

### *Preparing thesis samples for the UW Thesis Collection*

In order to complete your degree, any specimens relevant to your thesis must be cataloged and deposited with the UW Thesis Collection. In order to fulfill this requirement, you will be responsible for the following:

- 1) Meeting with the Museum Curator at least *two months* before your defense date to receive your collection number and discuss your specimens**
- 2) Numbering and labeling your own specimens according to the instructions in this packet**
- 3) Returning all of your specimens, once they are numbered, to the Museum Curator for review and depositing**

#### UW Thesis Catalog Number:

You are given one UW Thesis Collection “lot” number. This number refers to the collection of specimens from your M.S. or Ph.D. thesis. A catalog number contains three parts: the “lot” number, the “primary number”, and an optional “secondary” number. Your lot number is UW\_\_\_\_\_. You will use this lot number on every specimen to be stored in the repository. Please number your specimens with consecutive primary numbers: UW\_\_\_\_/1, UW\_\_\_\_/2, etc. If you have multiple parts to one sample (*e.g. a hand sample, a billet, and a thin section*), please label each component part consecutively under the same primary number with consecutive secondary numbers: UW\_\_\_\_/1.1, UW\_\_\_\_/1.2, etc. If, for example, you have a hand sample with a corresponding billet and thin section, the hand sample might be numbered UWXXXX/1.1, the billet would be UWXXXX/1.2, and the thin section UWXXXX/1.3.

*Do not use your own field or lab numbers behind the UW prefix.*

#### How to reference specimens in your thesis text:

*Please put the following sentence at the end of your introduction or thesis abstract section:*

“All specimens referenced in this thesis are in the collections of the Department of Geoscience, University of Wisconsin-Madison, under file number UW\_\_\_\_\_.”

A table must be put in an Appendix listing all the samples you have used to complete your research. This table should list the UW specimen number, any correlating lab or field numbers, a short sample description, location, and the figures in which those specimens appear. *You should also provide a copy of this table, printed on archival acid-free paper, to be filed with your thesis specimens in the repository.*

#### Example table for thesis Appendix:

<b>UW Number</b>	<b>Field Number</b>	<b>Sample Type</b>	<b>Description</b>	<b>Location</b>	<b>Figured In</b>
UW 2046 / 29.2	2011 - 6A	Billet	orthoquartzitic sandstone	Cowhole mountains, Mojave Desert, California	Fig. 4.1, Table 6.2
UW 2046 / 29.3	2011 - 6A	Thin section	orthoquartzitic sandstone	Cowhole mountains, Mojave Desert, California	Fig. 5.7

*\*\* You may choose to add other category headings to your table, but this represents the minimum amount of information that we need to properly curate your specimens.*

## Other references to your specimens in your thesis text:

*Figured Specimens:* Any specimen (hand sample, photomicrograph, etc.) that is figured should have the UW number included in the figure caption.

*Specimens referenced in tables:* Any samples mentioned in tables, lists etc., should also have the corresponding UW number listed.

## Cataloging your samples for deposit in the UW Thesis Collection:

### **Materials needed:**

1. White paint ***Do not use White Out***  
(Liquitex Professional Acrylic Titanium White or Golden Fluid Acrylic Titanium White)
2. Clear sealant ***Do not use clear nailpolish***  
(Liquitex Soluvar Gloss Varnish)
3. Brushes (one for paint, one for sealant)
4. Fine tip pen with black archival ink ***Do not use a Sharpie or other non-archival marker***  
(Pigma Micron pens or Koh-i-nor Rapidograph pens).
5. Mineral spirits for cleaning brushes.

*\*\*A kit containing these supplies can be checked out from the Museum Curator. If you are not located in Madison, these supplies can be purchased very affordably from a craft store.*

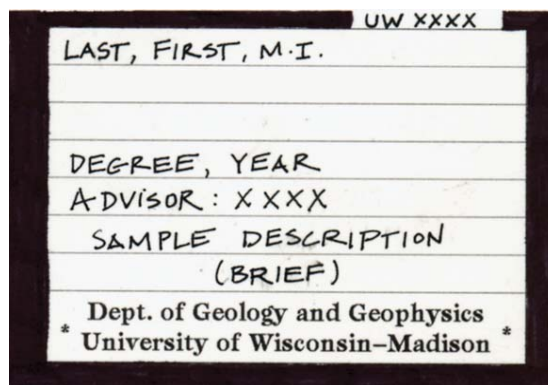
### **To number your specimens:**

Locate a clean, flat surface on your specimen. Paint a white strip just large enough to accommodate your specimen number. Let the paint dry (30 minutes minimum). Using archival ink, write your number clearly on the white paint. Let ink dry (30 minutes minimum). Apply a thin, clear coat of sealant over the number and the white paint to seal it. Let the clear coat dry (30 minutes minimum). Repeat on all specimens. Drying times between steps may take longer depending on the time of year, as the building's humidity can slow down the drying process.

When you have finished labeling your specimens, please clean the brushes first using mineral spirits and a rag or towel. Wash the brushes a second time using a mild soap and water, laying the brushes flat to dry.

### Specific instructions for labeling hand samples:

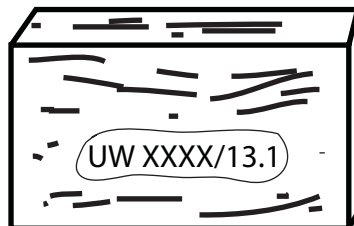
Hand samples should each have an individual card (see example below) that does not exceed the size of the sample. Labels are available from the museum curator in a variety of sizes.



### Specific instructions for labeling thin sections and billets:

A billet and its corresponding thin section should be labeled under the same primary number, but with different secondary numbers (e.g. UWXXXX/1.1 and UWXXXX/1.2). Do not cover the original thin section number with your UW number.

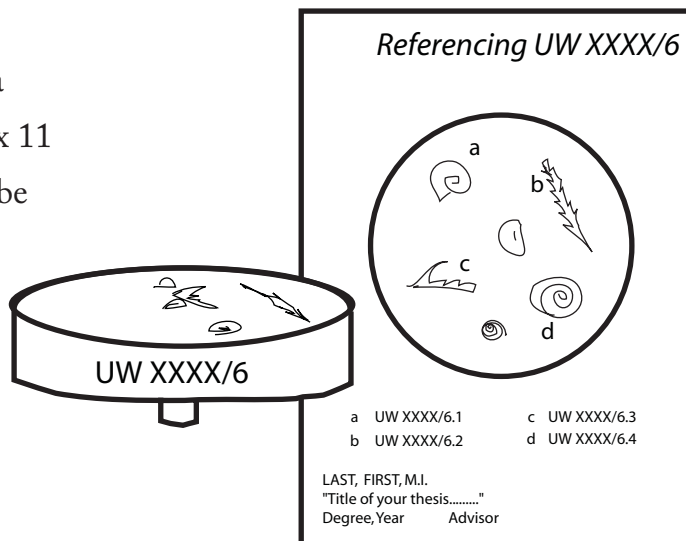
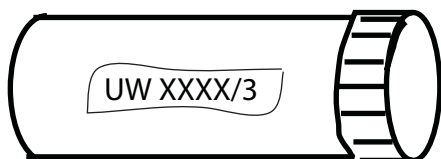
Thin sections and billets should be submitted in separate, appropriately sized boxes with lids. Affix a list of samples and numbers to the inside of each box and a large label card (as shown above) to the outside of the box.



### Specific instructions for labeling vials or instrument "plugs"

Paint and number directly on the vial. Vials should be submitted in a box. Affix a reference list to the inside of each box and a large label to the outside of the box.

SEM or microprobe plugs should be labeled and have a reference picture or diagram included. A standard 8.5 x 11 sheet of acid-free, white cardstock or rag paper should be used. Submit the plugs in a small box or holder and include a reference list with the samples.



## Answers to Common Questions:

1) *What supplies should I use to number my specimens, and where do I get them?*

A kit containing the necessary supplies can be checked out from the Museum Curator. Archival-quality paper, storage boxes, and specimen cards may also be provided as needed. Thin section boxes can be acquired from your advisor, or purchased in the department from Brian Hess

2) *I used samples in my research that are part of the UWGM collection - what do I do with these samples?*

These samples, along with any component parts (e.g. thin sections, probe mounts) must be numbered with their original UWGM collection number and returned to the UW Geology Museum collection. If you refer to UWGM specimens in your thesis, please refer to them by their UWGM number and not a UW catalog number.

3) *I used samples in my research that were on loan from another institution (e.g. American Museum of Natural History, Smithsonian, USGS Core Repository, etc.) - what do I do with these samples?*

These institutions often have their own rules for material that is loaned out. They may request that you return the samples, as well as any component parts (e.g. thin sections, probe mounts, etc.). If you are allowed to retain the component part in the UW Thesis collection, you should number those specimens with your UW catalog number as well as the catalog number from the original sample. If you have material that falls into this category, please be sure to notify the Museum Curator.

4) *I used samples in my research that were collected in a National Park, National Monument, UNESCO World Heritage Site, or other protected lands - what do I do with these samples?*

As part of collecting samples, you likely signed a permit and agreed to catalog the specimens and report back to that governing institution. These samples may be numbered with your UW catalog number, but should also be labeled and numbered in a way that identifies them as the property of that governing institution. If you have material that falls into this category, please be sure to notify the Museum Curator. Any permit you obtain to collect samples from protected lands should also be kept on file with the UW Geology Museum.

5) *My advisor wants to keep my specimens for research - do I have to turn these in?*

These specimens must also be numbered and brought to the Museum Curator for a visual verification before you complete your degree. At the same time that you turn in your other thesis specimens, a Loan Form can be completed to return those specimens to your advisor on loan for research purposes.

6) *May I take my specimens with me to my next graduate program, post doc appointment, or faculty position?*

Your specimens are considered state property, but may be checked out on a loan through the UW Geology Museum. Loans for collection material are made to a borrower's institution (university, college, museum, or other scientific institution) for a term of one year or less. Loans may be renewed twice (three years total) and then must be returned to the museum.