

Cataraqui Archaeological Research Foundation

Research Policy

That the Cataraqui Archaeological Research Foundation (the Foundation) & Kingston Archaeological Centre (the Centre) is recognized internationally as a premier research centre for studies in archaeology. In this capacity, the collection, identification and preservation of artifacts will continue to be of paramount importance to provide an ever-expanding database for academic research. The knowledge gained from this shall be shared through training, regular publications, displays, and education programs within the wider community, as well as web-based exhibits and publications.

Objectives:

The achievement of these aims is primarily the responsibility of the Foundation's permanent professional archaeologists and Executive Director who, supplemented from time-to-time by other professional staff on contract, maintain an active program of contracted archaeological assessment and excavation. The Foundation serves also as the custodian of all material excavated in the Kingston area and carries out, on behalf of the City of Kingston, provincial and federal departments and agencies, and private developers, the provincially mandated care and cataloguing of its artifact archive.

A To fulfill these roles the Foundation & Centre staff may actively participate in three types of research. The first type being Archaeological research:

- a) This may also include research required in the other related sub-disciplines of anthropology: cultural anthropology (including ethnohistory), physical anthropology, and linguistics.
- b) Aspects of palaeontology, geology, chemistry, physics, mineralogy, biology, pedology, statistics and computer science may also be pertinent.
- c) Archaeological research will be conducted by Centre staff to expand knowledge of Canada's prehistoric and historic past with particular concentration on Eastern Ontario. Research of this type will also contribute to the method and theory of archaeology.

B The second type of research relates to that required for specific Centre functions. This may involve:

- a) Research to expand knowledge of individual artifacts or the general collection, which could incorporate upgrading of documentation.
- b) Research required for developing themes for exhibits.
- c) Research required for educational programming (e.g. public lecture series and courses in excavation)
- d) Research required for the excavation, interpretation and reconstruction of the Centre's exhibits.
- e) Research required prior to conservation of artefacts.
- f) Research required for the preservation or mitigation of archaeological resources.

C The third type of research is museological:

- a) This may involve research into a wide variety of Centre activities such as educational strategies, conservation techniques, exhibits design techniques, fund raising activities, etc.

- b) In cases where individuals in the field and/or laboratory provide direction of archaeological projects there will be a written agreement between the Centre and the individual. This will be approved by the Executive Director and will include access to data, deadlines for the completion of research, copyright, publication rights and credits. The originals of photographs, notes, drawings, etc., will also be housed in the Centre.

D Access and Control

- a) Each request for access to collections by researchers from outside the Centre will be considered individually on the basis of the following factors:
 - i) Purpose of the research.
 - ii) Nature and condition of the collection.
 - iii) Status of the collection. (i.e.: is it fully catalogued and documented?)
 - iv) Availability of staff for supervision and for instruction. Instruction will be appropriate, following accepted practices associated with a variety of research styles. For example, physical three-dimensional artifacts or archival/photographic one-dimensional works
- b) Ethics of the research project will be accepted and followed and, if artifacts are of a sacred nature, will be treated with respect and all accepted customs will be practised
- c) A selected research area will be designated.

E Qualifications of the researchers:

- a) On-going or anticipated use of the material by regular Centre staff for specific research publication projects. Collections being studied by Centre staff cannot be accessed without the permission of that staff member.
- b) Staff and public researchers will be objective in their reviews and comply with ethical and accepted practices.
- c) Staff will be given time for research as designated by the Executive Director.
- d) The Curator/Executive Director will, when necessary, provide training in the proper care and handling of the artifacts. Researchers must demonstrate respect for, and proper care of, the collections.
- e) Applicable fees for photocopying, photograph, slides and other services.
- f) If photographs of artifacts are requested, the researcher may contract the Centre personnel or associates to do the work, to ensure a quality product. The researcher will be charged for these services. If the researcher has the facilities or capacity to do his/her own photography, permission may be granted. The Centre must, however, approve the quality of the product before it is released or published. The researcher must guarantee that the product will be used only for the purpose requested.
- g) If the researcher is using the research for publication or commercial gain, the Centre services will be acknowledged in the forefront of the product and for an agreed amount of remuneration.
- h) If copyrighted materials are all reproduced in-house, visiting researchers will obtain permission from originating source prior to any reproductions being made. Permission will be documented before reproduction commences. It is the responsibility of the researcher to obtain all permissions. Any copyright infringement is the responsibility of the individual and not that of the Foundation or the Centre. Copyright infringement is punishable by law.

F Response to Public Inquiries

- a) Staff will be available during open hours to answer questions from the public.
- b) The Centre staff will research the answer to inquiries as best it can in the time available.
- c) The Centre staff will also offer alternatives or other sources of information for the public to explore.
- d) The public may use the research facility by appointment and at the expense of the researcher for staff time, use of space and any photocopying that may be required, copyright permitting. Research may only be done if the researcher can prove the need for this research; for example, an academic project or publication.

G Budget

- a) A portion of the budget will be allotted to allow appropriate staff time and monies to conduct research to further archaeological endeavours of the Foundation as a part of the mandate of the Foundation

H Review

- a) The Board of Directors will review this policy annually.