

The Cataraqui Archaeological Research Foundation

Ownership/Custodianship of Artifacts and Data Policy

This policy applies to all projects; programs or activities operated by, for, or under the auspices of, the Kingston Archaeological Centre and Foundation.

- a) Original copies of all journals, field notes, drawings, photographs, catalogues, documents and computer files pertaining to field, laboratory, research, projects and programs are to be deposited in the Centre and cannot be copied or distributed without the permission and knowledge of the Executive Director.
- b) All artifacts and other archaeological samples are to reside at the Centre and be permanently curated by the Foundation, except for specimens of samples loaned according to the Foundation's policy on artifact loans or otherwise assigned by the Board consistent with all the by-laws of the operation.
- c) An original copy of all manuscripts with photographs, graphics, appendices, etc. generated by the research or projects are to be deposited in the Centre archives.
- d) All equipment used in relation to the project are the property of the Foundation, and must be reported if lost or damaged.