ACOR POLICY: ABANDONED PROPERTY
8 August 2023

1. Purpose
   To establish a method for tending abandoned property at or with ACOR, including items of material culture and cultural heritage.

2. Definitions
   Abandoned property:
   1) All items (e.g., artifacts, books, electronics, excavation notes, field gear, personal equipment) left at the center or under the direct supervision of ACOR elsewhere without written agreement (including a complete inventory) signed or agreed in writing (e.g., email) by authorized staff affirming that ACOR is taking on the responsibility to monitor.
   2) Any items that remain in storage at or with ACOR for two years without payment for rental space or otherwise meaningful engagement (e.g., replying to emails).

   Storage conditions:
   Storage at ACOR is only as secure as ACOR itself. Storage is not museum quality, nor does it meet climate-control standards of archival spaces. Storage is not actively monitored. ACOR is neither intended to be nor suitable as a long-term artifact warehouse. ACOR is not responsible for any harm, damage, or loss that may occur to items stored in its facility.

3. Procedure
   If/as space is available, ACOR provides storage for materials, supplies, and material culture, usually between field seasons. An annual fee may be charged; fees may change from year to year. Storage is made available at the sole discretion of ACOR.

   Beginning January 1, 2024, all missions will be asked to provide an artifact disposition statement, on their host institution letterhead, prior to either renewal or provision of new space for archaeological or heritage materials. The statement should be a simple and clear indication of near- and long-term plans for the materials to be temporarily stored at ACOR (e.g., “fieldwork expected to continue for three years, after which all materials will be reburied on site”), and it should list at least two responsible individuals (e.g., project director, co- or field director, and/or institutional administrative contact). A mission’s host institution(s) must be aware of this statement and approve of it in writing (e.g., signed by a department head, dean, or similar administrator). Evidence of discussion of this plan with a representative from the relevant division of the Jordanian government (e.g., Department of Antiquities) must accompany the statement; copies of approved permits with indication of storage plan(s) fulfill this requirement. If the mission involves fieldwork (e.g., archaeology, anthropological observation, collection of non-archaeological samples), copies of all
approved permits must be provided, along with a basic inventory. Independent scholars may not deposit artifacts with or at ACOR but may store other materials (e.g., field gear).

If bills for rental space go unpaid for two consecutive years, three further attempts will be made to contact the PI or their host institution. If no reply is received within 30 days of the third (final) attempt and the bill remains outstanding, the space will be vacated at the discretion of ACOR.

Ownership of abandoned items (as defined above) with legal saleable value (e.g., cameras, computers, equipment) will be considered transferred to ACOR as a donation.

Heritage items and material culture (i.e., artifacts) that are abandoned (as defined above) will be returned to the Jordanian Department of Antiquities or other appropriate Jordanian governmental entity. Scientific samples and related items not accepted by the Department of Antiquities will be delivered to appropriate government entities. If return is not possible (e.g., an appropriate entity refuses or declines to accept the materials or is unable to do so in a manner that is timely or cost effective to ACOR), ACOR will act as it deems suitable under current legislation and may attempt to ship the materials non-returnable to the PI’s host institution. Any costs associated with this will be billed to the PI’s host institution.

Acknowledgment

I, _________________________________, fully understand and agree to the terms described herein.

_______________________________
(signature)

_______________________________
(date)