

Guidelines and procedures for the anthropological collection

The purpose of the Dan David Institute for the Study of Human History is to collect, preserve, investigate, and document human remains of the populations of the Land of Israel from the earliest prehistoric times to the present; to encourage views on human evolution; to serve as a platform for educating the younger generation and the general public and; to encourage local research in the field of physical anthropology and biophysics and to allow researchers from Israel and abroad access to skeletal material and its simulations.

Categorization of the collection's material

1. Active collections: anthropological material which was excavated and worked on by the archaeologist and anthropologist that is currently being studied.

2. Passive collections: anthropological material which was excavated and worked on by the archaeologist and anthropologist that is not currently being studied.

The collection's material classification system will follow the accepted rules of the Israel Antiquities Authority regarding archaeological material, as stated: any material that has exceeded 10 years since the time of its excavation will be automatically defined as a passive collection artifact/specimen (open to research for the entire scientific community). The relevant archaeologist or anthropologist can request an extension of the collection status (as active), but must provide a reasonable explanation for the request. In any case, the "active" status of the ossuary material will not be extended beyond 13 years. If the material has been published in full before the expiry of the status and in coordination with the relevant scientists, the status of the material will shift from active to passive automatically.

Approval of a research request

A researcher, from Israel or abroad, who wishes to work on certain populations from the collection must follow the following procedure:

1. Contact the chief anthropological personnel with an organized research program and ask for his/her explicit agreement to carry out the research. If interested in material from the active collection, the researcher must proceed to steps 2 and 3.
 2. After it has been ascertained that the research does not harm the material, the researcher shall contact the archaeologist and the anthropologist who worked on the material to obtain appropriate approvals.
 3. Upon receipt of the appropriate approvals, the researcher shall contact the chief anthropologist again in order to schedule a work schedule.
- * Passive material does not require the prior consent of the archaeologist / anthropologist who excavated and published the material.

Obligations of the researcher

1. The researcher undertakes responsibility to preserve the material and to cover any expenses that may result from damages caused to it.
2. The researcher undertakes responsibility to transfer a copy of all the information/data collected (including photographs, measurements, and scans) to the management personnel of the collection within three years from the day of his departure.
3. The researcher will note in every future publication that the research was done in collection of Tel Aviv University.
4. The right to use and publish the material is done on a per individual basis and is limited to the research defined in the research proposal. The researcher will not be able to transfer to the third party part of the material collected during the research in the collection without prior approval from the chief anthropological personnel.

Performing research

1. The researcher will not have direct access to the material. Laboratory technicians will remove the material from the collection rooms and transfer them to the research / work room.
2. Upon completion of the work, the technician will return the material to the collection room.
3. The investigator will be able to perform only the tests that appeared in the research proposal and were approved by the chief anthropological personnel.

Removal of material from the collection

1. Under certain conditions (e.g., computed tomography photographs), the chief anthropological personnel may approve the removal of the material, for a limited time, for the purpose of carrying out special tests.
2. The material will be accompanied by laboratory technicians and will be returned at the end of the test.
3. The external researcher must cover all the expenses involved in this operation, including travel expenses and payment for work hours.

Removal of material for display purposes

1. The publication of material for presentation in Israel or abroad will be possible only after the approval of the chief anthropological personnel. The applicant will submit a written letter of commitment to the collection management personnel requesting the material for this purpose. The material will be returned to the collection immediately upon expiration of the removal period.
2. The collection will be insured by the presenter.
3. The Exhibitor will cover all packing and shipping expenses.
4. The material presented will be accompanied by laboratory technicians (who will also return it). The flight expenses of the technician and the material (2 tickets) will be paid by the presenter.
5. In every publication of the material (exhibition brochure, etc.) it should be noted that this is from the collection of Tel Aviv University.

Material lending (only in Israel)

1. Under certain conditions, it will be possible to borrow material from the collection for research and teaching purposes.
2. The appropriate certificate will be provided by the chief anthropological personnel.
3. Lending will be done under strict and tough time conditions.
4. The lender will be responsible for return of the material in its entirety and any damage caused to it.

Visit and work instructions in the collection

1. You can work and visit the Anthropological Collections and / or the databases at the University's regular working days and hours, 08: 00-16: 00.
2. Visit / work in the collections will be permitted only after obtaining prior approval (see external researcher section) from the chief anthropological personnel.
3. All users in the collection must be properly dressed and behave appropriately.
4. The use of preservatives requires appropriate gloves, nose masks, and lab coat.
5. Smoking or eating in the collection / lab rooms is not permitted.
6. Carrying cases / bags are not permitted in the collection.
7. Never leave valuables / laptops unattended. The collection management is not responsible for any theft or loss of equipment.
8. Do not use the equipment in the collection rooms (computers, telephones, etc.) without permission.
9. Do not photograph / paint in collections without permission.
10. Animals should not be brought into the collection.
11. Make sure that the collection rooms are closed at all times.
12. Only those allowed to enter the collection may enter. No guests / scholars / students / friends are allowed without prior approval.
13. Researchers will be able to enter the collection only after being briefed on the procedures.
14. All findings in the collection are protected by copyright law.