

## GUIDELINES FOR FOSSIL CAST USE

*Research Laboratories of Archaeology  
University of North Carolina*

The fossil casts are fragile and expensive to replace. Given these factors, our guidelines are focused on protecting the collection while simultaneously making it as accessible as possible. When using the fossil casts, please consider the following points:

- Please reserve the casts one month prior to your intended date of use by contacting Dr. Heather Lapham ([hlapham@unc.edu](mailto:hlapham@unc.edu)). We will need to know the day and time when you want to use them and which casts you want to use. We generally schedule one class per week. If you schedule a time and then need to change it, please notify us as soon as possible.
- We prefer to remove the casts ahead of time so they are ready for use prior to your session(s). That requires an appointment with one of us, and that appointment is generally several days before your actual scheduled session.
- We also prefer that the casts be used in Alumni 404, the teaching laboratory. To schedule the room, please contact the RLA's Administrative Manager Barbara Carson ([barboski@email.unc.edu](mailto:barboski@email.unc.edu)) one month prior to your intended date of use as the casts are often reserved by other classes. Room availability can be limited; if there is a conflict, we will try to find an alternate room. We will either check keys out to you or arrange to open and close the room. If an alternate room is used we may need to assist in the same way.
- When handling the casts, place them on a table in a tray or box lined with polyethylene foam. We will provide these materials for your use. Please do not place the trays or boxes on desks or other furniture with smaller surfaces; they must be securely positioned on tables with larger, more stable surfaces.
- Please refrain from marking the casts in any way such as sticky notes, taped notes, pencil, or ink. They have catalog numbers on them, which link to our master catalog.
- If a cast is damaged, please report it to us. We will need to either fix it or replace it.
- Thank you for handling the casts with care.