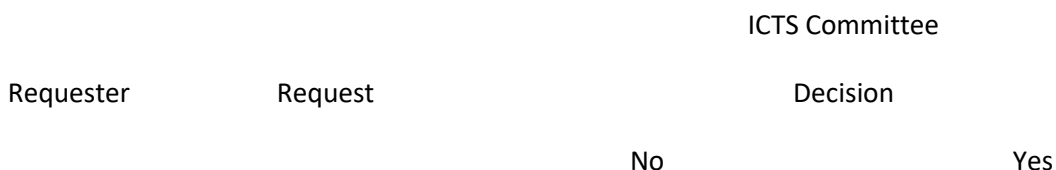
3. ANNEX I. FLOW CHARTS

Schematics for the procedures for access to and consultation of pieces, analyses, destructive sampling and loans.

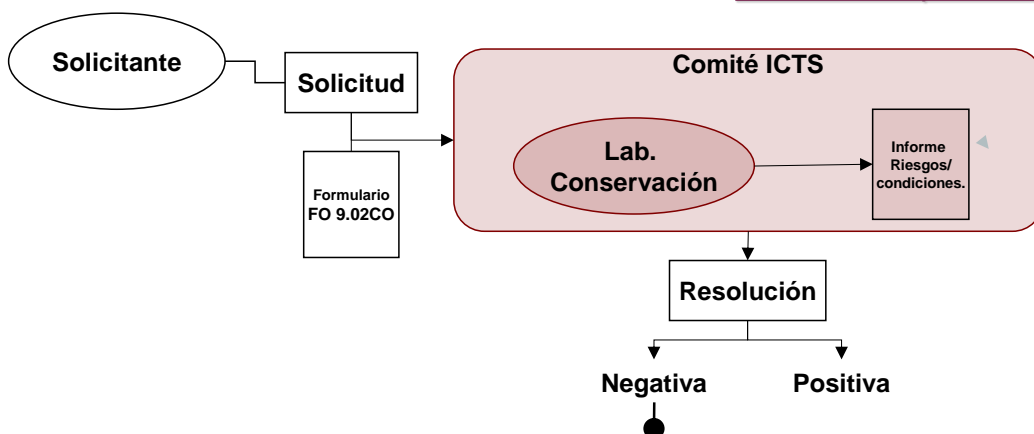
Consulta en Sala



Research room consultation



Muestras improntas y moldes

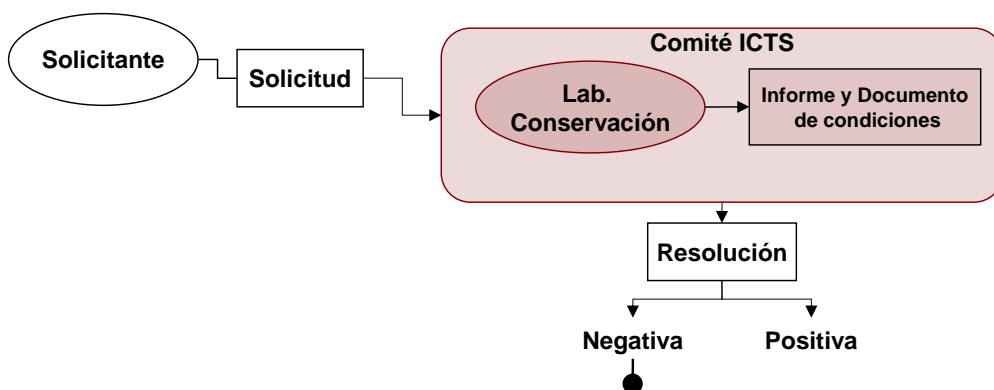


Sampling, imprints and molds



Form	Decision	
FO 9.02CO	No	Yes

Préstamos



Loans

Requester	Request	ICTS Committee	
		Conservation Lab.	Report and Conditions document
		Decision	
		No	Yes

4. ANNEX II. FORMS

FO 9.02CO_Ed1 Solicitud para la toma de muestras (Sampling form)

Solicitud para la toma de muestras total o parcialmente destructivas.

Application for destructive or semidestructive sampling

Propuesta Nº /Proposal number**Datos del Solicitante/Personal Data of the Applicant**

Nombre/ First Name:

Apellidos/Family name:

DNI o Pasaporte/Passport:

Datos del Centro de Procedencia/ Data of the Home Institution

Nombre/Name:

Dirección/Address:

País/Country:

Por favor, conteste a las siguientes preguntas del modo más preciso y exhaustivo posible. Utilice todo el espacio que sea necesario.

1. Exponga detalladamente el objetivo del análisis que se pretende realizar y justifique su interés.
2. Enumere con el máximo detalle que le sea posible los ejemplares que pretende muestrear. Si le es posible indique las siglas de los mismos.
3. Describa los resultados que espera obtener.
4. Describa el método de toma de la muestra de la forma más detallada posible. Utilice dibujos o fotografías de otros muestreos similares o de muestreos de prueba.
5. ¿La misma muestra que va a obtener es susceptible de ser utilizada para otros análisis? Indique cuales.
6. Proporcione evidencias (publicaciones, etc) de la viabilidad de la técnica que pretende emplear.
7. ¿Cómo va a evaluar si los ejemplares que pretende muestrear son adecuados para esta técnica? ¿Es posible realizar análisis previos sobre las mismas piezas u otras piezas del mismo nivel arqueostratigráfico para determinar la viabilidad de la técnica?
8. Indique si sus análisis van a proporcionar algún valor añadido a la colección.
9. ¿Cómo pretende publicar los resultados? ¿Tiene intención de publicar también los resultados en caso de que sean negativos?
10. ¿Espera que una parte de la muestra pueda ser devuelta tras el análisis?

En caso de que su solicitud sea aprobada, el solicitante se comprometerá a mantener al CENIEH informado de los resultados de la analítica, sean estos positivos o negativos, y a remitir al Gestor de la Colección copia de todas las publicaciones que se derivaren de estos análisis.

Please answer the following questions as precisely and exhaustively as possible.

Use all the space you need.

1. Describe the research question addressed and justify its interest
2. List the specimens that you would like to sample. If possible, specify the Id-numbers of the items.
3. Describe the expected results.
4. Describe the sampling method accurately. Use drawings and photographs from previous analyses or test samplings.
5. Can the intended sample be used for multiple analytical procedures?
6. Provide evidence of the feasibility of the method (publications, previous reports, etc...)
7. How will you decide whether the pieces are appropriate for this technique? Is it possible to carry out preliminary analyses, on the same or other pieces from the same archaeostratigraphic level, to assess the feasibility of your technique?
8. Describe any possible benefit of your research for the collection.
9. How do you intend to publish the results (whether positive or negative)? Do you intend to publish them if they are negative?
10. Do you expect that any fraction of the sample will be available for return?

Should your application be approved you will be required to report the results of your analyses, either positive or negative, to the CENIEH. Please send the curator a copy of all the publications derived from your analyses.

VERSION HISTORY

<i>Version</i>	<i>Changes</i>
1	First edition