

Archaeology Curation Fees and Fee Structure

**Sam Noble Oklahoma Museum of Natural History
Department of Archaeology**

**Archaeology Curation Fees for One-Time Deposits – Non-Federal Agencies
Updated 11/6/12**

Base Charges:

| Categories | Price/cft* | Price/linear inch |
|---|------------|-------------------|
| Cultural Material (<i>Includes Facility Operations, Shelving/Curation Fee, Space Usage Fee, Handling Fee (including CO₂ Treatment), Staff Support Fee, and Perpetuity Fee</i>) | \$271.16 | |
| Documentation (<i>Includes Facility Operations, Shelving/Curation Fee, Space Usage Fee, Handling Fee (including CO₂ Treatment), Staff Support Fee, and Perpetuity Fee</i>) | | \$78.43 |

* This price must be based on the total cubic foot (cft) of *box* space (not the cultural material inside) deposited (including empty box space, if applicable). Full boxes must not weigh more than 20lbs each.

Additional Charges for Final Packaging:

All of part of these fees can be waived if the agency packages according to SNOMNH standards before accessioning.

| | |
|--|---------------------|
| Final Packaging (Supplies+Labor) for Artifact Storage | \$52.54/cft |
| (Acid-free storage box, baggies, ethafoam, labels, etc) | |
| Final Packaging for Document Storage | \$16.99/linear inch |
| (Acid-free hanging files, acid-free folders, print and negative supplies, etc) | |
| Final Packaging/Storage for Oversized Maps | \$3.50/map |
| (Acid-free oversized map folder; storage in map case) | |
| Computer Supplies | \$20.00/10 boxes |

Explanation of Costs

The *Non-Federal Agency* pays curation costs *in perpetuity*. Therefore, the following fee structure was developed to cover curation costs to be paid by the *Non-Federal Agency* to the SNOMNH on one-time basis. The *Non-Federal Agency* will package their cultural material and documentation according to SNOMNH standards prior to deposits.

Repository Costs:

Staff Support: Hourly rates for positions listed under staff support were provided through the accounting office. New hourly rates should be incorporated into the fee structure when curation contracts are initiated or re-negotiated. The cost of Staff Support includes all administrative salaries (minus the Collection Manager) at 0.5 hours ($\$171.43/2 = \85.72). This category supports all estimated administrative work needed to complete a new accession.

One-Time Rate of: \$85.72 (based on an average deposit of 2 boxes). To make cost calculations simpler, this cost has been incorporated into the cost per cft/linear inch (\$26.79/cft or linear inch)

Handling Fee (Cultural Material & Documentation): This is a one-time fee to be paid by the *Non-Federal Agency* for the transfer of boxes (cultural material) from the loading dock at SNOMNH into and out of the isolation/CO₂ chamber, and into the 5th floor Archaeology storage area. This figure includes a charge of \$1.20 per box for CO₂ treatment, and labor charges of \$28.80/box (1 hour @ Collections Manager rate and 1 hour @ student rate).

| | |
|-------|---|
| | \$18.00/hr @ 1 hr/box (Collections Manager) |
| | \$ 10.80/hr @ 1 hr/box (student assistant) |
| | \$ 1.20/box (CO ₂ treatment costs) |
| Total | \$30.00/box Handling Fee |

The rate of the CO₂ treatment is based on the cost scale used for outside entities requesting this service. To make cost calculations simpler, this cost is incorporated into the cost/cft fee (\$18.75/cft or /linear inch).

Facility Operations: This category reflects the costs of operating the building. These figures were determined by the accounting office and are totaled into one figure of \$15.96/cubic foot per year (or \$1.33/linear inch per year). Operation costs are determined by multiplying \$15.96 by the total cubic feet of space usage (and \$1.33/linear inches of space usage) for the agency. For example, if *Agency A* has cultural material and documents that sit on 100 cubic ft. of space, then their Operations Cost is 100 x \$15.96.

One-Time Rate of: \$15.96/cubic ft. or \$1.33/linear inch

Shelving/Curation Fee (Cultural Material): This is a one-time fee to be paid by the *Non-Federal Agency* for the cost of shelving materials into the permanent storage area at SNOMNH. This fee is based on the cost of materials needed to store cultural materials:

One shelving unit holds up to 21 boxes (1.6cft/box), and costs \$310.02. So:

\$310.02/21 boxes = \$14.76/box
\$14.76/1.6cubic feet = \$9.23/cft

Shelving/Curation Fee (Documentation): This is a one-time fee to be paid by the *Non-Federal Agency* for the cost of shelving documentation into the permanent storage area at SNOMNH. This fee is based on the cost of materials needed to store documentation:

One filing cabinet holds up to 100 linear inches, and costs \$376.00. So:
\$376.00/100 linear inches = \$3.76/linear inch

Space Usage Fee (Cultural Material)*: This cost represents a rental fee for floor space used for storage of cultural material. \$0.39 was originally determined by dividing the cost of the SNOMNH building (\$38,500,000) by the total cubic ft of the building (3,310,502 cft) and dividing that by a 30 year depreciation. ($\$38,500,000/3,310,502\text{cft} = 11.6297$. This figure divided by 30 = \$0.39.) This fee was increased by 10% in 2006 as part of a total storage cost increase.

$\$38,500,000/3,310,502\text{cft} = \11.6297
 $\$11.6297/30 = \$0.39/\text{cft}$
10% increase as of January 2006: \$0.43/cft

Space Usage Fee (Documentation): This cost represents a rental fee for floor space used for storage of documentation. \$6.79 is arrived by dividing the cost of the SNOMNH building (\$38,500,000) by the total square ft of the building (189,000 sq.ft.), and dividing that by a 30 year depreciation. ($\$38,500,000/189,000\text{ sq.ft.} = 203.7037$. This figure divided by 30 = \$6.79.) The price of \$3.76 is multiplied by the linear inches of documentation usage.

One filing cabinet holds up to 100 linear inches of documentation, and sits on 3.6 square feet of floor space. So:
 $3.6\text{sq ft} / 100\text{ linear inches} = 0.04\text{ sq ft/linear inch}$
 $0.04\text{ sq ft/linear inch} \times \$6.79/\text{sq ft} = \$0.27/\text{linear inch}$
10% increase as of January 2006: \$0.30/linear inch

Perpetuity Fee (Cultural Material): This cost represents the expected expenses (see above) incurred throughout the life of the collection (*in perpetuity*). The rate of \$200.00/cubic foot is multiplied by the total cubic feet of usage.

One-Time Rate of: \$200.00/cubic foot

Perpetuity Fee (Documentation): This cost represents the expected expenses (see above) incurred throughout the life of the collection (*in perpetuity*). The rate of \$27.50/linear inch is multiplied by the total linear inches of usage.

One-Time Rate of: \$27.50/linear inch

Packaging Fees*:

*(All of part of these fees can be waived if the agency packages according to SNOMNH standards before accessioning)

Supplies Fee: This is a one-time fee to be paid by the *Non-Federal Agency*. This fee is an estimate, based on current costs of supplies/materials directly related to the storage of the *Non-Federal Agency* cultural materials (labels, catalog sheets, archival packaging, etc). The cost of individual items will vary, based on current market prices. For specific current prices, refer to *Archaeological Curation Packaging – Itemized Costs*.

Final Packaging for Artifact Storage \$20.31/cubic foot

(Acid-free storage box, baggies, ethafoam, labels, etc)

Final Packaging for Document Storage: \$7.25/linear inch

(Acid-free hanging files, acid-free folders, print and negative supplies, etc)

Final Packaging/Storage for Oversized Maps: \$3.50/map

(Acid-free oversized map folder; storage in map case)

Computer Supplies: \$20.00/1-10 boxes

Labor Fee: This is a one-time fee to be paid by the *Non-Federal Agency*. This fee is an estimation of labor that will be needed to adequately repackage materials submitted to SNOMNH. Labor costs are based on 2 hours of work by the Collection Manager per box (1.6cft) of cultural material ($\$17.69 \times 2 = \$35.38/1.6\text{cft} = \$22.11/\text{cubic foot}$) or 0.5 hour of work by the Collection Manager for documentation per linear inch ($\$17.69/2 = \$8.85/\text{linear inch}$).

Packaging Labor (cultural material): \$32.23/cubic ft.

Packaging Labor (documentation): \$ 9.74/linear in

