



# ARCHAEOLOGICAL ARCHIVES AND MUSEUMS 2012

Rachel Edwards

Society of Museum Archaeologists

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## Society of Museum Archaeologists



ENGLISH HERITAGE



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# Preface

*Over the past forty years the amount and variety of archaeological material recovered and destined for museum collections has grown enormously. At times the quantity has seemed so great as to threaten to overload the entire system in terms of conservation, storage, and expense of on-going curation.*  
(Museums and Galleries Commission 1992, 5)

Despite a tacit acceptance that archaeological archives present their own particular set of problems and a few clarion calls like the one above, penned by Dr Ian Longworth as far back as 1991, the archaeological world has continued to find it difficult to come to terms with housing the end product of its investigations.

A growing realisation that, in some areas at least, the situation had become critical resulted in a number of initiatives, not least the day-conference *Trouble in Store*, organised by the Federation of Archaeological Managers and Employers and held at York in July 2011.

Following the conference FAME and the Society of Museum Archaeologists embarked on a joint initiative, with financial assistance from English Heritage, to attempt to quantify and qualify the current picture, and produce a set of recommendations for future storage strategies. It is this report that is presented here.

Not surprisingly, some of it makes uncomfortable reading. Fewer than a quarter of the 150 museums included in the survey were able to provide detailed information about the archives they hold. This is not surprising, perhaps, when we learn that only a third of them have a specialist archaeological curator in post and the situation is unlikely to improve in the near future.

On the other hand, archaeology collections, taking up an average of 22% of museum storage space, appear to have greater research use made of them than other subjects such as local history, art, and natural sciences. This is good to know.

I would like to thank Rachel Edwards for producing such an excellent and detailed report and surmounting numerous difficulties in the process. I would also like to thank the other Project Board members for their many and perceptive observations on what was set before us. We arrived, eventually, at a set of recommendations and I hope that these will help define the way forward. One thing that is clear to us, however, is that a lasting solution will only emerge if all parts of the profession adopt a real sense of 'ownership' of archaeological archives and treat them accordingly.

**David Allen, Society of Museum Archaeologists.**

# Definitions and abbreviations

<b>Archaeological archive</b>	The archaeological archive is defined as all parts of the archaeological record, including the finds, samples, and digital records as well as the written, drawn, and photographic documentation (IfA 2009)
<b>Curator</b>	In this report the term 'curator' is used to refer to museum curators, not to Planning Archaeologists, Development Control Archaeologists or County/City Archaeologists.
<b>Undepositable archive/material</b>	Archaeological archive or material with no identified final repository, or which cannot be deposited because the relevant repository has no space to accommodate it. The term excludes archives rejected by museums for other reasons. 'Undeposited' material is distinct, and includes material held by contracting organisations during the post-excavation period.
<b>AAF</b>	Archaeological Archives Forum
<b>ADS</b>	Archaeology Data Service
<b>ALGAO</b>	Association of Local Government Archaeological Officers
<b>EH</b>	English Heritage
<b>FAME</b>	Federation of Archaeological Managers and Employers
<b>IfA</b>	Institute for Archaeologists
<b>MA</b>	Museums Association
<b>NPPF</b>	National Planning Policy Framework (2012 on)
<b>PPG16</b>	Planning Policy Guidance Note 16: Archaeology and Planning (in use from 1990 to 2010)
<b>PPS5</b>	Planning Policy Statement 5: Planning for the Historic Environment (in use from 2010 to 2012)
<b>SMA</b>	Society of Museum Archaeologists

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## SECTION 1

# Summary

## 1 SUMMARY

### 1.1 The project

- 1.1.1 The project gathered information on the current position of archaeological archive collecting in England, compiled a report to inform the profession of where things stand, and updated the map and database of museum collecting areas. A range of related issues was investigated concerning the use, storage, and curation of archaeological archives in museums, and the provision of specialist expertise.
- 1.1.2 The core of the project consisted of a survey of the 161 museums in England that accept, were believed to accept, or have previously accepted, archaeological archives. Curators and staff from 134 museums responded, including 39 who were interviewed by telephone. The questionnaire sought information at four distinct levels, from outline data to a comprehensive account of archaeological collecting history over the past fifty years. Only nineteen respondents completed the survey at all four levels of detail.
- 1.1.3 Alongside the survey of museums, FAME undertook a survey of archaeological contracting organisations to investigate the issue of completed archives which could not be deposited because there was no store or museum willing or able to accept them. Thirty-one major archaeological contracting organisations based in England responded.

### 1.2 Findings

- 1.2.1 Although 120 respondents said that their museum was able to accept archaeological archives, just 84 were able to accept archives without known conditions. Thirty-six respondents mentioned that lack of space might be an issue, or identified specific non-geographical conditions to acceptance.
- 1.2.2 Gaps in collecting areas: there were no museums collecting from 47 local authorities, plus parts of another four. In two others alternative museums were covering for museums unable to accept archives.
- 1.2.3 There were specialist archaeological curators in around 30% of museums contacted. The effects of local authority cuts were apparent from survey responses. Staff numbers had been reduced, and curators have taken on additional responsibilities for collections or management.
- 1.2.4 In some museums archaeological collections took up more space than other collections, but on average local history collections took up 45% of storage space compared with 22% for archaeological collections. More museums appeared to use archaeological collections for loans, teaching collections, and handling packs than other types of collections.
- 1.2.5 Data from 40 museums suggested that together they receive around 2,000 visits to archaeological collections in store each year, or about 50 visits per museum per year.
- 1.2.6 Respondents used archaeological collections and archives in many different ways, including contributions to specific exhibitions and projects. A significant number of these would be impossible without specialist archaeological expertise. Archaeological collections, including archaeological archives, have been used by respondents to reach a very wide and diverse range of audiences.
- 1.2.7 FAME estimated that there were 9,000 undepositable archaeological archives in England. The estimated volume of undepositable archives was 1,160m<sup>3</sup>. The figures indicated an estimated national storage cost of £330,000 annually.

- 1.2.8 Taken together both surveys identified a wide range of issues relating to archaeological archives and museums. Whilst general trends can be identified nationally, many of the issues are locally based, influenced by the local history and development of museums in their towns, districts, or counties, and subject to local pressures and political agendas.

### 1.3 Recommendations

- 1.3.1 The following eight recommendations were agreed by the Project Board:

**1 Produce a policy statement on the significance of archaeological archives nationally, and their importance as a key resource in the future.**

It is essential for us all to acknowledge that the results of all archaeological work across the country contribute to an understanding of our national, as well as local, heritage.

*English Heritage, Arts Council England, Archaeological Archives Forum*

**2 Promote the potential of archaeological archives as a resource for engaging all communities.**

The Archaeological Archives Forum, the Society of Museum Archaeologists, and the Institute for Archaeologists should develop a strategy for promoting the use of information held in archaeological archives.

**3 Establish a national strategy for archive completion as a means of providing easy access to the archaeological record.**

The Archaeological Archives Forum should investigate possible solutions such as a national index of archaeological archives and universal standards for archive creation.

**4 Develop a national strategy for the storage and curation of archaeological archives.**

For the national resource represented by archives to be accessible, attention needs to be paid to how and where material is stored; what is selected for retention as archives are prepared; what can be discarded from older archives.

*Arts Council England, English Heritage, Archaeological Archives Forum*

**5 Ensure that the significance of archives is fully recognised at all stages of planning-led archaeological work.**

Encourage cooperation between planning teams, museum curators and archive creators to ensure that standards are understood, methodologies are agreed and transfer is straightforward.

*Archaeological Archives Forum, Association of Local Government Archaeological Officers, Society of Museum Archaeologists, Federation of Archaeological Managers and Employers*

**6 Seek solutions for archive material that currently cannot be transferred to a repository.**

These may be interim measures but they would alleviate the pressure on contracting organisations while decreasing the risks to the archaeological record.

*Archaeological Archives Forum, English Heritage, Federation of Archaeological Managers and Employers, Association of Local Government Archaeological Officers*

**7 Develop a framework for the provision of archaeological archive advice to practitioners in planning authorities, contracting organisations, museums, and community groups.**

A national network of advisors and specialists would help to ensure that standards for the creation and care of the archaeological record are maintained.

*Archaeological Archives Forum, Institute for Archaeologists*

**8 Promote and publicise the collecting areas map.**

The online map of collecting areas is intended as a resource for use by those carrying out archaeological work across England. For the map to be relevant and continue to be useful, contracting archaeologists, museum curators, and all involved need to be aware that it is there, and that they should provide regular updates.

*Society of Museum Archaeologists, Federation of Archaeological Managers and Employers*



## SECTION 2

# Introduction

## 2 INTRODUCTION

### 2.1 Reasons for the project

- 2.1.1 The Society of Museum Archaeologists (SMA), English Heritage (EH), and the Federation of Archaeological Managers and Employers (FAME) have each been aware of difficulties relating to the deposition of archaeological archives in museums over recent years. In some parts of the country problems have persisted for the last decade or more, in other areas new problems have arisen. In a few areas well-structured systems have been developed and function well, but even these are now being challenged. Financial pressures on all local authorities have reduced the resources available to museums, which in turn has reduced the space available for archaeological archives, the expertise to curate them, and the funding for managing them.
- 2.1.2 As a consequence, in some parts of the country museums and other repositories can no longer collect archaeological archive material from newly completed projects. Access to the archaeological resource that these collections represent has therefore been restricted, and archive material has potentially been put at risk.
- 2.1.3 Possible solutions have been put forward, including the establishment of archaeological resource centres; regional storage facilities shared between different institutions, and/or more rigorous selection strategies. These potential solutions are based on the assumptions that there is insufficient space in existing stores, and that archaeological projects generate excessive amounts of material for deposition in museums as archaeological archives. Meanwhile, professional archaeologists both in museums and working for archaeological contracting organisations find themselves under increasing pressure as more projects are carried out. At the same time, many existing archaeological archives are homeless, remaining in the care of contracting organisations because there is no museum or repository able to receive them.
- 2.1.4 In response, this project was set up to provide the information which would enable constructive discussion of these problems – problems that many archaeological professionals consider to be developing into a crisis. Relevant information included the quantity of undepositable archive material, the available space in existing repositories, the relationship between archaeology and other collections in museums, and a characterisation of the users of archive material. The project also aimed to consider issues relevant to the establishment of archaeological resource centres, as this had been put forward as a solution to some of these issues, but has not been widely adopted to date.

### 2.2 Background

- 2.2.1 Within the past decade the Society of Museum Archaeologists has carried out two surveys identifying English museums' collecting areas, assessing curatorial expertise in archaeology, and identifying areas where no museums were accepting archaeological archives (Bott 2003, Edwards 2007). The changes revealed by comparing the two surveys (carried out in 2002 and 2006) demonstrate that the situation is fluid. In addition there have been significant changes in planning guidance and local authority funding in the six years to 2012.
- 2.2.2 Patrick Ottaway's report for the Museums Libraries and Archives Council (MLA) Renaissance Yorkshire programme (Ottaway 2010) investigated in detail the situation in Yorkshire, prompted by the sudden closure of the archaeological contracting organisation ARCUS. His report made recommendations for the region and for the management of archaeological archives more generally. Writing in 2010 Ottaway noted

*Whilst the worst of the recession may be over, severe cuts in public spending now seem inevitable and are a major risk to the ability of local government to support the museum sector. ... In these circumstances it is not surprising that concern was expressed by several museum staff contacted that as museum services are not a statutory requirement of local authorities, job cuts and closure of premises might be imminent. Clearly spending cuts with these effects could have a serious impact on the ability of museums to store and curate archaeological archives. (Ottaway 2010, 23)*

- 2.2.3 The Archaeological Archives Forum (AAF) is concerned about the pressing issues summarised above. The AAF was established in 2002 ‘to link together in partnership all major parties with an interest in archaeological archives in order that common policies and practice can be developed and applied, and to identify the courses of action necessary to further best practice in the field of archaeological archives and to effect the means to achieve this action’. In 2007 the AAF published the first guide to best practice for archaeological archives: *Archaeological Archives – a guide to best practice in creation, compilation, transfer, and curation*, updated in 2011 (Brown 2011). The annual meeting of the AAF held in October 2010 identified the need to undertake a survey of the use of archaeological archives held in museums and repositories.
- 2.2.4 In 2010–11 the Southport Group discussed issues and concerns relating to archives in the context of the introduction of Planning Policy Statement 5 (PPS5) for England. Two of the recommendations of the Southport Report *Realising the benefits of planning-led investigation in the historic environment: a framework for delivery* are particularly relevant. The first action point of Recommendation 13 ‘Raising the profile of archaeological archives’ was that ‘the SMA undertake an evaluation of archive deposition and use and also update the existing map of repository collecting areas, assessing potential in particular areas for establishing resource centres’ (Southport Group 2011, 20). Recommendation 15 ‘Development of resource centres’ included the recommendation that ‘the collection area mapping project should provide information on potential areas where resource centres could be created’ (Southport Group 2011, 20).
- 2.2.5 Responding to current concerns in the archaeological profession relating to archives the Institute for Archaeologists (IfA) established an Archives Special Interest Group in March 2011. Two of this group’s aims are to focus upon issues relating to professional standards, best practice, advocacy, and access, and to promote awareness of archaeological archives within the profession.
- 2.2.6 The problems associated with archaeological archives today were explored at a forum held in July 2011 by the Federation of Archaeological Managers and Employers (FAME) in association with the Society of Museum Archaeologists (SMA) entitled *Trouble in store: facing up to the archaeological archives crisis*. Six presentations from members of the SMA, the AAF, FAME, from Scotland, and from employees of English Heritage and the Archaeological Data Service explored issues affecting the different interested groups. This meeting led to a collaboration between FAME, the SMA, and ALGAO (England) to produce an agreed document setting out some broad principles and providing a ‘statement of intent’.
- 2.2.7 The National Planning Policy Framework (NPPF 2012) replaced PPS5 in March 2012. This requires local authorities and developers to make publicly accessible the evidence from archaeological projects resulting from development, and to deposit archives with ‘a local museum or other public depository’, see emboldened text in paragraph 141 and footnote 30:

*141. Local planning authorities should make information about the significance of the historic environment gathered as part of plan-making or development management publicly accessible. They should also require developers to record and advance understanding of the significance of any*

*heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible.*<sup>30</sup> However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted.

<sup>30</sup> *Copies of evidence should be deposited with the relevant Historic Environment Record, and any archives with a local museum or other public depository.*

## 2.3 Project background

2.3.1 This project was commissioned by EH in January 2012 in accordance with a Project Design (SMA 2011), which set out the following aim:

- The aim of the project is to gather information on the current position of archaeological archives in England and compile a report that will inform the profession on the current situation with regard to the future of collecting, storage, and the provision of expertise.

2.3.2 As set out in the Project Design, the specific objectives of the project were to:

- 1 update the existing map of collecting areas across England, incorporating boundary changes, while also including information on individual collecting policies
- 2 add onto the map the presence of specialist curatorial expertise in archaeological archive management, including provision of security and access
- 3 establish procedures for continuing to update the map of collecting areas to inform future enquiries
- 4 identify areas of the country where an archaeological resource centre might provide an acceptable solution for the continued provision of access to archaeological collections
- 5 investigate the potential for archaeological resource centres to attract new audiences for archaeological collections
- 6 clarify the relationship between archaeology and other types of museum collections (eg costume, social history etc) to compare the amounts of space available and the levels of supporting expertise
- 7 establish the date of deposition for archaeological archive material in permanent storage, in order to assess whether more material has been collected since the advent of PPG16 and developer-funded archaeology
- 8 characterise the users of archaeological archives, including universities, archaeological contractors, individual enquirers, school groups, volunteer workers, and members of the public; and also examine possible new audiences for existing resources
- 9 establish the quantity of undeposited archive material currently held at contracting archaeological organisations and with no identified final repository
- 10 produce a report that provides up-to-date figures on the quality, size, and distribution of the archaeological archive resource, the ways in which it is accessed, and the possible ways forward.

## 2.4 Project scope

2.4.1 The project focussed on the situation regarding archaeological archives in England. Priorities in Wales will be determined by the National Archaeological Archives Committee. Radically different land ownership legislation in Scotland means that archaeological archives have a different status than in England, so any investigation into relevant issues would need to be designed appropriately.

## 2.5 Survey of museums

- 2.5.1 The core of the project consisted of a survey of all museums in England that accept, were believed to accept, or have until recently accepted archaeological archives. The results of the survey are included in full as Appendix 1 below.
- 2.5.2 Individual invitations to complete a detailed online questionnaire were emailed to 150 museums on 15 February 2012. The initial mailing list was based on museums identified during the 2006 collecting areas survey (Edwards 2007), augmented by additional museums which came to light as the project progressed. A series of email reminders was sent out in March and April. Telephone calls to museums which had not responded were made during May, June, and July.
- 2.5.3 A total of 134 responses was received, including 39 responses made by telephone. Responses could not be obtained from thirteen museums that are believed to accept archives and a further sixteen which are part of county museum groups with agreed collecting areas. There were two responses from organisations which have previously accepted archives but do not do so now. These contributed relevant information on the quantities of archaeological material held, and their use of stored archaeological material.
- 2.5.4 In addition to the survey responses, information was provided by ALGAO members in some areas of the country where issues relating to deposition of archives have been identified.
- 2.5.5 Further research into uses of and audiences for archaeological collections and archives was carried out.

## 2.6 FAME survey of archaeological contracting organisations

- 2.6.1 Following the *Trouble in store* forum (see 2.2.6), FAME gave its support to the project and agreed to undertake a survey of archaeological contracting organisations. This investigated the location and extent of completed archives which were held by archaeological practitioners but could not be deposited because there was no store or museum able or willing to accept them. The report on this survey is included as Appendix 2.
- 2.6.2 A link to an online questionnaire was sent to archaeological practices in England, Scotland, and Wales on 1 March 2012. It was sent to 72 FAME members and 65 IfA Registered Organisations (with significant overlap between the two), as well as to CBA-affiliated voluntary groups, Cadw, English Heritage, Historic Scotland, and members of the university Subject Committee for Archaeology. The total number of organisations that had the opportunity to respond was unknown, but certainly exceeded 100.
- 2.6.3 Forty-six organisations responded to the FAME survey, of which 31 (67%) were contracting organisations, including commercial practices, charitable trusts, local authorities, and universities. Responses included one from Scotland and three from Wales. These were included in FAME's detailed survey report (Appendix 2), but have been excluded from the figures in the present report below (Section 7).



## SECTION 3

# Map of collecting areas

## 3 MAP OF COLLECTING AREAS

### 3.1 Updated map

- 3.1.1 The map of museum collecting areas is hosted online by the ADS (Archaeology Data Service), and consists of a list of museums with contact information, linked to a map and list of local authority areas. This updates the information previously hosted by the ADS, incorporating changes resulting from local authority reorganisation, and changes in museum collecting areas. The map includes links to the 151 museums accepting or believed to accept archives along with contact information and whether or not there is a specialist curator of archaeology.
- 3.1.2 The revised map includes the date at which information was last updated, and the website includes contact details to inform the SMA of any changes. The SMA will then confirm these and be able to issue updates to ADS on a regular basis.

### 3.2 Collecting areas for archaeological archives

- 3.2.1 Although 120 respondents said that their museum was able to accept archaeological archives, just 84 were able to accept archives without known conditions. Thirty-six respondents qualified their acceptance of archives: twenty-four noted that space was an issue which would affect their ability to take some archives, eg large archives, or those which had not been subjected to rigorous discard policies, and twelve respondents mentioned conditions which could affect acceptance, eg that their museum deposition guidelines imposed limits on the contents of archives which would be accepted. As the survey did not specifically ask about conditions or limitations on museums' ability to accept archives, it is possible that a larger number impose conditions or have limited space to accept archives.
- 3.2.2 Responses could not be obtained from thirteen museums that are believed to accept archives, and which were identified as collecting by other respondents. A further sixteen museums in Surrey and Sussex belong to county-based groups which have mutually agreed collecting areas, but which were not all contacted individually.
- 3.2.3 Twelve respondents indicated that their museums were unable to accept archives. Two of these noted that this was a temporary situation which would be resolved in the short to medium term.
- 3.2.4 Nine respondents identified their organisation as only collecting archaeological material.
- 3.2.5 Results indicated that there have been 26 changes to collecting areas since the 2006 survey (Edwards 2007). Changes related to local authority reorganisation, revisions to collecting areas, museum changes, staff changes, and policy changes, as detailed below (Appendix 1). Some changes have improved upon the situation recorded in 2006.

### 3.3 Gaps in collecting areas for archaeological archives

3.3.1 Table 1 lists the gaps in collecting areas identified from the survey of museums, listed by region.

**Table 1 Gaps in collecting areas for archaeological archives**

EAST OF ENGLAND	
<b>Cambridgeshire</b> Cambridge, East Cambridgeshire, Fenland, Huntingdonshire, South Cambridgeshire	No space, but solution has been found and is being implemented
<b>Essex</b> Uttlesford	Saffron Walden Museum has no space
EAST MIDLANDS	
<b>Derbyshire</b> Bolsover, North East Derbyshire, part of High Peak	Museums Sheffield (Weston Park Museum) not accepting archives as no specialist curator <sup>1</sup>
<b>Northamptonshire</b> Corby, Daventry, East Northamptonshire, South Northamptonshire, Wellingborough	No museums collecting
<b>Nottinghamshire</b> Ashfield, Broxtowe, Gedling, Rushcliffe	No museums collecting
NORTH WEST	
<b>Cumbria</b> Allerdale	No museums collecting
<b>Blackpool</b>	No museum collecting
<b>Bury</b>	No museum collecting
<b>Cheshire East</b>	No museums collecting, but material can be deposited with Grosvenor Museum in Cheshire West and Chester by arrangement
<b>Halton</b>	No museum collecting
<b>Oldham</b>	No museum collecting
<b>Rochdale</b>	No museum collecting
<b>Trafford</b>	No museum collecting
<b>Wigan</b>	No museum collecting
SOUTH EAST	
<b>Bracknell Forest, Slough, Windsor and Maidenhead, Wokingham</b>	No museums collecting since January 2011 when Reading ceased to accept material from outside the borough
<b>Brighton and Hove</b>	Temporary closure until policies ratified
<b>Kent</b> Gravesham, Maidstone, Sevenoaks, Shepway, Swale, Thanet, Tonbridge and Malling	No museums collecting
<b>Medway</b>	No museum collecting

<sup>1</sup> A fixed-term post to March 2015 for a Curator of Archaeology was advertised in November 2012, with funding from Arts Council England.

**Table 1 (continued) Gaps in collecting areas for archaeological archives**

SOUTH WEST	
<b>Devon</b> East Devon, Exeter, Mid Devon, part of South Hams, Teignbridge, part of West Devon	Royal Albert Memorial Museum called a temporary halt to accepting archives while the museum underwent a major redevelopment and pending a new collecting policy
WEST MIDLANDS	
<b>Dudley</b>	No museum collecting
<b>Solihull</b>	No museum collecting
<b>Wolverhampton</b>	No museum collecting
YORKSHIRE AND THE HUMBER	
<b>Barnsley</b>	The new Barnsley Museum and Archives Centre will in due course take archives from Barnsley, but is still in development
<b>Sheffield</b>	Museums Sheffield (Weston Park Museum) not accepting archives as no specialist curator <sup>1</sup>

- 3.3.2 No gaps in collecting areas were identified in London, or in the North East.
- 3.3.3 Some of the problems identified in 2006 have been resolved. By 2012 Telford and Wrekin was covered by Shropshire Museum, and the borough of Walsall by Walsall Museum. The issue identified in part of Basildon, Essex, appeared to have been resolved; boundaries between collecting areas in Devon had been resolved; the uncertainty relating to the Bowes Museum and collecting areas in County Durham were resolved.
- 3.3.4 Problems previously identified in Northamptonshire, Nottinghamshire, Kent, and Allerdale in Cumbria persisted. Uncertainties over coverage in Greater Manchester also seemed to remain.
- 3.3.5 Issues which have no immediate solution have arisen since 2006 in: Uttlesford, Essex; the districts in Derbyshire covered by Museums Sheffield, together with Sheffield itself<sup>1</sup>; the new authority of Cheshire East; the authorities formerly covered by Reading Museum (Bracknell Forest, Slough, Windsor and Maidenhead, Wokingham); the areas of Devon covered by the Royal Albert Memorial Museum (East Devon, Exeter, Mid Devon, part of South Hams, Teignbridge, part of West Devon); Blackpool.
- 3.3.6 The problems which had arisen in Cambridgeshire and in Brighton and Hove were expected to be resolved shortly.

### 3.4 Specialist curators

- 3.4.1 The survey also collected data about specialist curators of archaeology. Table 2 summarises this information, in relation both to museums and local authorities. The contrast between these figures is interesting: the 71 museums with no archaeological curator represent 53% of museums, but cover 25% of individual local authorities. It must be remembered, however, that the numbers for local authorities are just that, numbers of authorities, with widely differing areas and populations.

**Table 2 Specialist curators of archaeology in museums, by museums and local authorities**

	No of museums	No of local authorities	% of local authorities
Archaeology curator	53	177	54%
No curator of archaeology	71	81	25%
Not known whether or not there is a curator of archaeology	35	35	11%
No museum	-	33	10%
<b>Total</b>	<b>159</b>	<b>326</b>	<b>100%</b>

- 3.4.2 The additional detail provided about the 53 museums with specialist curators of archaeology suggested that rather fewer of these were truly specialist posts dedicated solely to archaeology. Fourteen of the post titles were general (eg 'Curator'), which may not include a requirement for archaeological experience or qualification. Although 75% were full time posts, 55% combined more than one specialism, thus reducing the time available to care for archaeological collections.
- 3.4.3 Seventy respondents provided information on how they managed without a specialist curator of archaeology. Only nine arrangements appeared to be sustainable, in that they would survive changes in staffing. Sixty-one responses appeared to describe arrangements which were less than ideal, in that they referred to members of staff with general backgrounds, or individuals with specific archaeological knowledge that would not necessarily be replaced if they were to leave. Of greater concern were three vacant posts, and another funded until the end of July 2012. Nine of the less-than-ideal arrangements described were attributed by respondents to recent or current funding cuts.
- 3.4.4 The effect of the lack of specialist curators varied. Some non-specialists appeared to work very effectively with archaeological collections, but others seemed to find it more of a challenge, both to manage the collections, and to appreciate their significance. Some were unaware of the existence of the SMA, and of national advice and guidance for dealing with archaeological archives.

*There is no archaeological curator, and as a non-specialist the Collections Manager does not spend as much time on archaeological collections as on others. It is also hard to know how to deal with the archaeological archives, eg to know what needs to be kept. Training would help, and national standards.*

*Telephone respondent considered that there is nervousness amongst curators who do not have an archaeological background when dealing with archaeological collections. They can feel that they can't deal with it at all, seem to feel disempowered, rather than able to curate it as a collection like others they may have equally little experience with.*

*We do not have the space to store lots of boxes which invariably cannot ever be displayed and no-one ever wants to look at!*

### 3.5 Challenges facing museums generally

- 3.5.1 Local authority cuts have a direct effect on museums that accept archaeological archives, as the majority are fully or partly funded by local authorities. Three quarters of museums (96 of the 127 responses to this question) were funded by local authorities. Thirty-one (24%) were funded from a range of sources, including some element of local authority funding in eleven cases.

- 3.5.2 Respondents reported reductions in numbers of staff, putting more pressure on those with responsibility for archaeological archives.

*In 2010 the museum had three curatorial staff but since Sept 2011 there has only been one.*

*...since April 2011 there is no longer a Keeper of Archaeology (for 5 years previously the post had been 2.5 days per week, before that it was full time but with management responsibilities).*

*No specialist curator – lots of cuts last year, then retirements and redundancies. Museum lost lots of specialist expertise.*

*We do not accept archives at present. We have lost our Curator of Archaeology and have been unable to fill the post since 2009 due to lack of funding.*

- 3.5.3 The Museums Association (MA) has been monitoring and reporting on the effects of local authority cuts since the Comprehensive Spending Review of October 2010. The MA has carried out annual surveys of the effects of local authority cuts in July 2011 and 2012 (Newman and Tourle 2011, Evans 2012), and has continued to publish articles about their impact, eg 42 articles in the Museums Journal since 2011. The MA summarised the headline findings of the 2012 survey as follows<sup>2</sup>:

*Out of 114 museum services and individual institutions that responded, 51% reported a cut to their budgets and almost a quarter have been forced to reduce public access by closing whole sites or parts of sites permanently or temporarily. 11% have closed whole sites permanently.*

*42% of respondents said there have been cuts to staff, with almost a fifth saying staffing levels were down 25% or more. Of the respondents that have experienced cuts in 2011 and 2012, over a third have seen a cumulative reduction of more than 35%.*

- 3.5.4 Trust status is one possible route which museums and local authorities opt for: 'Switching to trust status has become an increasingly attractive option for publicly run museum services and their cash-strapped local authorities.' (Kendall 2012). However, telephone discussions with staff at museums which had transferred from local authority to Trust status indicated that in some cases at least this has had a negative impact on museums' management of archaeological archives. In another case the forthcoming move to Trust status was seen as potentially beneficial, offering more freedom to commission services eg from freelancers, and facilitate speedier repairs to buildings.

## 3.6 Specific problems relating to archaeological archives

- 3.6.1 Archaeological archives present a challenge to museum curators. Deposition of archives into museums is irregular, unpredictable and outside of museum curators' control, even for those who do attempt to ensure they are kept informed of project and post-excavation progress. The dates of fieldwork and date of deposition can be years apart. Accessioning archives can be a challenge to non-specialists, and is much more complex than accessioning other individual items. Bulk finds of quantities of pottery, bone, and building materials are often not displayable, and to a non-specialist are difficult to manage and appreciate. Some museums have archives which lack sufficient documentation, including unpublished material, but without time and sufficient specialist advice these cannot be appropriately reviewed and managed.

<sup>2</sup> <http://www.museumsassociation.org/campaigns/funding-cuts>

*There needs to be more work done on the reviewable status of archaeological archives, as this is something which relies on the experience of individual curators, and if/when they leave a museum the knowledge of whether material has potential or not is lost.*

*There is a problem for museums when specialists do not separate material into different bags, eg pottery fabrics, but return mixed material from a context to the same bag.*

*Unfortunately we are very under staffed and unable to find out in detail when archaeology was deposited with us and when the excavations happened.*

*Bulk archaeology is not displayable.*

*[We are] considering ways of dealing with vast quantities of bulk finds, eg animal bone, CBM [ceramic building material] – collections which need rationalisation.*

*There is a difficulty with archives that arrive in dribs and drabs, eg where files are sent to the museum some years after the rest of the archive.*

*Accessioning archaeological archives is complex, compared with say, accessioning a typewriter.*



## SECTION 4

# Archaeological and other collections in museums

## 4 ARCHAEOLOGICAL AND OTHER COLLECTIONS IN MUSEUMS

### 4.1 Storage space for different collections

4.1.1 It has been claimed that archaeological archives take up a disproportionate amount of space in museums. In order to investigate this, the questionnaire asked about the relative proportions of storage space used for different collections. Excluding four archaeology-only repositories, responses indicate that on average local history collections take up twice the space of archaeological collections in responding museums, as shown in Table 3. The level of response was low, so may not be representative of the national picture.

**Table 3 Proportion of storage space used for different types of collection in museums**

	Archaeology	Natural sciences	Art	Local history	Other
Averages	22%	9%	12%	45%	12%
Minimum %	0.7%	0%	0%	0%	1%
Maximum %	70%	60%	43%	97.3%	65%
Number of respondents able to estimate percentages	45	43	43	43	43
<i>Responses from four archaeology-only stores have been excluded from these figures</i>					

4.1.2 The range of responses indicates wide variation between museums across the country.

*Archaeological material takes up more store space, but is possibly used less. In fairness, social history is probably used as much, but takes up less space.*

### 4.2 Stored archaeological collections

4.2.1 It proved difficult for respondents to provide a quantification of their stored archaeological collections. Even those who had the information to hand measured capacity and objects differently from one another, and for different types of objects.

*We measure our storage capacity in linear metres of shelving for small objects/boxed objects and square metres of floor area occupied for large (generally palletised) objects*

However, 42 respondents were able to provide measurements in boxes or cubic metres, as summarised in Table 4.

**Table 4 Quantification of stored archaeological collections**

	Response average	Minimum	Maximum	Response total	Response count
Cubic metres, all responses	314.81	8	2,759	6,611	21
Cubic metres excluding 2759 maximum	192.6	8	814	3,852	20
Number of boxes	1,538.86	8	6,500	33,855	22
<i>answered question (one respondent gave boxes and m<sup>3</sup>)</i>					42
<i>not answered</i>					94

- 4.2.2 The maximum cubic metre figure of 2,759 appears to be an exception, as the next value down in sequence is 814. If 2,759 is excluded the average reduces to 192.6m<sup>3</sup>.
- 4.2.3 Responses to the survey and data from museums' deposition guidelines for archaeological archives indicate that box sizes vary considerably between museums. Whilst the figures for boxes given above could be converted into cubic metres by multiplying the box figures above by eg English Heritage's figure of 0.017 cubic metres, this results in a far lower average for the museums giving numbers of boxes (26.2 cubic metres, rather than 314.81 or 192.6). It is of course possible that the 22 respondents who provided box figures have much smaller collections than the 21 providing figures for cubic metres.
- 4.2.4 Quantifications of archaeological collections were found in some of the acquisition and disposal policies provided by museums. Seven museums in addition to those included in Table 4 above provided estimates of a total of 991,000 items, quantities ranging from 6000 in one museum to 500,000 in another, plus in one museum 'approximately five tonnes of material quantified in bulk (ceramic and building materials, bones etc)'. A further museum's archaeological collections review was unable to be more specific than 'an estimated 250,000–500,000 individual items'. It can be a challenge to quantify the material within archaeological archives in store, as this extract from a different museum's development strategy makes clear:

*Some excavation archives have only a single group record but contain many individual objects. Many single records include multiple objects often numbering hundreds of, for example, individual flints or pottery sherds from different contexts which ideally should be documented separately.*

### 4.3 Total storage space

- 4.3.1 The questionnaire asked how much storage space museums have in total, whether in use or not. Responses are summarised in Table 5.

**Table 5 Total storage space in museums**

	Cubic metres	Square metres
Total storage space, all respondents	27,440m <sup>3</sup>	10,495m <sup>2</sup>
Average storage space per museum	1,247m <sup>3</sup>	1,749m <sup>2</sup>
Minimum	7m <sup>3</sup>	1,060m <sup>2</sup>
Maximum	6,923m <sup>3</sup>	3,405m <sup>2</sup>
Number of respondents	22	6

### 4.4 Empty storage space

- 4.4.1 The proportion of empty storage space in museums was quantified by 47 respondents, ranging from 16 citing 0%, to one citing 50%, and averaging 6%. Thirty-six respondents (71% of responses) said that some of this empty space was allocated for archaeological archives. Some respondents reported having to rationalise stored material in order to make space for newly deposited archaeological archives, that is, the museum was full, but it was possible to squeeze in more material after reshelving existing stored collections.

4.4.2 If the average total space is 1,247m<sup>3</sup> (see 4.3 above), and the average empty space is 6%, on average responding museums would each have 75m<sup>3</sup> empty storage space. However, this is a very hypothetical figure, given the small numbers of responses.

#### 4.5 Other specialist curators

4.5.1 Thirty respondents listed details of 105 specialist curator posts, in 22% of responding museums; 30% of responding museums (41) did not have other specialist curators, but 65 respondents – almost half – did not answer this question.

4.5.2 It is difficult to make a direct comparison between specialist curators for archaeology and for other collections on the basis of responses received. This is partly due to the variation in response rate to the two questions, and partly because of a lack of clarity between individual specialisms and specialist posts. However, the survey did provide information about 105 specialist curator posts, in contrast to around 39 specialist archaeology posts (based on job titles, see 3.4.2).

#### 4.6 Research use of different collections in museums

4.6.1 The survey attempted to compare the use by researchers of different collections in museums. However, whilst some quantitative data could be provided for archaeological collections (see 5.1 below), very few respondents were able to report information on other collections (see Appendix 1).

#### 4.7 Use of different collections for loans, teaching collections, and handling packs

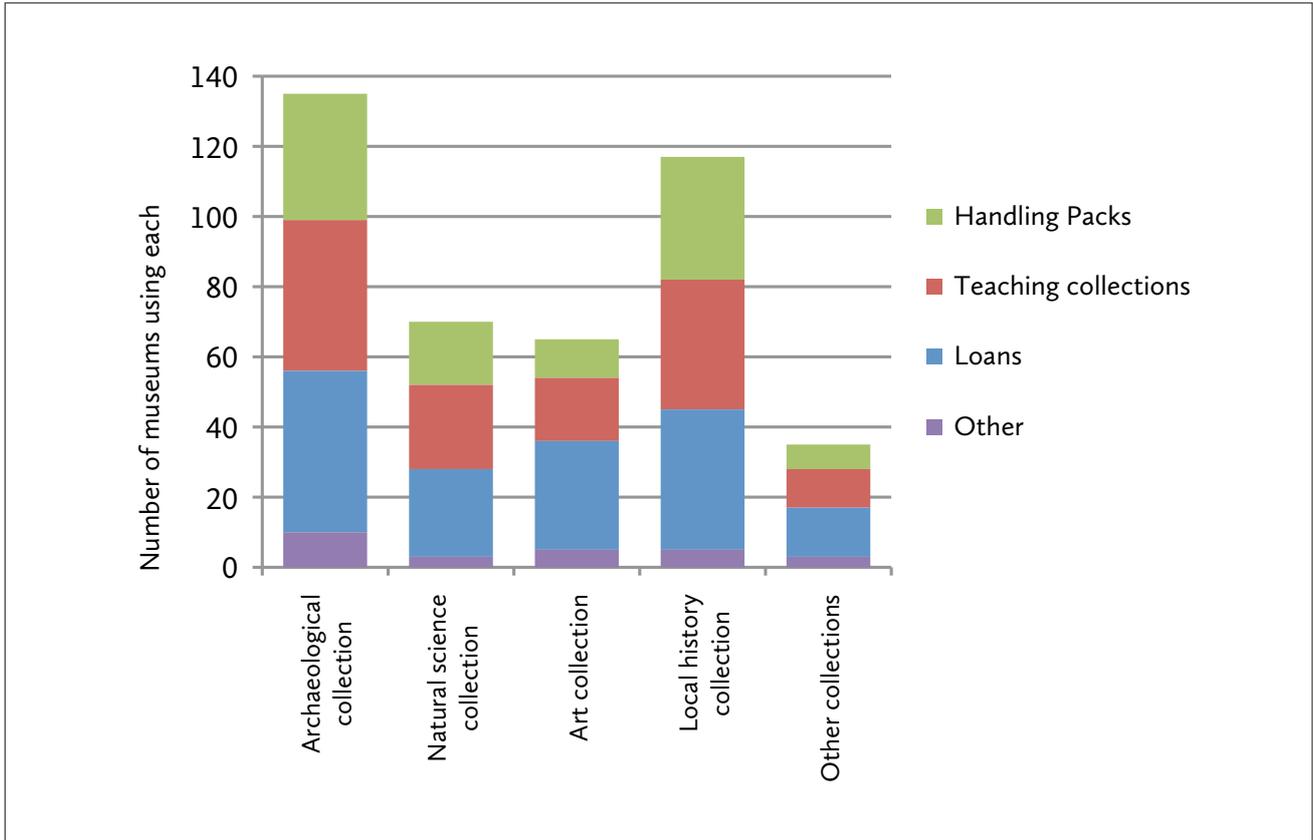
4.7.1 Respondents were asked to note which of the following resources were used in their museum for different collections: loans, teaching collections, handling packs, and other resources (Table 6). The numbers represent the number of museums using each type of resource.

**Table 6 Use of different museum collections for loans, teaching collections and handling packs**

	Loans	Teaching collections	Handling packs	Other	Response count
	Number of museums using each type of resource				
Archaeological collection	46	43	36	10	55
Natural science collection	25	24	18	3	31
Art collection	31	18	11	5	35
Local history collection	40	37	35	5	46
Other collections – please specify	14	11	7	3	16
Further details if relevant					21
				<i>answered question</i>	<b>57</b>

4.7.2 As Figure 1 shows, more museums appear to use archaeological collections for each use than other types of collections.

**Figure 1** Use of different museum collections for loans, teaching collections and handling packs





## SECTION 5

# How archaeological collections in museums are used

## 5 HOW ARCHAEOLOGICAL COLLECTIONS IN MUSEUMS ARE USED

### 5.1 Numbers of visits to archaeological collections in store

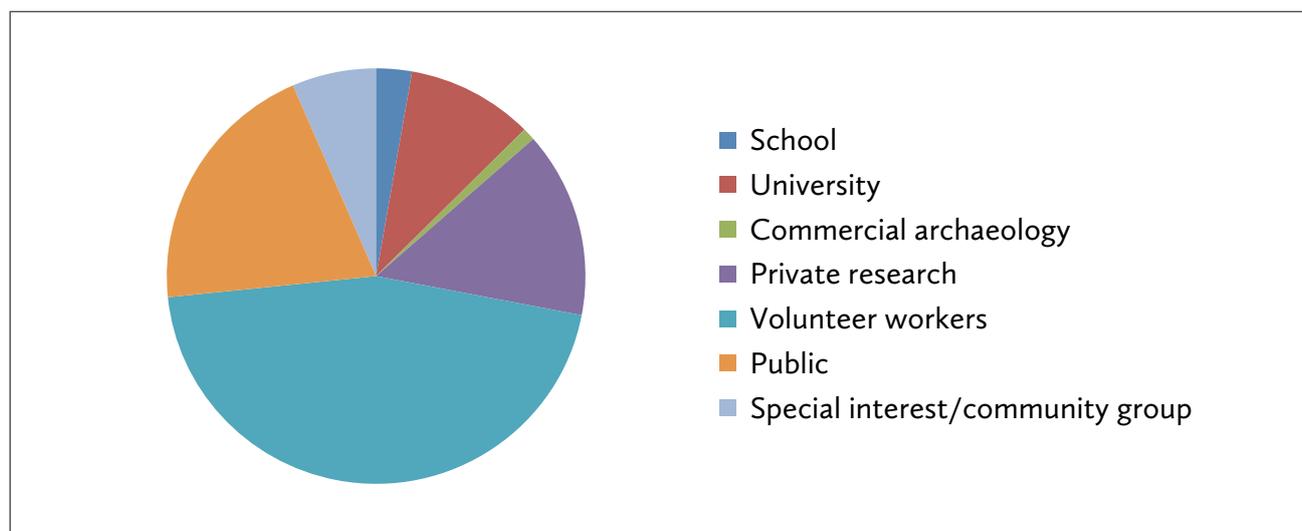
- 5.1.1 The survey of museums asked respondents to quantify research visits to their museums over the past twelve years, 2000–2011. The results for archaeological collections in store, identifying different categories of visitors are shown in Table 7. Although the same questions were also asked about pre-booked research visits to collections on display, the response was too low to be usable.
- 5.1.2 Many respondents were unable to provide this data in the format requested. Many did not record visits at this level of detail, or could not afford the time to go through visitor books over twelve years to research the information as requested. Those who could respond had logged data in different ways, some by project, some by individual researcher, and some by visit. As a consequence the numbers and proportions in Table 7 and Figure 2 should be used with caution, as they under-report individual visits.
- 5.1.3 Twenty-one of the telephone respondents were able to provide approximate quantifications of visits to archaeological archives per year or per month, so these figures have been added to Table 7 below.
- 5.1.4 Data from forty museums suggested that together they receive around 2,000 visits to archaeological collections in store each year, or about 50 research visits per museum per year.

**Table 7 Number of visits/projects/researchers to archaeological collections in store 2000–2011**

	Percentage of visits	No of visits/projects/researchers
School	3%	232
University	10%	825
Commercial archaeology	1%	83
Private research	14%	1,222
Volunteer workers	45%	3,824
Public	20%	1,697
Special interest/community group	6%	548
<b>Total from online questionnaire (19 respondents)</b>	<b>100%</b>	<b>8,431</b>
<b>Totals given by telephone respondents multiplied up for 12 years (21 respondents)</b>		<b>14,976</b>
<b>Grand total visits/projects/researchers over 12 years (40 museums)</b>		<b>23,407</b>
<b>Equivalent number of visits/projects/researchers per year (40 museums)</b>		<b>1,951</b>
<b>Average visits/projects/researchers per year, per museum</b>		<b>49</b>

- 5.1.5 Information from nineteen museums (Figure 2) indicated that the highest proportion of visitors to archaeological collections in store was from volunteer workers (45%), followed by members of the public (20%), private researchers (14%), university researchers (10%), and special interest or community groups (6%).

**Figure 2** Chart showing proportions of visits/projects/researchers by user group to archaeological collections in store 2000–2011



## 5.2 Use of archaeological collections in store and archaeological expertise

5.2.1 As discussed above (4.7), archaeological collections were used extensively for loans, teaching collections, and handling packs in museums. Archaeological archives in particular furnished material for these uses.

*Some material has been specifically collected for use in teaching and handling collections; this material is not a part of the collection proper.*

*Museum operates an active school loan box scheme which occasionally includes secure items from the archaeological store.*

*All elements of collections used for loans, teaching, and handling have been removed from their specific original collections to an Education Collection, which is stored separately.*

*We have handling packs for the metalwork collections. We do have teaching collections but these are non-acquisitions items so not included in any of the above collections.*

*Roman material discarded from archaeological archives at [another museum in the county] is used for handling purposes by the museum's learning team.*

5.2.2 Specific uses of archaeological collections mentioned by respondents included online collections, lending collections to other museums, holding conservation sessions, handling material outreach to adult and children's groups (mentioned by 3 respondents), handling sessions (3), open days, researchers looking at or borrowing material, loans of assemblages for university dissertation research, school visits, sessions for under-fives, tours (3), tours of collections (2), tours of stores (3), reference collections and type series, drawing courses using archaeology collections, use of collections as an accompaniment to a temporary exhibitions by local artists.

*Archaeological archives are a resource that can be used in the museum.*

- 5.2.3 Archaeological collections in store have been used to contribute to a wide range of exhibitions, museum-based, touring, and community based. Examples include a series of projects led by the Royal Cornwall Museum, working with local young people aged to 16–24 to reinterpret the museum's sex-related objects, which culminated in an exhibition *Revealing Collections* in 2011 (Royal Cornwall Museum 2011). *Treasures from the Earth* was a touring exhibition and focus for activity about the archaeology of South West England and the many ways people can get involved in it. The exhibition toured museums in Devon, Somerset, and Cornwall from 2009 to 2012 and was visited by 19,997 adults and 8,498 children. *Treasures from the Earth* toured 13 venues, initiated 50 public activities, involved people from 37 organisations, enabled the loan and display of c 355 objects, trained 126 people, and generated 188 days of volunteer time (Dawson and Lewis 2012). In Brighton and Hove over fifty archaeological objects were displayed in four Micromuseums placed in community venues, three in community libraries and one in a children's SureStart centre.
- 5.2.4 Cross-fertilisation between different parts of a museum can be important in making the best use of archaeological archives. In one museum, the fact that there is now an archaeology gallery means that the staff in the Learning Team are more likely to incorporate archaeology into their work, and this in turn leads to more use of archaeological collections in store. This process has been enhanced in turn by the acquisition of new archaeological archives, for example one which contributed to a touring exhibition.
- 5.2.5 Respondents cited the following uses of collections which are impossible without archaeological expertise: putting on displays (mentioned by 2 respondents), putting on touring exhibitions, museum exhibitions (4), holding events in museum (3), contributing to or holding external events (7), outreach (13), student placements (3), volunteer placements, artefact or pottery training days for local groups or for professionals (2), workshops (2), volunteer work, working with and specialist advice to community archaeology groups (2), Young Archaeologists Club (2).
- 5.2.6 Respondents also included the following uses of archaeological expertise in their museums: providing advice to local museums, advice to commercial archaeological units, producing documentation, answering general enquiries (mentioned by 14 respondents), answering specialist enquiries (10), responding to research questions (5), providing information for researchers including university (3), giving evening classes including WEA (3), helping students to use collections on art and on drama courses, object identification (25), school group teaching groups, teaching and supervising archaeology students (2), talks (10), lectures (5), teaching (2), training excavation, working with and training local archaeology societies (2), working with and training volunteers (2), work experience (3).

*Understanding of and background in archaeology is vital.*

*Continuity of staff – background knowledge is hugely helpful. Without knowledge of the material it becomes an unusable resource until the knowledge is resurrected. Curators gain intangible knowledge about the collections.*

### 5.3 Audiences reached using archaeological collections

- 5.3.1 Museum curators contacted for the project reported using archaeological collections with the following audience groups:

**Adult members of the public** including volunteer groups, local archaeological societies given training using material and expertise from museums, and retired people – a work group who

documented archaeological collections in a museum. Local groups were given pottery training using museum material; other adult groups were visited by museum curators with collections of material for events and training sessions. Several museums have worked with the WEA (Workers' Educational Association). Archaeological collections have been used by museum staff working with artists and art groups, including art colleges. Several museums have worked with visually impaired people, including one working with the local RNIB college. Other museums mentioned using archaeological collections with basic skills groups, local day centres, retirement homes, women's groups, mental health groups, people who had suffered strokes, and people with severe learning disabilities.

**Schools and children** including school group visits to museums, school loan box schemes, taking collections to children's groups for events and training sessions, school students doing work experience in museums, pre-school children, special needs groups, young carers groups.

**Students:** Undergraduate students, including those on pre-booked visits to museum collections, attending formal teaching sessions at the museum, undertaking work placements, or working as a group documenting archaeological collections. Postgraduate students including PhD students.

**Specialist or academic researchers** including university-based researchers, professional archaeologists from commercial units, and artefact specialists, eg an SMA-organised pottery workshop.

- 5.3.2 Whilst the assumption might be that archaeological archives are a minority academic and specialist interest, this list demonstrates that archaeological archives and collections have and can be used with any and every audience.



## SECTION 6

# The effect of developer-funded archaeological work on museums

## 6 THE EFFECT OF DEVELOPER-FUNDED ARCHAEOLOGICAL WORK ON MUSEUMS

### 6.1 Quantifying archives deposited into museums over time

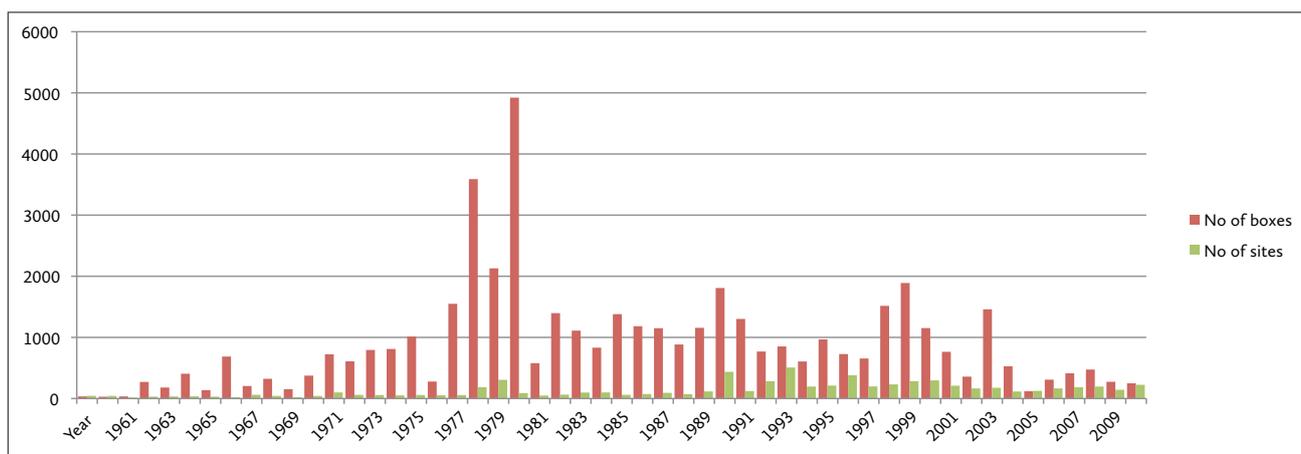
- 6.1.1 The survey attempted to quantify archaeological material deposited into permanent storage by year since 1960, to assess the effect of developer-funded archaeological work on museums. Of nineteen respondents attempting answers, seventeen were able to go through their records to provide a useable proportion of the detailed data requested. However, based on other answers, it could be possible to extract data on the deposition of archives from at least 40 of the museums surveyed. Three quarters of those answering the question confirmed that it was possible to quantify archaeological material deposited in the museum by year. Fewer seemed to hold this data for the full period in question, as only sixteen respondents held quantified data from 1960 or earlier. Several respondents apologised for not being able to complete this section.

*It has not been possible to fill in the information regarding the deposition of archaeological material since 1960. This information does exist in paper form but unfortunately we do not have enough staff resources to compile this information.*

### 6.2 Deposition by year

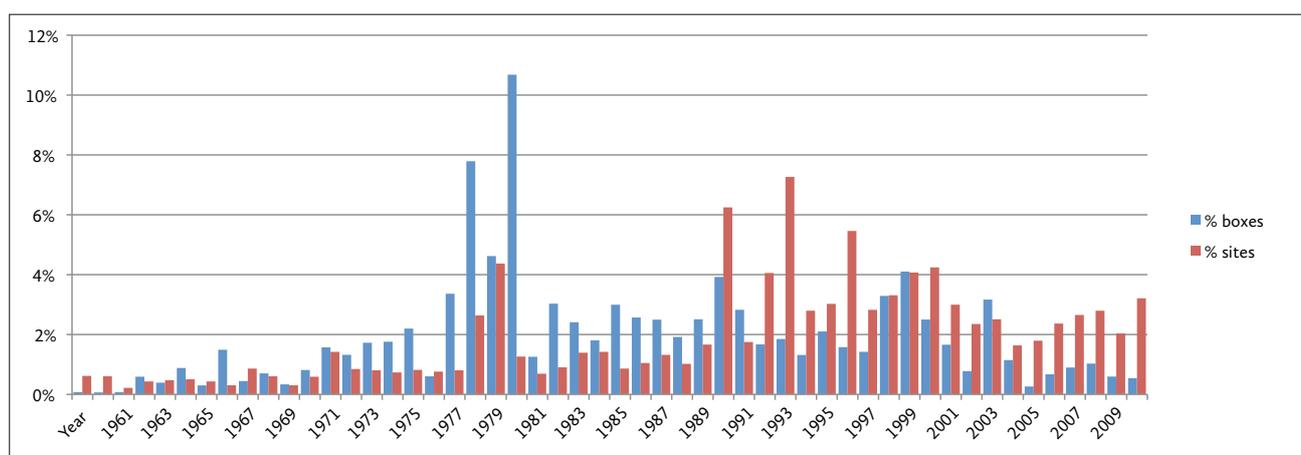
- 6.2.1 Seventeen of the nineteen museums that provided data were able to attempt a useable quantification of their stored archaeological collections by year. Quantification methods included boxes, accession numbers, numbers of projects, and in one case cubic metres.
- 6.2.2 Figure 3 and Figure 4 provide a visual representation of the data, the first showing numbers of boxes and of sites, and the second displaying the data as percentages of all boxes/all sites. It is important to note that these figures are based on a very small number of museums and repositories, and that as respondents emphasised, the date of deposition of boxes bears little relationship to the date when the work took place. What is interesting is that despite these caveats, broad patterns can be observed, both in numbers of sites and boxes, and in the proportion of boxes and sites deposited over the fifty-year period.
- 6.2.3 As Figure 3 shows, the numbers of boxes deposited each year was highest in the late 1970s in the eleven museums providing data by number of boxes. The number of site archives deposited in the twelve museums where respondents gave numbers of sites or accessions increased from the early 1990s. Until the mid- to late 2000s, the number of boxes continued significantly to exceed the number of sites per year

**Figure 3** Chart showing the numbers of boxes and numbers of archives deposited in museums by year from 1960 to 2011



6.2.4 As a proportion of the total number of boxes or of sites, during the 1960s the relative proportions of boxes and sites were both low (Figure 4). From the early 1990s the percentage of sites is greater than the percentage of boxes, inverting the general pattern visible during the 1970s and 1980s.

**Figure 4** Chart showing the proportions of the total number of boxes and of archives deposited by year between 1960 and 2011



6.2.5 The patterns observed in the data do show some correlation with changes in historic environment practice and changes in legislation and government guidance relating to archaeology. The early 1970s was the period when County Archaeologist and City Archaeologist posts first began to be instituted (D Baker pers comm). Although not all were able to carry out fieldwork they were able to prompt some response to the large-scale redevelopments that were taking place in historic town centres at a time before legislation or guidance had been developed, which accounts for the increases seen in the 1970s. The change in proportions of sites and boxes visible from 1991 corresponds to the introduction of Planning Policy Guidance Note 16 (PPG16), which brought about an increase in the number of smaller-scale interventions, and the introduction of pre-determination evaluation of the archaeological potential of sites proposed for development.

6.2.6 The data from the small number of museums able to respond in sufficient detail does not show that developer-funded archaeology has increased the rate of deposition of boxes of archaeological archives in museums. There was an increase in numbers of projects, but not in the overall quantity of material.

## 6.2.7 Comments from respondents included:

*A brief look shows that for us developer archaeology does not seem to have had a huge effect.*

*Prior to 1961 there were a few, small-scale excavations in Winchester contributing a negligible amount to the total archaeology archive. Between 1961 and 1971 Martin Biddle's excavations produced 244 cubic metres. From 1971 to present, excavations by our own unit and, later, contracting units, produced 570 cubic metres. Many of the large-scale excavations by our own unit in the 1980s – pre-PPG16 – were developer funded.*

*Although we have the quantification for the amount of material deposited since 1979, it would be a huge task to prepare it for this questionnaire. However the total amount is in the region of 100 cubic metres, compared to about 40 for the period 1892 to 1979.*



## SECTION 7

### Archives held by archaeological contracting organisations

## 7 ARCHIVES HELD BY ARCHAEOLOGICAL CONTRACTING ORGANISATIONS

### 7.1 Response

7.1.1 The full report on the FAME survey of archaeological contracting organisations is included as Appendix 2. Thirty-one contracting organisations based in England responded, representing a sample of around 75% of major contracting organisations nationally. The responses were therefore scaled up by a factor of one third to provide a broad estimate of the national totals for England and Wales. Whilst the full report includes responses from Scotland and Wales as well, the following summary presents just the results for England.

### 7.2 Archives held

- 7.2.1 Respondents were asked to quantify the archives they held which were ready for deposition but which could not be deposited because the recipient museum or store was unable or unwilling to accept them. The project researched the number of archives, number of boxes, quantity of document files, quantity of digital data, and quantity of other materials held, to establish the scale and scope of the problem nationally.
- 7.2.2 Responses ranged from two organisations which reported no undepositable archives, to a maximum of 1,781 archives. The average was 216, suggesting an estimated national total of around 9,000 undepositable archaeological archives.
- 7.2.3 The total number of boxes of artefacts or ecofacts held by respondents in England was 21,500, an average of 693 per contracting organisation, indicating an estimated national total of around 28,700 undepositable boxes of artefacts or ecofacts. Respondents in England held a total quantity of document files occupying 496m of shelf space, an average of 16m of document files per contracting organisation. The estimated national total of undepositable document files was around 0.67km of shelf space.
- 7.2.4 The quantity of undepositable digital data held by respondents ranged from 1–900Gb, an average of 53Gb per contracting organisation, and suggested an estimated national total of digital data of 2,205Gb. The number of digital files held by respondents ranged from 80–400,000, an average of 300,012 files per contracting organisation, indicating an estimated national total of around 1.25 million digital files.
- 7.2.5 Respondents held between 3 and 2,475 undepositable black and white photographic films, an average of 224 per contracting organisation, suggesting an estimated national total of around 9,300 films. The number of undepositable colour transparencies held by respondents ranged from 100 to 86,500, an average of 10,210 per contracting organisation, indicating an estimated national total of around 422,000 colour transparencies. Twenty-one respondents (71%) stated that they held permatrace drawings and seventeen (45%) held x-radiographs. Other unquantified archive materials held included colour prints, microfiche, blueprints, video, DVD, and internal and specialist reports.
- 7.2.6 The volume of undepositable archives held by respondents ranged from 0.4m<sup>3</sup> to 95m<sup>3</sup>, an average of 28m<sup>3</sup> per contracting organisation, which suggested an estimated national volume of undepositable archives of around 1,160m<sup>3</sup>.
- 7.2.7 Respondents reported a total volume of all temporary archives, including work in progress and archives being prepared for agreed deposition in museums, of between 3m<sup>3</sup> and 1,250m<sup>3</sup>. The average of 142m<sup>3</sup> per contracting organisation, suggested an estimated national volume of

around 5,860m<sup>3</sup>. This indicated that around 20% of archives are temporarily held by contracting organisations in England because they cannot be deposited with a suitable museum or store.

- 7.2.8 The annual cost to archaeological contracting organisations of storing undepositable archives ranged from £6 to £80,000 and averaged £8,013 per contracting organisation. The figures indicated an estimated national storage cost of around £330,000 annually.
- 7.2.9 Respondents to the FAME survey collectively referred to 40 museums and 28 local authority areas (with some overlaps) in England which were not accepting archaeological archives. Appendix 2iii lists these, and Appendix 3 compares these results with the survey of museums (see also 8.1.2). Table 8 lists the reasons why archives could not be accepted by museums. The other reasons cited were: poor communication/lack of response from museum (5), issues over transfer of ownership (3), collections review (1), curators too busy (1), simply not interested (1).

**Table 8 Reason archives could not be accepted by museums**

	No of responding organisations	% of 32 responding organisations
Store is full	20	63%
No resource to receive or accession archaeological archives	15	47%
Temporary store closure	14	44%
No store collecting in this area	19	59%
Other	11	34%

- 7.2.10 The survey asked how often respondents provided information on undepositable archives to stakeholders (Table 9). There were problems with the survey interface, so these are partial data, but the response demonstrates that contractors do make reasonable efforts to inform museums and stores about undepositable archives, less so local authority curators, and clients hardly at all. Respondents' comments are listed in the full FAME report (Appendix 2).

**Table 9 How often do contracting organisations provide information on undepositable archives to stakeholders**

Stakeholder	Annually	Every 2–5 years	Every 5 years or more	Only when asked	Never	Response
Relevant museum or store	7	6	0	10	4	27
The local authority archaeological curator	3	3	1	12	0	19
The client	0	1	1	8	12	22

- 7.2.11 Contracting organisations do receive requests for access to archives held temporarily (whether depositable or not), although not all record such visits. Since January 2007 a total of 585 visits have been recorded. In one organisation the archives held support the work of four PhD students and four high level research projects.

### 7.3 Views of archaeological contractors

- 7.3.1 The 26 comments from archaeological contractors regarding the specific issue of undepositable archives are included in full in Appendix 2 iv. Issues highlighted included:

## What is an archive?

*Archives need re-defining – it is no longer about re-creating the site from scratch but accepting a certain level of analysis has already taken place (ie we don't necessarily need to retain the whole assemblage) and making sure that each aspect retained meets criteria of significance and value.*

*our work profile consists of mostly small-scale works (watching briefs etc), many of which are negative. There seems little point in depositing archive for these: all relevant information is contained in the project report and the relevant HER, and the archive contains nothing that is ever likely to warrant future study.*

## The problem of undepositable archives is growing:

*It is a growing problem and likely to get worse.*

## Problems in some parts of the country seem to be being ignored, leaving contracting organisations in ethical quandaries, or having to work pragmatically:

*Authorities in an area not currently accepting archives are still issuing briefs meaning that the condition cannot be fulfilled until an archive has been deposited by the archaeological contractor, even though it is known that there is no repository in the area.*

*We haven't actually prepared many archives for deposition in the areas where we know there is no repository as we tend to concentrate on those that we can actually deposit therefore our figures, especially for the digital material, are a bit vague. Also it is difficult to prepare archives when there are no specific guidelines to follow so we don't know what requirements we should be meeting.*

## The cost of archiving, and of coping with changing fees:

*Most of our store is full of sites that are not there because the appropriate museum will not accept them but that we cannot afford the accessioning fee*

## The lack of clear general museum guidance on selection and retention:

*Whilst [contracting organisation] employ rigorous selection and retention policies and we are happy to negotiate discard policies on major archives with the receiving museum on a site by site basis we find it difficult to access clear general museum guidance on this issue.*

## National policies and standards would improve quality and efficiency:

*box sizes vary across the board, and whilst it's impractical to require one box size as stores have different sized shelving, it makes the preparation of archives more challenging...  
The development of a national policy and standards, for all accessioning institutions would improve the quality of the archives and allow for more efficient and cost effective preparation.*

## Maritime archives present a particular difficulty:

*[Contracting organisation] is holding a growing amount of maritime related artefacts and paper records which have little or no facility for them to be deposited to a permanent store.*

Museums often seem to lack clarity about how much space they have:

*Getting clarity from museums generally about their current capacities would be helpful – ie it is not always easy to establish what the real situation is, as there is seemingly a reluctance to declare this.*

- 7.3.2 The 27 comments from archaeological contractors suggesting solutions to the problem of undepositable archives are included in full in Appendix 2 v. Suggestions included:

Eight respondents mentioned regional repositories:

*Regional depositories. Museums are possibly not the most appropriate place to store archives, one must seriously question the capacity of museums to provide suitable facilities for use of archive by general public or for research.*

*...that would also address areas having different requirements for archiving and box sizes*

It is acknowledged that there is no simple solution, but funding is an issue:

*As there are a number of different reasons for archives to be undepositable, there is no simple solution, though provision of adequate resources to the receiving bodies (museums, HERs) would go some way towards providing a solution.*

Three recommended review and discard of material from archives held in museums:

*I would suggest that the museums and units work together to reduce the amount of space existing archaeological archives take up and that there are more stringent guidelines on disposal of artefacts for each category of artefact.*

Six suggested developing better discard policies in collaboration with curators. It was not clear whether development control archaeologists or museum curators were being referred to here:

*More ruthless finds discard policy from curators and museums*

Three recommended reconsidering archiving of negative watching briefs:

*A more robust attitude to what types of archaeological archives do not warrant deposition with a museum would be useful. At present there are a whole range of archaeological projects (negative watching briefs or evaluations, or small scale works) which add very little to knowledge of a site or produce archives with any reasonable research potential.*

Alternative uses for archives have been found:

*Two archives have found a new life as teaching collections within university conservation courses.*

Six recommended digitising paper records to save physical space:

*using technology to maximise space-saving, primarily through digitisation and digital-born data being the norm as is happening already.*



## SECTION 8

### Concerns, possible ways forward, and conclusions

## 8 CONCERNS, POSSIBLE WAYS FORWARD, AND CONCLUSIONS

### 8.1 What are the problems?

- 8.1.1 **Undepositable archaeological archives.** The FAME survey estimated a total of 9,000 undepositable archaeological archives comprising 28,700 undepositable boxes, document files taking up 0.67km shelf space, and 2,205Gb of digital files. The total volume of these undepositable archives was 1,160m<sup>3</sup>, or 28m<sup>3</sup> per contracting organisation. This can be compared with average total (used and unused) space in museums of 1,247m<sup>3</sup>. Although considerable, the size of all undepositable archives is less than the average museum store.
- 8.1.2 **Areas of the country with gaps in collecting areas.** Museums, contracting archaeologists, and ALGAO members seemed to be generally in agreement about absolute gaps in collecting. Some FAME respondents did report museums to be full where museum curators had reported they were still accepting archives. Appendix 3 compares and contrasts what FAME members reported and what the survey of museums established. In a significant number of instances there were discrepancies between the results of the surveys, although this may be due to conditions placed on acceptance of archives, or space issues. Some FAME members appeared not to have contacted the appropriate museum in some areas, a situation which the present project should address through the updated map of collecting areas.
- 8.1.3 **Areas of the country where space is becoming a critical issue.** This issue was not specifically addressed by the survey, although some information was obtained. There seemed to be more discrepancies between the results of the FAME and the museums' survey regarding stores which reported that only small archives could be accepted or space was at a premium.
- 8.1.4 **The scale of the problem with accepting archives varies across the country.** Despite the amount of development in London, archives can still be accepted. In other areas, particularly Kent, Northamptonshire, and Nottinghamshire the situation was very different. The FAME survey did not identify quantities of undepositable archives by area, so although the overall size of the problem has been identified, the scale of the problem eg for Kent is unknown. In specific areas work is being carried out to investigate this, eg for the areas of former Berkshire which Reading Museum can no longer accept. There were also some areas not covered by the FAME results, but where problems are known to exist, eg North Yorkshire.
- 8.1.5 The **National Planning Policy Framework** requires local authorities and developers to make publicly accessible the evidence from archaeological projects resulting from development, and to deposit archives with 'a local museum or other public depository' (see 2.2.7 above). Some local authorities have taken on board the difficulties which this raises where museums are unable to accept archives, and are using this requirement to focus attention on the problem. In other areas of the country it is not clear that this requirement of NPPF is being met.
- 8.1.6 **What the problems are with depositing archives.** Some of the problems reported by FAME respondents did not just mention lack of space, but included other issues, eg some museums have stringent requirements for selection and retention, which meant that archives could not be deposited. Other FAME respondents reported issues over rejection of archives due to not having agreed transfer of title, or museums accepting complete archives only, or in some areas of the country, insisting that documentary and material archives were separated. Some of the reasons for rejection cited implied that the archives had not been prepared in accordance with national guidance (Brown 2011).

- 8.1.7 **How museums try to manage.** Some museum staff do their best to cope with accepting archives, rationalising storage space to squeeze more boxes in, and find ways for non-archaeological specialists to manage archaeological archives. Some museum staff accept 'small' archives only. Some try to assert control with specific deposition policies for archaeological archives, and requirements for archaeological contactors to provide updates through the life of each project. Others manage by refusing to accept archives, eg because they have no specialist curator, or because they are rationalising all stores and revising collecting policies. For archaeological contracting organisations these are frustrating and confusing. It is confusing to hear that a museum is full, then that it is not (after rationalising space). It is confusing to be told that only small archives can be accepted – how small is small? It is frustrating to be told that no archives can be accepted until there is a specialist curator in post, or until reorganisation is complete.
- 8.1.8 **Digital material in archives** seems to be a problem which is not being acknowledged or addressed. More and more archaeological work results in significant amounts of digital data, including born-digital photographs, survey results, drawing files etc. The FAME survey estimated the quantity of undepositable digital material held by contractors to be 2,205Gb, or 1.25 million digital files. It is not clear that most museums are in a position to be able to curate properly either this or the digital material that they regularly accept as part of archives. This question was not asked during the survey, but the contents of some deposition guidelines for archaeological archives are not encouraging. The guide to best practice states that 'long term storage must be on permanent servers that are regularly backed up.' (Brown 2011, 19). However, even this does not ensure that digital material will be accessible in the long term, as software changes quickly. Files which were easily accessed ten years ago may not be accessible in ten years' time. Whilst some museums are partially aware of the issues, many are not. The ADS is currently the only digital repository in England which specialises in digital archiving.
- 8.1.9 **Cost of archiving.** The estimated annual cost of undepositable archives was quantified by FAME at £330,000. The cost to museums has not been quantified. Box fees vary widely. Increases in box fees were identified as a problem by some FAME respondents, where initial budgets had been agreed for lower fees. The costs of digital archiving are rarely considered. ADS fees are seen as exorbitant by some, but in terms of what is being provided they could be seen as simply realistic.
- 8.1.10 **Archaeological archives already in store.** Respondents to the survey of museums found it difficult to answer the questions which aimed at quantifying archives already in store. In particular, as the results discussed in Section 6 demonstrate, it was very difficult to provide detailed quantifications, and to summarise archives deposited by year. The information is available in more museums than were able to respond to this part of the survey, however, so this is an area which could be investigated further. In addition, the project did not specifically address, and therefore has not quantified issues of unsorted archives in store, unpublished archives in store, or archives in store that perhaps need selective discard.
- 8.1.11 **Archaeological archives are difficult to manage in museums** compared with other museum collections. Deposition is irregular, unpredictable and outside of museum curators' control. An archaeological archive is a complex thing to accession and curate, compared with a typewriter, as one respondent put it.
- 8.1.12 **Expertise amongst museum curators.** 60–70% of museums contacted have no specialist archaeological curator. Whilst museum professionals do their best, and in many cases follow all appropriate guidance, it is undoubtedly more difficult for those without specialist archaeological knowledge to manage archaeological archives in store to best effect.

- 8.1.13 **Time** for curators to work with archaeological archives in store. It proved very difficult for most respondents to find time to answer the questionnaire, indicating that many had too much to do to prioritise issues relating to archives. Comments from respondents indicate that time to manage archaeological collections in store is at a premium.
- 8.1.14 **Small museums** have more difficulties with archaeological archives, eg those with a single curator covering everything.
- 8.1.15 **Money and resources** are in short supply, affecting museum curators' ability to plan and make best use of archaeological archives in store. Local authority cuts have and will continue to exacerbate this problem.
- 8.1.16 Many museum curators demonstrated a **low level of engagement** with addressing issues concerning archaeological archives and the map of collecting areas by the low and slow response to the survey. Whilst this may be a product of the pressures listed above, it is a matter of concern.
- 8.1.17 **National or local problems and issues?** A project such as this can generalise about issues on a national basis, but at heart what is recorded are many and diverse local problems and issues, which can only individually be addressed at local level.

## 8.2 Use of stored archaeological archives

- 8.2.1 **Stored archives are used, and could be used more.** They have been used in some innovative projects and programmes to reach a wide range of audiences. They are used extensively in some museums which have the expertise and staff available. They are used very little in museums with no archaeological expertise and scarcely enough staff to manage day to day activities and general collection care.
- 8.2.2 Across the country a **wide range of audiences** is recorded, but by no means all in all museums. In museums with no archaeological expertise and few staff it is unlikely that archaeological archives in store will reach much of an audience at all.
- 8.2.3 **Stored archaeological archives need to be publicised** or they will not be used. As one respondent put it:
- If you are just keeping the archives and no one knows they're there, it becomes self-perpetuating. People need to know what's there.*
- 8.2.4 Archaeologists may be able to **compile archives in a way which will help museum curators to appreciate and make the most of them.** This could involve summary information about the material archive, and the highlighting and separate packaging of specific artefacts, whether these are sensitive finds or elements of bulk finds assemblages.
- 8.2.5 **Local is important.** For many museums, it is important that they continue to collect and retain local material relevant to local populations. Archaeological archives form an important part of such local collections, even for non-specialist curators who find them a challenge to manage.

## 8.3 Possible solutions, alternative approaches

- 8.3.1 The project was asked to identify areas of the country where an **archaeological resource centre** might provide an acceptable solution for the continued provision of access to archaeological

collections. Table 1 lists the gaps in collecting areas identified by the survey of museums, together with the reasons and any proposed solutions.

- 8.3.2 In the case of Sheffield it is not a question of space so much as the relevant expertise. Unfortunately, as further cuts have been announced at Sheffield Museum, the problem here may be likely to persist for some time<sup>3</sup>. This affects Sheffield itself, along with two Derbyshire districts and part of a third.
- 8.3.3 Significant problems have been identified over a long period in Northamptonshire, and there are also areas of Nottinghamshire which are not covered by any collecting museum. The relevant County and Planning Archaeologists are aware of these issues as is English Heritage.
- 8.3.4 The scale of the problem resulting from Reading museum ceasing to collect from other authorities following reorganisation of the eastern part of historic Berkshire is being quantified by the local County Archaeologist.
- 8.3.5 In Kent a lottery bid for a proposed regional store for east Kent failed. This was a collaboration between the university, Canterbury Archaeological Trust, EH and Dover Museum. An alternative proposal is being investigated to cover just Dover and Canterbury, for a new-build joint store with CAT. This would only solve the problem for a small part of the county, however. Significant undepositable archives have resulted from major infrastructure works in the county. To date it has proved very difficult to identify any possible solution on a county-wide basis.
- 8.3.6 In the North East, the potential for an archaeological store for County Durham is being discussed, and in the East of England a county store for Essex has been discussed.
- 8.3.7 **Other storage solutions** have been adopted by some museums whose stores became full. Cheshire salt mines are used by the commercial company DeepStore for archival and museum storage 150m below ground in an environment with consistent temperature and humidity levels. One organisation surveyed is already using this facility, and a second has now agreed a contract.
- 8.3.8 **Digitising paper records** and managing **born-digital data effectively** are two methods being trialled as a means of reducing storage space requirements. The ADS are working with museums and planning archaeologists in Devon on a pilot project which requires all born-digital data from archaeological projects to be archived with the ADS. The ADS is also piloting a project on accessioning digital data including photographs, in collaboration with Wessex Archaeology.
- 8.3.9 **Selection and retention** is an area which could be considered and developed further, perhaps with the development of policies even for a few categories of artefacts. If nationally or regionally agreed, such policies could have a significant impact on storage requirements and costs. Selection and retention need to be considered both in relation to existing museum collections, and to archives for future deposition. In relation to existing collections levels of expertise are relevant. Museums with no archaeological expertise in house would need expert advice and assistance. There could potentially be a role for period and artefact special interest groups, but funding would need to be obtained. In relation to the creation of archives for future deposition, this is an area where collaboration between all parties is required, to ensure agreement between museums, archaeological contractors and planning archaeologists on what is appropriate.

<sup>3</sup> However, with the assistance of funding from Arts Council England, a fixed-term post to March 2015 for a Curator of Archaeology was advertised in November 2012.

## 8.4 In conclusion

- 8.4.1 This project has taken a national perspective and investigated issues relating to archaeological archives across the whole of England from both the museum and archaeological contracting points of view. However at a national level it is only possible to identify general trends. The real issues are the many local situations, influenced by the local history and development of museums in their towns, districts, or counties, and subject to local pressures and political agendas.
- 8.4.2 Issues relating to archaeological archives seem to be addressed most effectively through local collaboration. For example where museums work together and address shared issues relating to archaeological archives, or when County Archaeologists or Planning Archaeologists work together with museums. In Surrey and also in historic Sussex there have been such collaborations which have mutually agreed museum collecting areas, in areas where there are great many museums, some only accepting from as few as three parishes. Such agreements appear effective, but need to be more widely known.

*There needs to be a dialogue between County Archaeologists, Planning Archaeologists, and Museums.*

- 8.4.3 The project has touched upon a wide range of issues relating to archaeological archives and museums. Some issues have been clarified, but the situation is complex and other aspects require further research to be better understood. It is also a changing picture, which seems likely to undergo more change over the coming years as the effects of present and future funding cuts and economic pressures are felt.



## SECTIONS 9 & 10

# Acknowledgments & References

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## APPENDIX 1

# Results of the survey of museums

## APPENDIX 1 RESULTS OF THE SURVEY OF MUSEUMS

### Introduction

The survey of museums formed the core of the overall project *Evaluating the archaeological resource in store – informing the future*. A survey of contracting archaeological organisations was carried out at the same time by FAME (the Federation of Archaeological Managers and Employers).

A detailed questionnaire was drawn up in collaboration with the Project Board, for completion by all museums accepting archaeological archives in England (see Appendix A below). The questionnaire was designed to be completed online, using SurveyMonkey software. Individual invitations to complete the survey were emailed to 150 museums on 15 February 2012. The initial mailing list was based on museums identified during the 2006 collecting areas survey (Edwards 2007), augmented by additional museums which came to light as the project progressed. A series of email reminders was sent out in March and April. Information was received in April that the survey invitation was being blocked by some corporate spam filters and firewalls, and therefore it was not known how many museums had actually received either the initial invitation or any reminders. Around 200 telephone calls, initially to solicit email responses, and subsequently to complete Part 1 of the questionnaire verbally, were made during May, June and July.

A total of 136 responses was received, including 39 responses made by telephone (identified by \* in the list below). Responses could not be obtained from a total of 26 museums that are believed to accept archives. These include ten that did not respond or could not be contacted: Birmingham Museum and Art Gallery, Dorset County Museum, Hull and East Riding Museum (HERM), Portsmouth City Museum and Records Service, Rugby Art Gallery, Salford Museum and Art Gallery, Stockport Heritage Services, Tameside Museums and Galleries, Tenterden and District Museum, and Trowbridge Museum. Museums in Surrey have agreed collecting areas, and seven of these museums were not contacted but are understood to accept archives. The Sussex Museum Group also has agreed collecting areas, and here nine of nineteen museums were not contacted. There were two responses from organisations which have previously accepted archives but do not do so now (Cheshire West and Chester Historic Environment Team – Archaeology, and Nottingham University Museum). These were relevant in relation to the quantities of archaeological material held, and their use of stored archaeological material.

The questionnaire was in four parts. Part 1 asked for basic information about the museum and information to update the map of collecting areas for archaeological archives. Part 2 aimed to investigate how archaeological collections compared with other collections in the museum, Part 3 asked how collections in the museum were used, and Part 4 sought to find out how archaeological collections in the museum had been affected by the development and growth of commercial archaeology.

The account which follows summarises the results of the questionnaire for each Part in turn, and includes all free text responses in full.

## Part 1 Basic information about the museum and information to update the map of collecting areas for archaeological archives

Responses were received from the following museums and repositories:

NAME OF MUSEUM
Bassetlaw Museum
Blackburn Museum *
Bolton Museum *
Borough of Poole Museum Service
Bradford Museum Service c/o Cartwright Hall Art Gallery
Braintree District Museum *
Bristol Museums, Galleries and Archives
Bromley Museum
Buckinghamshire County Museum
Buxton Museum and Art Gallery
Calderdale Museums Service, Bankfield Museum *
Cambridgeshire County Council, County Archaeological Store
Canterbury Heritage Museum, Canterbury Roman Museum, Whitstable Museum and Gallery, Herne Bay Museum and Gallery, New Beane Art Museum and Gallery
Chelmsford Museum
Cheltenham Art Gallery and Museum
Chertsey Museum
Cheshire West and Chester Historic Environment Team – Archaeology; this team is composed of staff of the former Chester Archaeology which was the archaeological service of Chester City Council. The Council ceased to exist in April 2009 when the unitary authority of Cheshire West and Chester Council came into being.
Cheshire West Museums consisting of the: Grosvenor Museum, Chester, and Weaver Hall Museum and Workhouse, Northwich
Chesterfield Museum and Art Gallery *
Chichester District Museum (soon to be relaunched as The Novium)
Chippenham Museum and Heritage Centre
Clifton Park Museum (part of Rotherham Heritage Services)
Colchester and Ipswich Museum Service (Colchester Collection)
Corinium Museum
Craven Museum and Gallery
Dacorum Heritage Trust
Dales Countryside Museum
Dartford Borough Museum
Dean Heritage Centre *
Derby Museum and Art Gallery
Doncaster Museum Service

NAME OF MUSEUM
Dorman Museum *
Dover Museum *
East Riding of Yorkshire Museums Service
East Surrey Museum, Caterham
Elmbridge Museum
Epping Forest District Museum
Fishbourne Roman Palace
Fishing Heritage Centre, Grimsby, via North Lincolnshire Museum Service *
Gloucester City Museums (Gloucester City Museum, Gloucester Folk Museum)
Great North Museum: Hancock *
Greenwich Heritage Centre
Hampshire County Council Arts and Museums Service
Harrogate Museums and Arts
Hastings Museum and Art Gallery
Hertford Museum
Horsham Museum and Art Gallery
Ipswich Museum
Jewry Wall Museum, Leicester Arts and Museums Service *
Kendal Museum of Natural History and Archaeology
Kettering Art Gallery and Museum: The Manor House Museum Collection *
Kingston Museum
Kirkleatham Museum *
Kirklees Museums and Galleries (most of the collections are at Tolson Memorial Museum)
Lancashire County Museums *
Leeds Museums and Galleries
Leicestershire County Council Museums
Littlehampton Museum
Luton Cultural Services Trust, Wardown Park Museum *
Maidstone Museum and Bentlif Art Gallery
Malton Museum *
Mansfield Museum *
Museum of Barnstaple and North Devon
Museum of Farnham
Museum of Island History, Isle of Wight heritage Service
Museum of London
Museum Resource and Learning Centre, Hereford. Part of Herefordshire Heritage Services, Hereford Museum and Art Gallery
Museums Sheffield

NAME OF MUSEUM
National Museums Liverpool *
Newark and Sherwood District Council Museum Service *
Norfolk Museums and Archaeology Service *
North Hertfordshire Museums: Museums Resource Centre
North Lincolnshire Museum Service *
Northampton Museums and Art Gallery
Nottingham City Museums and Galleries *
Nottingham University Museum *
Old Fulling Mill Museum of Archaeology *
Oxfordshire Museums Service
Peterborough Museum *
Plymouth City Museum and Art Gallery
Powell-Cotton Museum
RAMM – Royal Albert Memorial Museum and Art Gallery, Exeter
Reading Museum
Ribchester Roman Museum
Richmondshire Museum
Roman Baths Museum
Royal Cornwall Museum
Royal Pavilion and Museums, Brighton and Hove *
Russell-Cotes Art Gallery and Museum
Rutland County Museum
Ryedale Folk Museum
Saffron Walden Museum
Scarborough Museum Trust
Shropshire Museum *
Somerset Heritage Service *
Southampton City Council Arts and Heritage (covering Tudor House Museum and Garden, City Art Gallery, City Archives and Sea City Museum, latter opening 10th April)
Southend-on-Sea Museums Service
Spelthorne Museum
Suffolk County Council Archaeological Service *
Swindon Museum and Art Gallery *
Tamworth Castle Museum *
Tees Archaeology
Tewkesbury Museum *
The Beacon Museum
The Bowes Museum *

NAME OF MUSEUM
The Collection: Art and Archaeology in Lincolnshire
The Herbert Art Gallery and Museum
The Higgins Art Gallery and Museum, Bedford
The Manchester Museum
The Potteries Museum and Art Gallery *
The Stroud District (Cowle) Museum Service (The Museum in the Park)
The Three Rivers Museum
Thirsk Museum
Thurrock Museum *
Torquay Museum
Tullie House Museum and Art Gallery Trust
Tunbridge Wells Museum and Art Gallery
Tyne and Wear Archives and Museums *
Valence House Museum
Wakefield Council, Arts and Museums *
Warrington Museum and Art Gallery
Warwickshire Museum
Watford Museum
Welwyn Hatfield Museum Service (Mill Green Museum and Welwyn Roman Baths)
West Berkshire Museum
Whitby Museum
Wiltshire Heritage Museum
Winchester Museums
Worcester City Art Gallery and Museum
Worcestershire County Museum
Worthing Museum and Art Gallery
Yorkshire Museum (York Museums Trust) *

Those marked with an asterisk \* responded by telephone.

## How is the museum funded?

Local authority 96, other 31, not answered 9

Three quarters of these museums contacted (96 of the 127 responses to this question) were funded by local authorities. Thirty-one (24%) were funded from a range of sources, as specified below, eleven of which included some element of local authority funding. Telephone discussions with staff at museums which had transferred from local authority to Trust status indicated that this has had a negative impact on museums' management of archaeological archives. The question asked about museum funding, rather than about the organisation basis, so some local authority funded Trusts may not have been separately identified.

A trust, which has been set up to manage the collections that belong to the [place].
Charitable Trust with some central government and local authority funding.
Charitable trust funded by grants and income.
Charity run by volunteers.
Collections owned by [local authority] but under 10 year management agreement with [institution]. Some funding from [local authority] but this will stop after 10 years.
Donations etc.
Independent.
Independent charitable trust with annual grant from [] council.
Independent Charity. We have £38k in public funding, everything else we earn, plus have an £80k pa deficit.
Independent, run by [name] Society.
Local Authority and other forms equally.
Local Authority funds Trust.
Mainly local authority but increasingly dependent on entry fees and income generation.
Mainly local authority funded by [local authority] (provides revenue budgets and employs staff) but the collections and buildings are owned by [name] which raises capital funding.
Mainly visitor admission tickets.
Mixture of sources including [name], [name] , [name].
National funding.
National Park Authority funded via DEFRA.
Registered Charity.
[name] is a charity raising revenue by admissions.
Run by independent body, [name], with substantial financial support from Local Authority.
Run by volunteers.
Some LA funding, but needs to generate income in addition.
Trust.
University Museum.
University of [name].
Voluntary.
We are a Trust so are funded by a number of bodies including the local authority, Art Fund, Esmée Fairburn, HLF, private funds etc.
We are a trust that receives some local authority funding as well as doing our own fund raising.
We are an independent trust, funded by our own efforts, members' subscriptions, visitors entrance fees and various fund-raising activities.
[name] Society.

## Is the museum currently able to accept archaeological archives?

Yes 120, no 12, further details 52, not answered 3

One hundred and twenty respondents said that their museum was able to accept archaeological archives. However, as 36 mentioned that lack of space might be an issue, or identified specific non-geographical conditions to acceptance, just 84 museums were able to accept archives without conditions. Of the 36, 24 noted that space was an issue which would affect their ability to take some archives, eg large archives, or those which had not been subjected to rigorous discard policies, and 12 mentioned conditions which could affect acceptance, eg that their museum deposition guidelines imposed limits on the contents of archives which would be accepted. It should be noted that the survey did not specifically ask whether there were conditions or limitations on museums' ability to accept archives. It is therefore possible that a larger number impose conditions or have little space to accept archives.

<b>Not accepting:</b>
We do not accept archives at present. We have lost our Curator of Archaeology and have been unable to fill the post since 2009 due to lack of funding.
July 2012 the museum is temporarily not accepting archives, until new policies have been ratified. Once this is done, archives will be accepted.
A temporary halt to accepting archives while the museum underwent a major redevelopment and pending a new collecting policy.
Have a few pending but we are not accepting any further archives as we are full.
We have accepted Archaeological archives in the past, but it has got confusing with what comes here and what goes to the Local Studies and Archives in Bromley Central Library. It has now been decided all future archives will go to Local Studies and Archives.
We do not have the space to store lots of boxes which invariably cannot ever be displayed and no-one ever wants to look at!
Museum does not actively collect but may accept a donation in exceptional circumstances.
<b>Limited space:</b>
Due to limited storage space each potential donation is considered carefully.
The museum accepts archaeological archives as space becomes available. Space becomes available through acquisition of a new store, repatriation or archives and reorganisation and repackaging of the collection.
Due to space limitations we can only accept very small collections of items in certain circumstances.
For the next few months we will only be collecting archives from archaeology units if they have notified us in advance.
Only small scale due to lack of space. May have to review.
Still accepting archives at the moment, but space is an issue. Cut off date is 1600 for complete archives, but will take industrial sites of importance, and have not yet refused any archives from post-medieval sites.
Do not accept human remains. Have space for size of archives generally received, although one large excavation would leave store full.
Stores getting full, running out of room.
Space to take only a very limited number of small archives from watching briefs and evaluations until a new storage facility becomes available.
But only small and by prior arrangement. Museum is still giving out accession numbers.
Space is at a premium. No archives have been refused due to lack of space.
Small ones. A large archive would be a real problem.
Dependent upon size.
Depending on space. Archaeological contractors need to contact the museum in advance and follow deposition guidelines. Archives need to enhance existing collections or have research potential.

But have just reached the stage where there is no more free shelving in the stores so archives are being stored in offices until more shelf space can be created by rearranging existing items.
Whilst we are able to accept archaeological archives, there is an issue with having time to clear space for incoming archives by rationalising current holdings and by making space by more efficiently storing and packing existing archives.
Within limits – we are a very small organisation.
We do still accept small archives from out of county units.
Depends on their size as space in store is at a premium.
While the museums service is able to accept material, storage constraints mean that acceptance may have to be selective.
Moving away from accepting large objects, eg building stone.
The Museum has recently acquired an off-site storage facility, in which we now store the majority of our archaeological archives. However, this is already approaching capacity, having accepted two large archives that were being stored previously by other museums for us.
From recognised archaeology services and at a one-off storage charge subject to availability of suitable space.
Only by prior arrangement in writing subject to space.
<b>Conditions on acceptance:</b>
It depends on a huge number of factors – relevance to our collections, local etc, volume, quality, how well displayable.
By arrangement. There is a one off deposition fee of £30 per box or equivalent.
We accept archives if the acquisition is approved by our Acquisitions Panels.
With prior discussion, in accordance with guidelines.
Archives accepted subject to our Deposition Policy, which details title, retention and disposal prior to deposition, deposition charge and packing and labelling requirements.
There is a document available for archaeological companies / field units who are depositing archives.
Not now accepting paper only archives and rigorous pre-deposition filtering system has been introduced.
But only paperwork and exceptional finds, in accordance with deposition guidelines. A rigorous discard needs to have been observed for an archive to be accepted.
The museum has a limited collecting policy, as defined in Acquisitions and Disposals policy.
In accordance with deposition guidelines.
In accordance with deposition policy.
The Bowes Museum is named as the current repository for archaeological archives from County Durham. It has Guidelines for the Deposition of Archaeological Archives. However, archaeological contractors must please note that there cannot be an assumption that archives will be accepted by the Museum, due to severe limitations of space. The Museum must be informed well in advance of the intention to deposit items; the Museum will work with Durham County Council Archaeological Service to achieve the most appropriate solution in each case.
North East Lincolnshire archives are administered for the Fishing Heritage Centre, Grimsby, by North Lincolnshire Museum Service.
From within Torbay Unitary authority or sites which it already holds finds from.
Only from within the Borough of Northampton.
Any archive must be from within the Borough of Poole boundary or Poole Harbour.
We accept all archaeological archives from Coventry and the surrounding area up to the boundary with Warwickshire (county that surrounds Coventry).
Current county of Somerset, and North Somerset under Service Level Agreement.
Only where dig is in Spelthorne. (Spelthorne Museum is a general museum for artefacts related to the borough, including – but not limited to – archaeological material).
Will also accept Bronze Age material from east Kent as museum of last resort.
Not a repository, but has taken material from Trent and Peak work in the past. See use of collections below.

## Has the museum collecting area changed or have there been relevant changes to the museum service since 2006?

Yes 26, no 70, details 29, not answered 40

This question aimed to establish how much change had taken place since collecting areas were last surveyed in 2006. Changes related to local authority reorganisation, revisions to collecting areas, museum changes, staff changes, policy changes, as detailed below. Some changes have improved upon the situation recorded in 2006.

<b>Local authority reorganisation:</b>
Shropshire County Museum Service and Shrewsbury and Atcham Borough Museum Service merged in 2009 to form Shropshire Museums. Our collecting area covers the whole historic county of Shropshire. However, a charge is made for the deposition of archaeology project archives from within the Telford and Wrekin Borough.
Cheshire West and Chester Historic Environment Team – Archaeology; this team is composed of staff of the former Chester Archaeology which was the archaeological service of Chester City Council. The Council ceased to exist in April 2009 when the unitary authority of Cheshire West and Chester Council came into being.
In April 2009 the Unitary Authority Area of Cheshire West and Chester was established. Since this time Cheshire West Museums only collect from Cheshire West and Chester. It will only accept archives from Cheshire East when none of the Cheshire East museums can/will accept it.
<b>Revisions to collecting areas:</b>
Since 1 January 2011 new accession numbers have only been issued for archives within Reading Borough boundary.
There have been a few minor tweaks, as boundaries between Devon museums have been tidied up from their former Coroner's Office boundaries.
Museum now operates the Lowewood museum in Broxbourne as well.
The museum's collecting policy is being changed and all archaeological archives and spot finds are to be sent to Dorset County Museum. The Hengistbury Head archive will be placed in the new Hengistbury Head visitor centre (opening by the end of 2012 early 2013). Until then RCAGM will still make the archaeology it holds accessible to researchers and available for inter-museum loan. The non-Hengistbury Head material will be transferred to more suitable museums (Hampshire County or Dorset County Museum).
Ipswich Museum will take archives from Ipswich District. Discussions are ongoing with Suffolk County Council regarding archives from East Suffolk and advice should be sought when trying to deposit archives from this area.
The Isles of Scilly Museum (IoS), St Mary's, IoS now collects for the IoS.
Warwickshire Museum's remit has changed as Rugby Art Gallery take archaeological archives from the town of Rugby and the directly neighbouring parishes. Also, the Shakespeare Birthplace Trust no longer take Archaeological archives, so we will now be accepting those from Stratford-upon-Avon.
The new collecting policy (in prep – due April 2012) will reduce the museums collecting area to within the borough boundaries.
Overlaps with Cheltenham, Stroud, and Corinium Museums have been eliminated.
Slight alteration to the civil parishes allocated between museums in Gloucestershire.
Collecting areas for West / East Sussex have been redesignated in partnership with the county archaeologist, museum's voluntary and field units.
The collecting area was established in the 1980's and covers the geographic span of our District plus a small area outside up to the river Arun.
Please note we do not have a collecting area as such.
<b>Museum changes:</b>
Leeds City Museum opened in 2008. Our collecting area is still Leeds Metropolitan District.
The Trust began managing the collections in May 2011.
Merger with Worcester City Museum and Art Gallery to form Museums Worcestershire.

Worcester City and Worcestershire County services have merged into a new service called Museums Worcestershire but collections are still owned and managed separately.
Experience Barnsley project is intending to take archaeological archives from Barnsley area from late 2012 so this is now out of our collecting remit.
Transfer of museum to trust status in 2008, closure of Rotunda Museum and reopening in 2008 as a Museum of Geology, closure of Wood End Museum in 2006. So nowhere to display archaeology.
<b>Staff changes:</b>
Curatorial team restructures. Redevelopment of main museum.
The museum collecting area has not changed, but since April 2011 there is no longer a Keeper of Archaeology (for 5 years previously the post had been 2.5 days per week, before that it was full time but with management responsibilities). As Collections Officer (and previously Keeper of Archaeology) I am responsible for the archaeology collection, including accepting archives.
Fewer staff, taken on additional activities (TIC).
Collecting area is unchanged but the service has altered with the reduction of staff. In 2010 the museum had three curatorial staff but since Sept 2011 there has only been one.
Whilst the collecting area has not changed in 2007 [museum] restructured its curatorial team making two curators redundant (one retired and the other found a consultancy job). Up to this point we had curators dedicated to Social History, Industrial History, Natural History, Visual Arts, and Archaeology. Following this restructure, those that were left were rebranded 'Keepers of Collections' but sharing out responsibility of Visual Art and Natural History between us as orphaned collections. This has in theory led to my work on archaeology being not 5 days a week but 4 days. In practice I may have to do pest checking for weeks then accessioning of finds for weeks at a time.
<b>Policy changes:</b>
Updated Acquisitions and Disposal Policy review and updated 2009.
A new archaeology deposition policy has been introduced.

### **Collections or acquisitions and disposal policies**

Respondents were asked to supply copies of museum collections policy and any relevant supporting documents to confirm details of collecting areas. Forty-eight were provided, and others were accessed through internet searches. Although in some cases these versions appeared to be out of date, they provided reasonably reliable information about collecting areas for archaeological archives. Telephone respondents were asked to describe their collecting areas. The survey did not make a specific request for copies of deposition guidelines which some museums have for archaeological archives, but some were provided or were accessed independently from the web.

### **Scope of collections**

Nine respondents identified their organisation as only collecting archaeological material.

### **Does the museum have a specialist curator of archaeology?**

*Yes 53, details of post title 47, no 71, not answered 12*

Just over two fifths of respondents to this question (43%) replied that their museum had a specialist curator of archaeology. The proportion of telephone respondents was lower, at 11 of 33 who answered this question (33%).

The additional detail provided about the 53 museums with specialist curators of archaeology indicates that rather fewer of these were truly specialist posts dedicated solely to archaeology (see below). Fourteen of the post titles were general (eg 'Curator'), which may not include a requirement for an archaeological qualification. Although 75% were full time posts, 55% combined more than one specialism, thus reducing the time available to care for archaeological collections.

Forty-seven respondents gave a total of 29 different post titles:

Archaeology Curator x 2; Assistant Curator of Archaeology x 2.
Archaeology/Archaeological Officer x 3.
Collection Care Curator.
Collections Access Officer – Egyptology and Archaeology; Collections Access Officer (Archaeology); Collections Access Officer – Archaeology and Industry.
Collections Officer (Archaeology); Collections Officer (British Archaeology); Collections Officer – also now responsible for Social History and Geology.
Curator x 6; Curator (Community and Collections); Curator of Antiquities and Assistant Curator of Antiquities; Curator of Archaeology x 7 (plus one unfilled post); Curator of Archaeology and World Cultures; Curator of Human History x 2.
Curatorial Assistant.
Documentation Officer – responsible for general documentation across all the collections and specific curatorial responsibility for archaeology.
Keeper of Archaeology x 3; Keeper of Archaeology, Ethnography and Numismatics; Keeper of Collections; Keeper of Early History.
Museum and Gallery Manager; Museums Manager.
Senior Collections Officer (British Archaeology).
Senior Curator and Curator of Archaeology; Senior Curator (Archaeology) and Archive Manager; Senior Curator of Early Leicester.
<b>Other comments:</b>
Existing post will be deleted from March 2012.
The current post holder is a qualified field archaeologist with a degree in archaeology. However he is responsible for the care of other collections – World Cultures, Antiquities, Social History, reflected by the post title Museum Officer, Human History. Should the post holder change there may not be a specific requirement for the post holder to have the level of archaeological expertise and experience that the current post holder has.
Team management structure, which includes archaeological expertise across the two university museums.

Respondents were asked for further details about the posts held by specialist curators of archaeology:

	Response percent	Response count
Is the post full time	74.5%	38
or part time	21.6%	11
<i>no response</i>		2
Is the post paid	68.6%	35
or voluntary	2.0%	1
<i>no response</i>		15
Does the post combine more than one specialism?	54.9%	28
Other details if relevant		24
	<b>answered question</b>	<b>51</b>

<b>Other details:</b>
Time split between responsibilities for Archaeology and Industry.
Includes responsibility for Ethnography and World Archaeology collections.
Also deals with Community Archaeology and research.
Also covers community archaeology. Planning Archaeology is within a Historic and Natural Environment Team of [local authority].
Archaeology and Numismatics.
Also Keeper of Numismatics.
The Keeper of Early History also looks after the numismatic/paranumismatic collections and the arms and armour.
Cornish, European, Ancient Civilisations Archaeology, Numismatics and World Cultures collections.
The museum has fine and decorative art, costume, social history and is in a Grade II* listed building. I am the only curatorial member of staff. I also manage the other staff, 3 full time equivalents.
Doubles up responsibility as overall manager.
Post holder also museum's overall curator due to staffing cuts.
Combines with managing the Collections Team and the Museum Resource and Learning Centre building.
Half of the job relates to archaeological curation and half relates to community engagement. However, an archaeological background is required for the archaeological curator aspect of the job.
While the post is full time, unlike the other curatorial posts at the museum it is also combined with the role of Senior Curator which brings additional duties. As such direct curatorial work on the collections probably averages out at 2.5–3 days per week rather than 5.
The posts cover local archaeology, history, classical archaeology, Egyptology, numismatics.
From April 2012, this will include social history.
Post is half-time and also covers day to day management and running of museum.
1.5 members of staff – Curator of Archaeology, and Senior Curator of Archaeology.
The collections cover the period from the upper Palaeolithic to the 16th Century and one curator deals with this.
The Archaeology Curator does not live locally and the Assistant is more actively involved.
2.5 days p wk.
Curator deals with archaeology as part of Job Description.

**If there is no specialist curator of archaeology please provide the job title and/or area of expertise of the person responsible for ensuring that archaeological archive material is properly managed and that access for researchers can be provided?**

Seventy respondents provided information, as listed.

Responses have been segmented, based on the assumption that archaeological archives are best managed by individuals who have an archaeological background and/or qualification. This is not to say that experienced and/or qualified museum professionals are not able to manage archaeological archives, it is more that the additional experience with archaeological archives is an advantage.

Of the arrangements described for ensuring proper management and access, only the following nine appear to be sustainable, in that they would survive changes in staffing.

Advice of museums mentor is used. Board of Trustees includes several renowned archaeologists, and support and advice are provided by an archaeologist on a voluntary basis.
All [name of organisation] staff work some of the time in the archive.
Store is overseen by county archaeologist (team manager). We have no display areas so are solely concerned with accessions, research access, and loans to museums.
Collections Manager looks after archaeological archives, in conjunction with the Archaeology Development Manager.
Curator of Human History works alongside the County Archaeologist and HER Officer to manage collections and provide access to researchers.
Archaeology Advisor who has previous active experience on Arch Digs and member Archaeol Societies.
Keeper of Local History and Archaeology.
Work closely with [city] Archaeological Trust, and staff of English Heritage stores at [place].
Work in partnership with local archaeological society, and store their finds. Assisted by county archaeological staff as well.

The following 61 responses appear to describe arrangements which are less than ideal, in that they refer to members of staff with general backgrounds, or individuals with specific archaeological knowledge that would not necessarily be replaced if they were to leave. Of greater concern are three vacant posts, and another funded until the end of July 2012 (asterisked). Nine of the less-than-ideal arrangements described have come about due to recent or current funding cuts (see underlined text).

*Curator of Archaeology post is currently unfilled. The Heritage Manager (a Museum Archaeologist) for the wider [name] Museum Service is providing cover at present.
*Property Manager, vacant post.
*City Museum Curator. The job description has not been published yet, let alone anyone being appointed.
*The Collections Access Coordinator currently manages this collection. [S/he] has an in depth knowledge of the collection and some archaeological expertise. However we are currently not able to provide access to collections at the present time as it is not part of this role. Information is provided to enquirers and the collections are cared for however. <u>This post is currently only funded until the end of July 2012</u> as it was a hub funded post and is temporarily covered by the Arts Council Transitional Fund.
Curator, and [borough] Archaeological Society.
There is no archaeology curator, and it is not a current priority to create a specialist post. There is a curator of industrial history, and museums in [local authority] have good links which allow expertise to be shared.
As Collections Officer I am still responsible for the archaeology collection, but now also have responsibility for much to do with the ceramics and natural sciences collections. My background is in archaeology (working in units and museums since [year]). However if I leave there is no guarantee that the next post holder will be an archaeologist. (See also answer on previous page).
Assistant Curator has a degree in archaeology, but as a curator is a generalist. Bring in expertise when required, eg project two years ago to carry out documentation of 1970s archives.
Assistant Museums Manager has a degree in archaeology and experience of curating archaeological collections. However, the post requires a degree in a relevant subject, not specifically in archaeology, so it is possible in the future that there would be no staff with archaeological qualifications at the museum but it is unlikely this would be a major problem in terms of curation and access as our curatorial staff (2.5 equivalent) are expected to look after all the collections – we have never had specialist curators. A good comparison would be with the geology collections – no member of staff has geology qualifications but researchers are assisted and the collections are displayed and repacked, often with the assistance and advice of specialist geology volunteers.
The museum has three members of staff: The Curator, the Education Officer, and the Collection Assistant. The Curator and the Collection Assistant manage all aspects of the museum collection, not just the archaeological artefacts. Any collection-based query would be handled by either the Curator or the Collection Assistant and access provided to the relevant collection.

Collections Management Officer. The Museum does not have dedicated keeper posts for particular subject areas, but members of the team have a range of subject specialisms including Archaeology.
Collections Manager.
Collections Manager, has been working with the collection since [date]. [Qualifications include archaeology and museums]. Special Projects Officer, working with the collection since [date]. [Qualifications include related subjects and museums].
Collections Manager and Documentation Assistant with volunteer support.
Collections Manager. Overall responsibility for collections care, documentation, display etc.
Collections Manager, currently with a social history background, looks after archaeological archives.
Collections Manager, formally [formerly?] the Curator for Archaeology.
Collections Officer.
Collections Officer covers all museum collections. Not an archaeologist, archaeological background not required for post.
Collections Officer has overall responsibility for all the Museum's collections.
Collections Officer, whose personal area of expertise is costume and textiles.
Collections Team (Collections Access Officer, Assistant Collections Access Officer, and Documentation Access Officer) manage and provide access to archaeological archive material.
Curator.
Curator (current person has degree in Ancient History and Archaeology).
Curator has responsibility for all collections disciplines.
Curator of Collections.
Curator of Human History.
Curator. The present holder of this post has is a specialist curator of archaeology, but this is not a requirement of the post.
Curator, Human History – local history rather than archaeological background, <u>post of archaeologist frozen/removed when last archaeological curator left in 2005.</u>
Curator. Current curator is an experienced museum archaeologist.
Curatorial Assistant (employed part time) – also we do have a retired archaeologist on our volunteer team who assists where required.
Currently Assistant Museum Manager but title due to change soon.
Currently there is a curator and assistant curator who both work three days a week. Both hold degrees in archaeology and have worked extensively with archaeological material. <u>The assistant curator post will finish at the end of April 2012 and will not be filled. The curator will retire at the end of April and the job is currently being advertised.</u> It is unknown if the new curator will have any experience with archaeological collections but it was not part of the experience asked for in the job description.
Documentation and Collections Officer (General curatorial and collections management expertise).
Collections Officer (Information).
General museum experience only.
History curator covers archaeology. Only two curators – History and Art.
Honorary Curator.
Honorary Curator (volunteer).
Head of Collections. Museum curator with 28 years experience, has managed archaeological collections, among others, for the last 17 years.
Museum Officer. Responsible for collections care and public access. No specific archaeology expertise.

Local Collections Curator. <u>Restructured last year.</u> Two positions abolished, specialist curator posts of Natural History and Archaeology abolished. All collections now divided between two posts. Administration of archaeological archives is deemed to be important role. Specialist knowledge is accessible at the moment but this may not continue, as it relies on the knowledge of the previous curator, now in a general post elsewhere in the organisation.
Managed by the Senior Keeper, who has a Social History background, rather than the Fine Art backgrounds of other staff.
Museum and Heritage Manager – I have a degree in Archaeology and History and have worked with archaeology collections for over [number] years including designing award winning archaeology galleries.
Museum Collections Manager (background in archaeological collections curation).
Museum Curator.
Museum Manager – Curator of collection.
Museum Manager is an archaeologist; supports Curator.
Museum Manager together with Project Officer (Collections).
Museum Officer.
Museums Development Manager – has archaeological background and AMA. Collections Assistant – AMA.
Museums Registrar. The current postholder also has archaeological curator responsibilities and is suitably qualified (PhD in Archaeology).
My post is Keeper of Collections and I now curate archaeology and natural history collections. <u>I was formerly the Keeper of Archaeology</u> and before that I ran [city] Archaeology Unit before it was disbanded. However we had a restructure in 2007 and <u>of the five curators we had to lose two.</u> Those orphaned collection responsibilities were then shared amongst those remaining. So although there is no Keeper of Archaeology as a post I am qualified and am doing that job as part of my post. In the future if I left, there would not necessarily be someone with the relevant archaeological experience.
<u>No specialist curator – lots of cuts last year, then retirements and redundancies.</u> Museum lost lots of specialist expertise. Conservation Planning staff in Council can help when needed. Funding to [borough] Archaeology was stopped – previously they provided on call archaeological advice, including fieldwork interventions on behalf of [borough] Council.
One curator, generalist. Access to a conservator and others to support where necessary.
One person covers everything. The job description for the post does not require an archaeological background, but the present postholder does have an archaeological background.
Principal Collections Officer is an archaeological specialist. Archaeological archives are currently accepted by the Museum Registrar aided by the Collections Officer (Natural History).
Responsibilities for the entire range of human history collections (archaeology, social history, ethnography, and decorative arts) are shared between the Curator and Documentation and Exhibitions Officer, with assistance from the Conservation Officer on cleaning, packing, and environmental control. The current Curator is an archaeologist and takes direct responsibility for management of and access to the archaeological collections as far as other responsibilities as head of service permit.
The current Collections Manager has an archaeological background and can advise, but is soon to retire. <u>The numbers of curatorial staff have been reduced.</u>
The museum is managed by two professional staff, a Manager/Curator and Assistant Curator who provide knowledge and access to the whole of our collections.
There is no specialist curator of archaeology, which falls under the remit of the Manager. <u>The museum is about to be restructured, and there is no information yet on what the new staffing structure will look like.</u>

## Part 2 How do archaeological collections compare with other collections in the museum?

This sequence of questions about storage space for archaeological and other collections aimed to find out more about the balance between different collections in store, and to gather data on actual space available.

### How much storage space does the museum have in total, whether in use or not (cubic metres)?

Responses 46, including 'not known' 18, not answered 90

	Cubic metres	Square metres
No of respondents	22	6
Total storage space, all respondents	27,440m <sup>3</sup>	10,495m <sup>2</sup>
Average storage space per museum	1,247m <sup>3</sup>	1,749m <sup>2</sup>
Minimum	7m <sup>3</sup>	1,060m <sup>2</sup>
Maximum	6,923m <sup>3</sup>	3,405m <sup>2</sup>

### What percentages of the total storage space are currently used for different types of collection?

Forty-nine responded, including four which were archaeology-only museums or repositories. Two respondents were only able to estimate percentages of their archaeological collections, and noted that the proportion of space used for other collections was unknown or under review.

Excluding the archaeology-only repositories, responses indicate that on average local history collections take up twice the space of archaeological collections.

Proportion of storage space used for different types of collection in museums					
	Archaeology	Natural sciences	Art	Local history	Other
Average percentages including archaeology-only stores	28%	8%	10%	43%	11%
Averages, excluding archaeology-only repositories	22%	9%	12%	45%	12%
Minimum %	0.7%	0%	0%	0%	0%
Maximum %	100%	60%	43%	97.3%	65%
Maximum % excluding archaeology-only stores	70%	60%	43%	97.3%	65%
Number of respondents able to estimate percentages	49	47	47	47	47

### What percentage of the total storage space is currently empty?

Forty-seven respondents provided percentages, ranging from 16 citing 0%, to one citing 50%, and averaging 6%.

If the average total space is 1247m<sup>3</sup> (see above), and the average empty space is 6%, on average responding museums each have 75m<sup>3</sup> empty storage space.

<b>Text responses:</b>
Couple of shelves.
Minimal within the stores; but there is unlimited space (with certain restrictions) in DeepStore.
None – but space is generally found when needed.
Not known.
Uncertain, but very little.
Under review.
Unknown.
Very little.
Very little.
We do not have a number for this but there is very little free space. We are undergoing a rationalisation process which should free up some space.

### Is any of this empty storage space allocated for archaeological archives?

Yes 36 (71% of responses), no 15, not answered 85

### Stored archaeological collections

<b>If you can, please provide a quantification of your stored archaeological collection</b>					
	<b>Response average</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Response total</b>	<b>Response count</b>
Cubic metres, all responses	314.81	8	2,759	6,611	21
Cubic metres excluding 2759 maximum	192.6	8	814	3,852	20
Number of boxes	1,538.86	8	6,500	33,855	22
<i>answered question</i>					<b>42</b>
<i>not answered</i>					<b>94</b>

Four respondents gave figures for both cubic metres and boxes, but three of these did not indicate whether both should be included, or just one measurement, so the figures for boxes in these three cases have been excluded from the totals above in order to avoid double counting.

The maximum cubic metre figure of 2759 appears to be an exception, as the next value down in sequence is 814. If 2759 is excluded from the average, this reduces to 192.6m<sup>3</sup>.

The quantification of stored collections is not a straightforward matter, as responses to this Part of the survey indicated. Capacity and objects are measured differently by different curators, and for different types of objects, as the following comment given in Part 4 illustrates:

We measure our storage capacity in linear metres of shelving for small objects/boxed objects and square metres of floor area occupied for large (generally palletised) objects, so unable to give cubic capacity as requested in part 2.

Responses to the survey and data from museums' deposition guidelines for archaeological archives indicate that box sizes vary. Whilst a total and average can be calculated by multiplying the box figures above by eg English Heritage's figure of 0.017 cubic metres, this results in a far lower cubic metre average for the museums giving numbers of boxes (26.2 cubic metres, rather than 314.81). It is of course possible that the 22 respondents who provided box figures have much smaller collections than the 21 providing figures for cubic metres.

Quantifications of archaeological collections were found in some of the acquisition and disposal policies provided by museums. Although many did not quantify archaeological collections, some included numbers of items. Seven museums in addition to those included above provided estimates of a total of 991,000 items, quantities ranging from 6000 in one museum to 500,000 in another, plus in one museum 'approximately five tonnes of material quantified in bulk (ceramic and building materials, bones etc)'. A further museum's archaeological collections review was unable to be more specific than 'an estimated 250,000–500,000 individual items'.

### Does the museum have specialist curator(s) for museum collections other than archaeology?

Yes 30, details 35, no 41, not answered 65

105 specialist posts listed.

<b>Details of other specialist curators:</b>
A Keeper of Social History (until December 2013). A Curator of Natural Sciences (formerly two posts – Keeper of Geology and Keeper of Natural History).
All full time posts: Two Heads of Department (Archaeology and Archive; History); Two Curators, Human Bioarchaeology; Two early-period Senior curators (prehistory/Roman; medieval/Tudor-Stuart); Later period Senior curators (fine art; costume/decorative art; oral history/contemporary); Supported by approximately ten curators, with disciplines ranging from social and working history, through Docklands history, to medieval).
Collections Manager.
Collections Officer (Social History). Part time – job share with Collections Officer (Archaeology). Paid.
Collections Officer– Costume and textile part time; Collections Officer – Social History part time; Collections Officer – Fine and Decorative Art part time; Principal Heritage Officer and Senior Collections and Access Officers cover Geology and Natural Sciences.
Costume (part time).
Costume and Ethnography; Natural sciences; Social history; Geology (voluntary); Yeomanry (voluntary).
Curator (Collections) – all non-archaeological collections.
Curator of Art; Curator of Natural Sciences; Curator of Local and Social History; All are full time and paid.
Curator of Community History (full time, paid); Assistant Curator of Community History (full time, paid); Curator of Natural History (full time, paid); Assistant Curator of Community History (full time, paid).
Curator of Decorative Art; Curator of Fine Art; Curator of Social History and World Cultures; Curator of City and Maritime Heritage; Curator of Natural History.
Curator of Local and Maritime Collections, FTE job share, paid; Archivist, full time, paid; Art curator, full time, paid.
Curator of Natural History (full time). The present Curatorial Manager was previously Keeper of Art (full time). Curator, Human History is responsible for both Archaeology and Local/Social History collections (full time).
Curator of Natural Science and Collections Manager – part time (4 days a week); Curator of Later Human History – full time; Courtney Librarian – full time.
Curator of Natural Sciences – full time; Curator of Social History – full time; Curator of Metalwork – full time temporary; Curator of World Cultures – part time temporary; Curator of Visual Art – 1 part time and 1 full time temporary; Curator of Decorative Art – full time; Access Curator of Ruskin Collection – full time.
Curator of Numismatics (part time) – paid; Curator of Archery (part time) Curator of Living Cultures /Anthropology (full time) – paid; Curator of Palaeontology (full time) – paid; Curator of Egypt and the Sudan (full time) – paid; Curator of Entomology (full time) paid; Curator of Zoology (full time) paid; Curator of Botany (full time) paid. Also a number of curatorial assistants in Entomology, Botany and Natural Environments.
Curator of Recent History; full time paid; Curatorial Assistant; part time (0.49 fte) paid.
Curator of Social History, part time, 2.5 days p wk.

Curator, Decorative Art and Designated Collections, part time paid; Curator, Human History, Part time paid; Collections Manager responsible for Fine Art, Natural History, Chinese Collections, Geology, and other uncurated collections Full time paid.
Each collection area listed on the website [address provided] has a curator. All are unpaid volunteers who are part time.
Existing post holders have specialisms which are not required for their position but which brings natural science and decorative art expertise to the service.
Guildhall curator (social history) – part time; Treasure House curator (social history) – part time; Goole Museum/Skidby Mill curator (social history) – full time; Sewerby Hall curator (Country House studies/decorative art – full time; 2 x Beverley Art Gallery curators (fine art) – job shared.
Keeper of Art (full time, paid); Military (part time externally funded); This is the only specialist curator – since April 2011. Previously we also had a Keepers of Archaeology (part time), Decorative Arts and Ceramics (part time), Natural Sciences (full time), Social and Industrial History (full time), Textiles and Costume (full time).
Keeper of Human History (World Collections and Social History) full time, paid; Curator of Art, full time, paid; Assistant Curator of Natural History, full time, paid.
Keeper of Natural History and Geology (full time, paid); Keeper of Art and Silver (full time, paid); Keeper of Social History (full time, paid).
Natural History – paid, half time.
Natural Science (curator, paid, currently part time maternity cover but usually full time); Costume and Textiles (curator, paid, full time); World Cultures (curator, paid, full time); Social History (curator and assistant curator, paid, full time); Industrial History (assistant curator, paid, part time); Decorative Art (curator and assistant curator, paid, full time); Contemporary Art (curator, paid, full time); Fine Art (assistant curator, paid, full time).
Natural Sciences, full time, paid; Art, full time, paid; Local History, full time, paid.
Natural Sciences, Social History, Technology, Fine Art, International Art, all full time paid.
No collections held.
One general full time curator post, though they have a degree in Archaeology and one part time Documentation Assistant. Curator has responsibility for all types of collection.
Project Officer – Collections.
Shoes, full time paid.
Social History and Art; Industrial History; Essex Regiment; all paid, full time.
Up until last month we also had two curators of Social History who in total worked 6 days a week on the management of that collection. These two posts have been scrapped and the specialist responsible for archaeology is now responsible for that collection.

### Part 3 How are collections in the museum used?

#### Research visits

Respondents were asked to quantify research visits to their museums over the past twelve years, 2000–2011. Focussing first on collections in store, they were asked to quantify visitors to archaeological collections, to natural science collections, art collections, local history collections, and other collections, and to identify which groups visitors belonged to: school, university, commercial archaeology, private research, volunteer workers, public, and special interest/community group. The same questions were then asked about pre-booked research visits to collections on display.

In general, respondents found it difficult to provide this data. Nineteen provided data on archaeological collections, but far fewer for each of the other categories. The year-by-year data provided separately for one museum segmented the user groups in a lot of detail, but not what they came to see. Twenty-one of

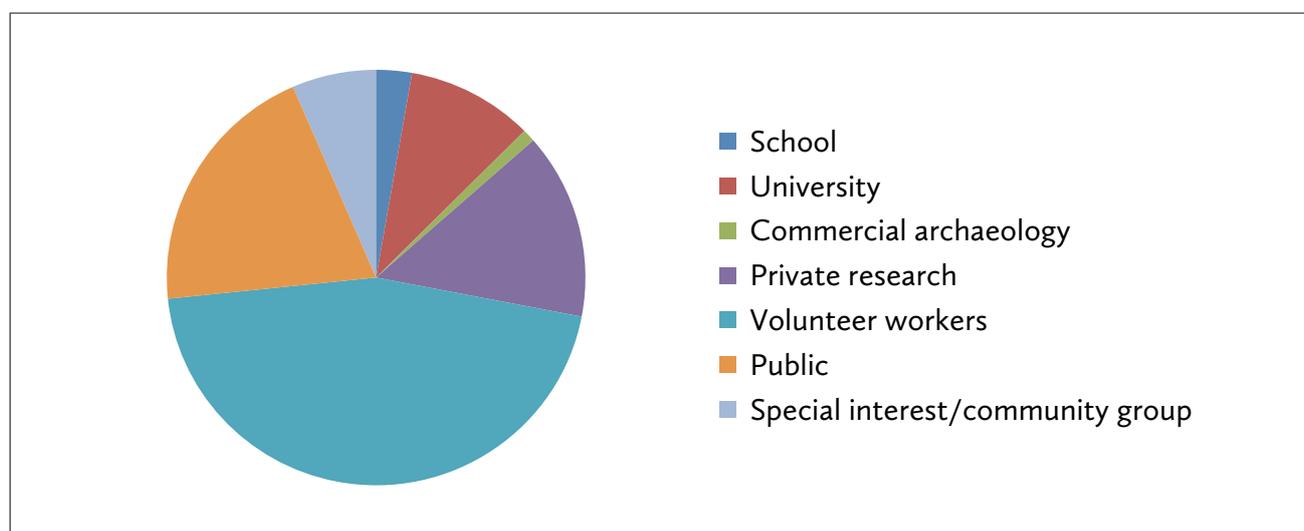
the telephone respondents were able to provide approximate quantifications of visits to archaeological archives per year or per month.

Respondents logged data in different ways, some by project, some by individual researcher, and some by visit, so the data are not directly comparable.

Although we hoped to find out detailed information about the different uses of different types of collections, the very small numbers who were able to answer these questions means that the results should not be regarded as representative on a detailed basis. Nevertheless, it was possible to gain a good general overview of uses of archaeological collections, and about visits to archaeological archives, particularly from telephone respondents.

Given that the figures include project and researcher numbers, each of which may well have included more than one visit, forty museums recorded a total of at least 2,015 visits to archaeological collections in store per year.

	Percentage of visits	No of visits/ projects/researchers
School	3%	232
University	10%	825
Commercial archaeology	1%	83
Private research	14%	1,222
Volunteer workers	45%	3,824
Public	20%	1,697
Special interest/community group	6%	548
<b>Total from online questionnaire (19 respondents)</b>	<b>100%</b>	<b>8,431</b>
<b>Totals given by telephone respondents multiplied up for 12 years (21 respondents)</b>		<b>14,976</b>
<b>Grand total visits/projects/researchers over 12 years (40 museums)</b>		<b>23,407</b>
<b>Equivalent number of visits/projects/researchers per year (40 museums)</b>		<b>1,951</b>
<b>Average visits/projects/researchers per year, per museum</b>		<b>49</b>



Number of visits to collections in store									
2000–2011	School	University	Commercial archaeology	Private research	Volunteer workers	Public	Special interest/ community group	Total	No of responses
Archaeological collection	232	825	83	1222	3824	1697	548	8431	19
	3%	10%	1%	14%	45%	20%	6%	100%	
Natural science colln	24	402	4	547	1685	106	839	3607	7
	1%	11%	0%	15%	47%	3%	23%	100%	
Art collection	15	1	8	28	270	794	90	1206	7
	1%	0%	1%	2%	22%	66%	7%	100%	
Local history collection	178	59	0	496	1020	973	174	2900	11
	6%	2%	0%	17%	35%	34%	6%	100%	
Other collections	0	32	0	8	130	25932*	82	26184	7
	0%	0%	0%	0%	0%	99%	0%	100%	
Other collections, excluding online access	0	32	0	8	130	524	82	776	6
	0%	4%	0%	1%	17%	68%	11%	100%	

\*This includes a figure of 25408 'visits' for online access.

Although the detailed quantitative information requested in the online survey proved difficult for museums to provide, telephone respondents were generally able to give an idea of how often people visited archaeological collections in store. The information listed below for 21 museums amounts to 1248 visits annually, or 14,976 over a twelve-year period equivalent to that requested in the detailed questionnaire.

<i>Contributions from telephone respondents on visits to and use of archaeological collections in store:</i>	<i>Equivalent to total annual visits</i>
About ten visits a year to archives. Includes PhD students, recently focusing on Anglo-Saxon material.	<b>10</b>
Fewer than ten visits to archaeological collections in store per year.	<b>9</b>
Average 5 to 6 people visit to use stored collections per month. A lot of these visits are to consult historic material, eg [] photos [], but there are visits to look at excavation archives. PhD students are usually studying particular sites. Generally, lots of collections-related enquiries.	<b>65</b>
For years there were no or very few visits, other than by the local archaeological society. Recently there has been a surge in interest, partly related to Time Team work just outside the district, and partly in relation to the assemblage from a Roman villa site within the district which was looked at for potential similarity to material from a similar site in an adjacent county.	<b>3</b>
There is at present very little stored archaeological material, as it has yet to be returned from [name] Museum, and only two archives have been accessioned in the last six years.	
When museum had premises, they did get researchers consulting stored archaeological material. Not possible at the moment.	
Non-university visits, about 6 people per year. University, an additional 3–4 users. Some will want to look at a single item, others use the collection quite intensively over a period of weeks or months. Not as much use of the stored collections as they would like. Specific collections get quite a lot of use, eg Samian, Binchester etc. Aiming to digitise the collection.	<b>10</b>
Researchers do not always ask the right questions, so may not be aware of what the museum holds.	

Enquiries about archaeological archives are rare – about two visits per year.	<b>2</b>
Around one visit per month to archaeological archives in store. If visits were to increase, capacity would be an issue, as archaeological material is not stored on site, so has to be brought back when required.	<b>12</b>
Variations in how much archaeological archives are consulted. Most popular archives are those from most interesting sites. Museum welcomes people coming to research and to look at collections in store.	
Last year (1 Aug–31 July) had 900 visits to collections in store (including multiple visits from students). As well as students, Workers Educational Association members (about 100), local archaeology community groups, school groups – all ages including special needs. Recently moved to new location, which will allow numbers to increase. Next year, university and WEA both want more visits. Other groups include women’s groups, mental health groups, young carers, people who had suffered strokes, severe learning disabilities.	<b>900</b>
Have only recently take responsibility for accepting archaeological archives, although have a few archaeological finds from previous excavations.	
Relatively few enquiries – about one every two months. Strong educational policy. Archaeological material taken out to events, to schools. Around six community excavations have been carried out, including children and young people from schools and clubs. Volunteers are used in the museum alongside visiting researchers.	<b>6</b>
People do consult archaeological archives in the museum. Researchers include local society members, and also specialists looking at specific areas.	
Enquiries to archives average 1 per month. Local volunteer group help supervise researchers in stores, thereby learning about material studied by researchers.	<b>12</b>
Over last ten years have done lots of outreach using archaeological archives. Archives have only been collected for the last 15 years. At a guess, 5–10 enquiries a year.	<b>8</b>
Not huge number of enquiries, but those who do come to look at archaeological archives have carried out significant research, eg Roman Castleford; PhD on Civil War material culture from Sandal and Pontefract castles. Future project on faunal material planned.	
Around two research visits per month. Collections used for wide range of activities – no archaeology gallery, so lots of outreach work. See Collections Review. Includes micro-museums at Sure Start centres, libraries, reaching out to all population. Schools too, also further afield in Sussex and Surrey.	<b>24</b>
Regular visits to archaeological archives in store, 6–8 times a year.	<b>7</b>
Not had much archaeology. Few visits, around one per year.	<b>1</b>
Very rare visits to archives, for specific projects, fewer than one a year. This is probably partly due to the nature of the archaeology in Chesterfield – the most interesting parts of the Roman town lie beneath the cathedral, and have therefore not been subject to excavation. Small number of staff, so need to prioritise time, and therefore do not publicise the existence of archaeological archives as something people might visit.	<b>1</b>
Very few enquiries – one request in last nine months for archaeological archives, one for objects. Limitations of staffing make it difficult to respond to enquiries.	<b>1</b>
Very little use of archaeological archives. Planning Archaeologist for [city] and County Archaeologist for [county] each visit occasionally.	
Does not get enquiries about archaeological archives.	<b>0</b>
On average receive 7–8 enquiries per month. These are mostly from universities, sometimes from archaeological units or local people.	<b>90</b>
[name of] Museum does get enquiries about stored archaeological material, and try to accommodate these, but it is difficult, given the lack of specialist knowledge, and can be difficult to give advice.	

Lots of researchers visit to use collections. [] provided some numbers for recent visits – see file sent by email. 273 over the last ten years, local, national, and international.	27.3
On average, get about two researchers per month. One or two archives are on loan at any one time, to research students. Collections are used by lots of PhD students from Sheffield, and also by postgraduate students from Hull.	24
Have quite a few enquiries on a regular basis from people wishing to consult stored archaeological archives, amounting to ‘a few a month’. These include both academics and private individuals.	36
People do come and look at material from archaeological archives, but figures not available. Could do more in this respect, if it could be publicised more widely.	

The following comments are relevant to this part of the questionnaire, and were included by respondents in the ‘further comments’ section at the end.

<b>Further comments relevant to Part 3</b>
Please note that the numbers provided for researchers relates to approximations of numbers of separate PROJECTS. Some projects involved only one visit, while some contained several visits to the store. One project in particular involved a PhD student occupying the store every day for about 18 months.
It is not possible for us to complete Part 3. Although there are records for groups’ visits and research enquiries we are unable to extract the data as required. Part 3 – the museum does not keep records for pre-booked and research visits broken down by collection area.
Comment on Part 3 – I’m afraid [name] Museums has not kept the information as required in Part 3 (pages 1–2) so I have been unable to answer this section of the questionnaire. However, approximately 95% of all school groups use the Roman collections either on display or as part of an education workshop.
I have not been able to fill in a lot of this questionnaire as we simply don’t have the data in a suitable form to extract the necessary figures. The post of Collections Manager is a new one for the service, only filled four months ago, and there is very little documentation or statistical analysis to show how the collections were accessed and used. This is something that the post is charged to do from now on so I would hope to be able to answer them in a few years time.

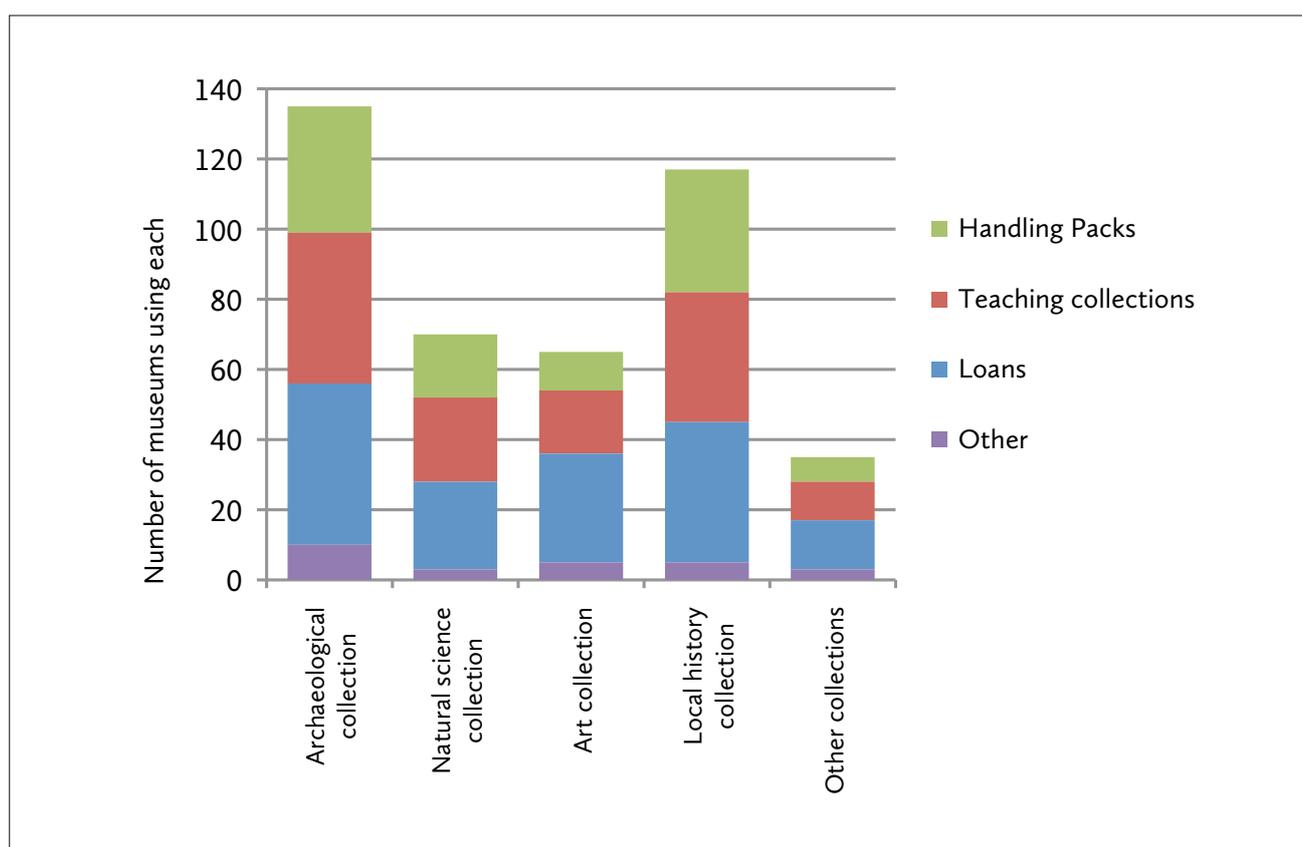
The level of response to the questions about pre-booked visits to collections on display was very low, and did not allow comparison between the use of different collections.

Number of visits to collections on display									
2000–2011	School	University	Commercial archaeology	Private research	Volunteer workers	Public	Special interest/ community group	Total	No of responses
Archaeological collection	86976	76	0	79	0	918053	50264	1055448	12
	8%	0%	0%	0%	0%	87%	5%	100%	
Natural science colln	203	1	0	0	0	0	3	207	4
	98%	0%	0%	0%	0%	0%	1%	100%	
Art collection	632	1	0	0	0	0	29	662	4
	95%	0%	0%	0%	0%	0%	4%	100%	
Local history collection	1917	27	0	25	0	12	74	2055	6
	93%	1%	0%	1%	0%	1%	4%	100%	
Other collections	0	30	0	0	0	0	5	35	3
	0%	86%	0%	0%	0%	0%	14%	100%	

## Loans, teaching collections and handling packs

Respondents were asked to note which of the following resources were used in their museum: loans, teaching collections, handling packs, and other resources. The numbers therefore relate to the number of museums using each type of resource.

	Loans	Teaching collections	Handling packs	Other	Response count
<b>Number of museums using each type of resource</b>					
Archaeological collection	46	43	36	10	55
Natural science collection	25	24	18	3	31
Art collection	31	18	11	5	35
Local history collection	40	37	35	5	46
Other collections – please specify	14	11	7	3	16
Further details if relevant					21
				<i>answered question</i>	57
				<i>not answered</i>	42



<b>Details for use of collections for loans, teaching collections and handling packs</b>
All our collections have elements used for the specified usage.
Other collection – ethnology etc.
We loan on request.
Artefacts are loaned to museums outside of [city] on request for exhibitions (eg British Library's Silk Road exhibition) as well as used in [name] Museum exhibitions. Teaching materials are also loaned on request and have been provided for the [name] Museum. Artefacts/artefact samples are also loaned when requested for research programmes using scientific analysis.
Other collections means city archives. Other uses covers online access.
Museum operates an active school loan box scheme which occasionally includes secure items from the archaeological store.
Other collections – books – reference collection.
We are currently implementing a Museum Learning and Education Strategy and Plan and Museum Activity Plan which will result in much greater use of all collections for teaching and engagement.
We have handling packs for the metalwork collections. We do have teaching collections but these are non-acquisitions items so not included in any of the above collections.
We have an extensive archive which is the resource most used by the public.
We have an active Learning Team who use handling boxes and other collections based teaching resources for a wide range of participants, from pre-school to retirement homes. These are used both on and off site. In response to the previous break downs of researchers and other users across collections, our statistics cannot easily be extracted from those which have been and are currently gathered by the museum. There are generalisations which are made regarding the demands placed on different collections and the ways they are used. However, these are not currently supported by coherent data gathering.
Exhibitions (temporary/touring) and education (Learning, Access and Information) have been key parts of the Service for the past twenty years and have strengthened their positions during the recent Service reviews (Collections Care staff reduced by 50% – E and E staff remaining at much the same level, but they do have wider responsibilities in terms of premises (museums) management etc. A new style Arts and Museums Service comes into force on 1 May). Touring exhibitions, teaching material, handling packs etc have been a feature of the past two decades to complement the set-piece displays that most of the constituent museums still have (still, because the 'permanent gallery' was very much a phenomenon of the late 80s and early 90s and most of them are unchanged – given the lack of resources).
Costume and textiles.
We have changing material used in handling by our learning team so all collections may be utilised and indeed the material changed depending upon exhibitions. We do not have material specifically just for handling. For example we had prehistoric beasts exhibition recently so a mix of natural history fossils and models along with prehistoric flint were used in sessions and are now back in the main collections. The large figure represented by the booked visits to collections on display reflects the satellite museums of [name] and [name] where all schools have to book as well as the [museum]. We have also had important large blockbusters on Egypt and prehistoric beasts that have brought in large numbers of school bookings.
All collections are available for loan providing loan conditions are met. Some material has been specifically collected for use in teaching and handling collections; this material is not a part of the collection proper.
Reference collections and type series.
Other uses of Archaeology – Research, sampling, analysis, publication. Artistic inspiration. Raison d'être for funding to County Councillors and other funders. Other Collections – World Cultures – Research. Artistic inspiration.
Only able to respond with respect to Archaeology.
Other collections = Social History, Costume and Textiles. Although the museum curatorial staff will use the accessioned items from the collections for teaching some sessions with the public; Heritage Education, who deliver the schools' programme for Heritage and Culture within [county] use un-accessioned objects and replicas for teaching and handling packs.
Social History.
All elements of collections used for loans, teaching, and handling have been removed from their specific original collections to an Education Collection, which is stored separately.

**Please provide any other relevant information about how stored archaeological material or expertise in the museum is used (this can include 'outreach', answering specialised enquiries, identification services etc).** Forty respondents to the online questionnaire provided information. Thirty telephone responses about frequency of visits to stored collections are included above, but the data were entered under this heading.

<i>Use of stored archaeological material and archaeological expertise in the museum:</i>
Handling material on site or as outreach: helping schools to set up their own museums etc. The museum collections are currently small and the archaeology is not strong enough to act as a focus for a visit in its own right, but is used as evidence of the long history of the area, and the way in which [text lost in scanned copy of pdf].
Public 'talks and tours' of stores, open days (HODs), identification service, information to researchers, objects provision for researchers, Sixth Form work experience placements.
Advice to commercial units – deposition, selection, and retention. Enquiry and identification service, committee of county archaeology society, working with volunteer group, facilitating work experience placements.
Answering specialised enquiries, identification services.
Object identification. Outreach talks. We have also worked with [name] University by loaning 50 boxes of iron age animal bone for dissertation research. We are oversubscribed for volunteer student placements. We run a weekly work group at our stores documenting archaeological collections and this has provided invaluable experience for students and retired people alike.
All of the above.
Findings, conservation, photographic and site archive material is used for teaching purposes this varies from one-off visits by school groups and university students to formal teaching courses and collections taken to other museums, adult groups and children's groups for events and training sessions. Formal teaching currently consists of modules in [name] University's undergraduate archaeology course (this collaboration began in 2000). Two finds specialists and the principal archaeologist present lectures and workshops, the latter are held in our [place] store. A four-week training excavation is also run. In addition a pottery workshop was recently (Oct 2011) run for Society of Museum Archaeologists and material is taken out to local groups who request pottery training days. Other teaching in the past has consisted of evening classes on finds for [city] Archaeological Society members, a [name] University extra-mural class, and a finds evening class for local people. Artefact training sessions for students and volunteers on the amphitheatre excavations and a community excavation run as a continuation of the 2007 student training excavation in [place]. Findings are used for outreach events eg display and handling collections for local Festival of British Archaeology events, [county] Archaeology Day, Roman Days in the Park.
Enquiries of all kinds, limited identification service, talks, tours and events.
Available for reference/school parties/school loan box scheme.
Outreach, enquiries, identifications, display.
Both material and expertise are used to train local archaeological societies in relevant subjects (eg zooarchaeology, pottery, conservation). Tours of the stores are also provided to pre-booked groups.
Archaeological outreach, answering enquiries, identifications, supervision of archaeology students, research, documentation and collections online.
Museum has initiated a discussion with archaeological units and others about improving selection and retention arrangements and use of and access to archaeological archives.
At present we offer a very limited service of providing information to researchers on the archaeology collections. The Collections Access Coordinator has been providing a limited identification service but usually this is done by the Finds Liaison Officer. However, archaeology collections do get used as part of other outreach projects such as Precious Cargo so the collection is not entirely unused. The main focus has been the documentation of the archaeology collections whilst the Curator of Archaeology post is vacant but this should enable the collections to be used a lot more in the future.
Outreach, answering specialist enquiries, preparing for temporary and permanent exhibitions, answering enquiries, providing information to researchers.

We have a small permanent display mainly illustrating the presence and significance of early sixth century burial ground found beneath ramparts of 11th century castle – also display of early 15th century pottery vessels found in ruins of a collapsed kiln discovered locally. Use, then, educational and informative.

Although I am an archaeologist by training I rarely get the chance to work on the collections and levels of storage, conservation, and documentation leave much to be desired. We collect through the Portable Antiquities process and have seen the number of items increase in the past few years. We are lucky to be able to use donations for purchases. Little excavation goes on in our area and we would have great difficulty taking a medium sized archive let alone a big one. We are being offered archives from outside our collecting area because there is not one to take them.

Outreach (including talks, handling sessions, longer term outreach projects, off-site temporary displays)  
 Handling sessions, talks and other events in the museum  
 Answering specialised enquiries  
 Loaning material to researchers  
 Identification service (including Finds Liaison Officer)  
 Volunteer / student placements opportunities  
 'Mini diggers' under fives sessions (being developed)  
 Temporary exhibitions.

We carry out identification of potential archaeological finds. We also hold events such as tours of the stores and talks where we bring out the archaeological collection. The education officer provides outreach to schools and other institutions which often involves archaeology or replica archaeological objects. However the greatest demand is for social history collections.

Outreach, talks, club meetings.

You have left exhibitions out of this entirely; we regularly rotate our temporary displays to expose and interpret portions of our stored collection. We have a public search room with a high volume of public enquiries and we do not keep statistics in a way that allows me to answer the previous pages' questions about number of visits to individual portions of the collection.

Enquiries/ID service.

Outreach, specialist enquiries, research, identification services.

Archaeological identification service, answering enquiries, working with students of [name] college on various courses where they can use collections – art, drama etc. We also run daytime drawing courses and evening lectures using the archaeology collections.

University researchers frequently access the collections, private researchers less so. However, both types of researcher often wish to access the collections for several days at a time. The museum also has a continuing policy of taking on University Student Placements, specifically to work with the archaeology collections. These can range from a short period of a month to longer 9 month placements. Additional volunteer work is also ongoing, averaging out at three full days per week. The collections are used for behind the scenes tours, both for the public and special interest groups. Tours of the archaeology gallery are also given to interested groups. Links via temporary displays are also made with local diving groups, metal detectorists and the local [name] Archaeology Society. The museum usually tries to promote displays and/or talks and events to coincide with the Festival of British Archaeology. It also plays host to the local archaeology society committee meetings. Object identifications are made for archaeological items brought in by the public, these being referred on to the Devon Finds Liaison Officer where appropriate. The curator also represented the museum at a University Careers day run by the archaeology department at [name] University in 2011. The museum also was part of the hub partnership which created the 3 year archaeological touring exhibition 'Treasures from the Earth' which aimed to promote archaeological in smaller local museums, highlighting the local archaeology of the area and encouraging the local population to become more involved with archaeology.

The Museum has a free identification service and all Keepers contribute to this and answer enquiries – on the archaeology front we run a Young Archaeologists Club (10 meetings pa), give talks (10 so far this financial year) and tours to [] sites.

We run an identification service – and the [county] PAS Finds Liaison Officer is housed with us.  
 We attend local fairs, fetes and events etc, setting up stall to promote our museum and collections.  
 We have tried to promote an 'art fostering' scheme, which encourages businesses to borrow artworks and assume responsibility for conservation etc – with limited success.  
 We try to use collections as an accompaniment to temporary exhibitions by local artists etc exhibiting in our temporary exhibition gallery – where themes are appropriate and relevant.

Identification services, outreach, lectures and talks, tours of collections, specialist enquiries, WEA courses, advice to public on collections care, advice to local museums.
Archaeology collections in [museum] are used in outreach, learning sessions, handling sessions, conservation sessions, teaching, answering specialised enquiries, object identification service and working with community archaeology groups and local archaeology society. My own expertise in the museum is used for object identification, handling, teaching, talks and conferences, lectures, blogs, website, film, television, radio and new media.
We offer an identification service. We answer specialist and more general enquiries regarding our collections. We give lectures/talks to groups both inside the museums and in the wider community. We help to organise and deliver special events inside the museums. We take part in outreach events like [county] Archaeology Day and the Roman Festival.
In [county], local museums do not accession or store material; it all enters [county] stores and then individual museums can borrow free of charge to support their displays. Hence one store can support over a dozen museums. Also used for team's Outreach and display.
Outreach: at least 2 events a year; lecture, school visits. Identifications; many enquiries.
Outreach, answering specialised enquiries, identification, PAS Officer identification, work experience and volunteer training and see above further details box.
Researchers Identification services Specialised enquiries.
Queries are addressed. Identification of items left at the museum is undertaken.
Answering enquiries.
The keepers/curators are all involved in other activities interpreting the collections and enabling physical and intellectual access to the collections – exhibitions and displays, workshops, events and community-based projects.
All of the above.
Archaeology Officer role is fairly broad in scope: deals with object identification, research questions, providing access to collections, access to displays, specialist advice to community groups etc.
Our local Archaeological Society – [name] – have helped to set up a pottery research group, which meets once a month to look into and research our stored ceramic collections. We also answer specialised enquiries and provide an informal identification service. For more thorough identifications we refer enquiries to the Finds Liaison Officer at [city].

## Use of archaeological collections to engage new audiences

Twenty-seven respondents were willing to discuss this further, including the following five responses.

Participation in Festival of British Archaeology, involvement of [county] Finds Liaison Officer etc.
Archaeology Roadshows in the past have taken finds and archaeology-based activities to villages and suburbs of [city] (these have now ceased). Finds sessions and site visits have been organised for the visually impaired, basic skills groups, local day centres. Festival of British Archaeology events (and previous NAD events) are often held in a public open space – amphitheatre, public park/garden.
We began a programme of taking material to visually impaired groups but this has ceased because of staff changes and job losses.
Ancient Civilisations Archaeology collections (and other collections) used in Revealing Collections – series of projects working with local young people, aged to 16–24 to reinterpret the museum's sex-related objects. Culminated in an exhibition 'Revealing Collections' in 2011 and [name] University's Impact Award. Also, 'Talking Sex' resource for teachers of Personal, Social and Health Education for secondary schools launched in 2011.
Archaeological dig – practical archaeology days.
Through community engagements projects that include the use of the collections.

## Part 4 How have archaeological collections in the museum been affected by the development and growth of commercial archaeology?

The aim of Part 4 of the survey was to attempt a quantification of archaeological material deposited into permanent storage by year since 1960, to assess the effect of developer-funded archaeological work on museums. On the basis of the answers to the first three questions, it could be possible to extract data on the deposition of archives from at least 40 of the museums surveyed, considerably more than the nineteen which were able to go through their records to provide the detailed data requested (see below).

### Is it possible to quantify archaeological material deposited in the museum by year?

Yes 42 (75% of those who answered the question), no 14, not answered 80

### How far back is this data available?

40 responded, 35 providing information about paper records, 28 about digital records, 23 about both, not answered 96

Some museums had digitised all accession records, in the earliest case going back to 1820. Others had paper records for earlier periods and digital records for more recent accessions. The earliest paper records dated from 1833, and the most recent from 2005. Digital records covered collections from 1820 to the present in one museum, whilst the most recent dated from 2010.

Sixteen respondents held quantified data going back 50 years: seven had digital records from 1960 or earlier, and fourteen had paper records from 1960 or earlier (including five that had digitised these records).

### Do the records include the date when fieldwork was carried out?

Yes 47, no 3, not answered 86

Respondents were asked to quantify the amount of archaeological material deposited in their museum by year since 1960. Preferred quantification methods were by box, or in cubic metres, but other measures were acceptable:

How have you quantified this material?		
	Response Percent	Response Count
Number of boxes (please specify size)	57.1%	12
Cubic metres	9.5%	2
Length of shelf space	0.0%	0
Other (please specify)	33.3%	7
Please specify		16
	<i>answered question</i>	<b>21</b>
	<i>not answered</i>	<b>115</b>

Twelve respondents quantified material by number of boxes, of whom four specified the size, see below. The 'standard' box sizes used by museums differ, significantly in some cases.

0.016 cubic metres
25 x 25 x 40cm
350mm x 350mm x 210mm
standard archive size

Seven respondents used the following other quantification methods:

Number of notifications by archaeological units ie by accession numbers.
Number of objects.
By project – can vary from very large site to small amount of paperwork – year based on accession number. Spike in last couple of years due to closure of Exeter Archaeology.
c 1400 events recognised – details sent separately.
Archaeology accessions, mostly stray finds until mid 1960s, from 1990 projects only.
Number of accessioned items or accession groups classified as archaeology.
Number of donations.

The time lag between fieldwork and deposition can be considerable in some cases:

Number of accession numbers issued each year in total and number of those for fieldwork projects, but note year of accession bears NO RESEMBLANCE to the date the fieldwork project was carried out.
Early years are estimates based on known projects and accession register entries.
I can tell you how many sites came into the museum each year. Though not accurately until 2000.
Various.
Sorry, but details not immediately to hand.

## Deposition by year

Seventeen of the nineteen museums that provided data were able to attempt a useable quantification of their stored archaeological collections by year, including two respondents who provided the data in spreadsheets and a third who provided tabulated data in a report. Quantification methods included boxes, accession numbers, numbers of projects, and in one case cubic metres.

<b><i>Responses were received from:</i></b>
Cambridgeshire County Council, County Archaeological Store
Cheshire West and Chester Historic Environment Team – Archaeology
Cheshire West Museums consisting of the Grosvenor Museum and Weaver Hall Museum and Workhouse
Chippenham Museum and Heritage Centre
Fishbourne Roman Palace
Gloucester City Museums (Gloucester City Museum, Gloucester Folk Museum)
Greenwich Heritage Centre (very little data provided, excluded from totals and chart)

Hampshire County Council Arts and Museums Service
Kendal Museum of Natural History and Archaeology
Plymouth City Museum and Art Gallery
Royal Cornwall Museum
Southampton City Council Arts and Heritage (covering Tudor House Museum and Garden, City Art Gallery, City Archives and Sea City Museum)
Spelthorne Museum
The Herbert Art Gallery and Museum
The Stroud District (Cowle) Museum Service (The Museum in the Park)
Thirsk Museum (very little data provided, excluded from totals and chart)
Welwyn Hatfield Museum Service (Mill Green Museum and Welwyn Roman Baths)
West Berkshire Museum
Worcester City Art Gallery and Museum

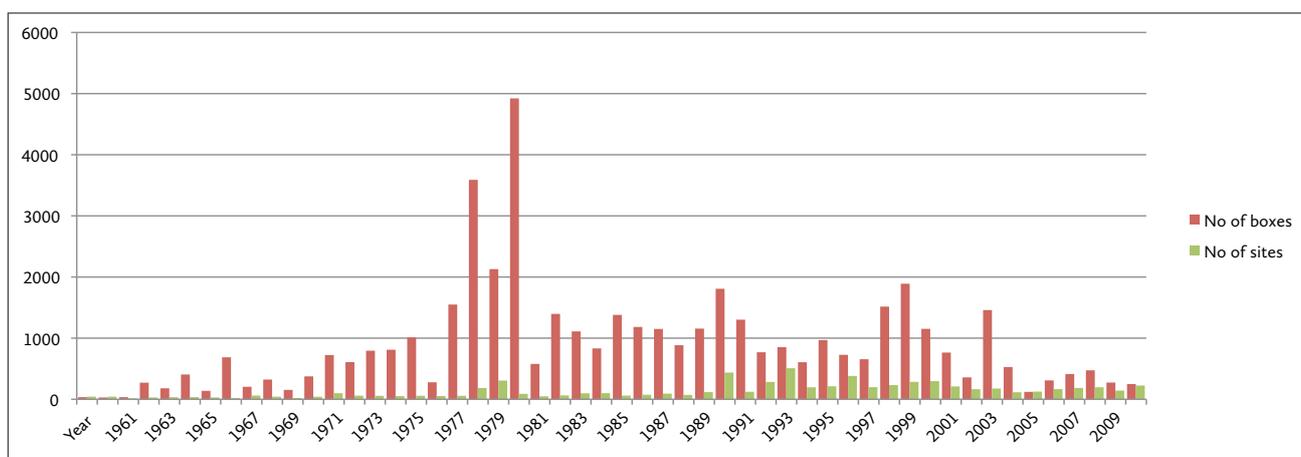
The following table quantifies the total numbers of boxes and of sites from the seventeen museums. Six museums provided quantifications of both site/accession number and of boxes, so the totals represent eleven museums for boxes, and twelve museums for numbers of sites/accessions. The figure of cubic metres was converted into boxes using a figure of 0.016m<sup>3</sup>.

Year	No of boxes (11 museums)	No of sites (12 museums)	% of all boxes	% of all sites
1960	34	43	0%	1%
1961	29	42	0%	1%
1962	34	15	0%	0%
1963	271	30	1%	0%
1964	179	33	0%	0%
1965	405	35	1%	1%
1966	137	30	0%	0%
1967	686	21	1%	0%
1968	204	60	0%	1%
1969	322	42	1%	1%
1970	153	21	0%	0%
1971	374	41	1%	1%
1972	723	99	2%	1%
1973	608	59	1%	1%
1974	794	56	2%	1%
1975	810	51	2%	1%
1976	1012	57	2%	1%
1977	277	53	1%	1%
1978	1549	56	3%	1%
1979	3589	184	8%	3%
1980	2129	305	5%	4%

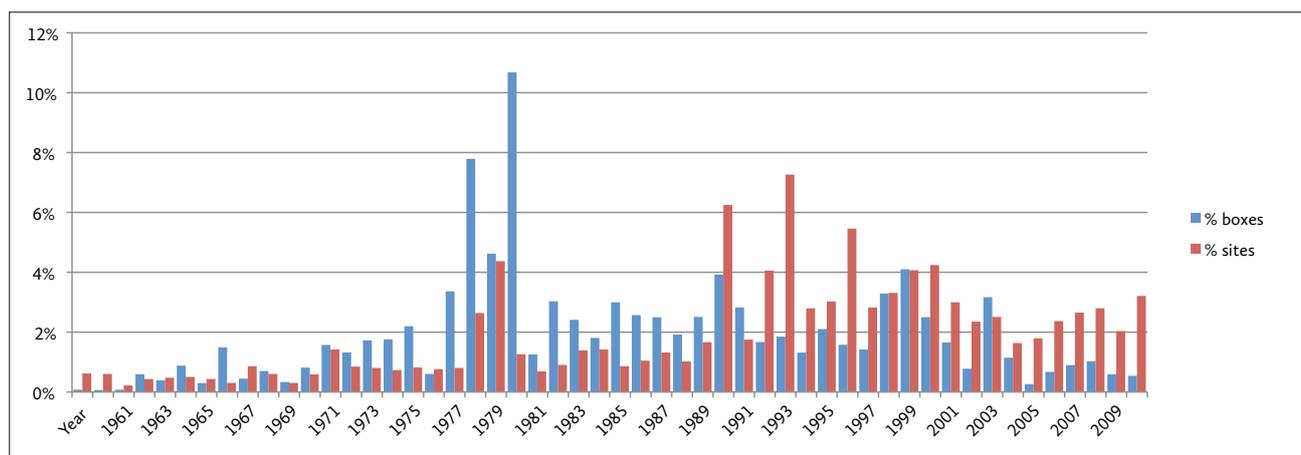
Year	No of boxes (11 museums)	No of sites (12 museums)	% of all boxes	% of all sites
1981	4921.5	88	11%	1%
1982	578	48	1%	1%
1983	1396	63	3%	1%
1984	1110	97	2%	1%
1985	831	99	2%	1%
1986	1379.5	60	3%	1%
1987	1182.5	73	3%	1%
1988	1149.5	92	2%	1%
1989	883.5	71	2%	1%
1990	1155.5	116	3%	2%
1991	1807.5	436	4%	6%
1992	1301.5	122	3%	2%
1993	768.5	283	2%	4%
1994	851.5	507	2%	7%
1995	605.5	195	1%	3%
1996	967.5	211	2%	3%
1997	726.5	381	2%	5%
1998	654.5	197	1%	3%
1999	1515.5	231	3%	3%
2000	1889.5	284	4%	4%
2001	1151.5	296	2%	4%
2002	763.5	209	2%	3%
2003	357.5	164	1%	2%
2004	1458.5	175	3%	3%
2005	527	114	1%	2%
2006	120	125	0%	2%
2007	308	165	1%	2%
2008	412.5	185	1%	3%
2009	473	195	1%	3%
2010	273	142	1%	2%
2011	248.5	224	1%	3%
<b>TOTALS</b>	<b>46087</b>	<b>6981</b>	<b>100%</b>	<b>100%</b>

The following charts provide a visual representation of the data, the first showing numbers of boxes and of sites, and the second displaying the data as percentages of all boxes/all sites. It is important to note that these figures are based on a very small number of museums and repositories, and that the date of deposition of boxes bears little relationship to the date when the work took place. What is interesting is that despite these caveats, broad patterns can be observed, both in numbers of sites and boxes, and in the proportion of boxes and sites deposited over the fifty-year period.

The numbers of boxes deposited each year was highest in the late 1970s in the eleven museums providing data by number of boxes. The number of site archives deposited in the twelve museums where respondents gave numbers of sites or accessions increased from the early 1990s. Until the mid- to late 2000s, the number of boxes continued significantly to exceed the number of sites per year.



As a proportion of the total number of boxes or of sites, during the 1960s the relative proportions of boxes and sites were both low. From the early 1990s the percentage of sites is greater than the percentage of boxes, inverting the general pattern visible during the 1970s and 1980s.



The patterns observed in the data do show some correlation with changes in historic environment practice and changes in legislation and government guidance relating to archaeology. The early 1970s was the period when County Archaeologist and City Archaeologist posts first began to be instituted (D Baker pers comm). Although not all were able to carry out fieldwork they were able to prompt some response to the large-scale redevelopments that were taking place in historic town centres at a time before legislation or guidance had been developed, which accounts for the increases seen in the 1970s. The change in proportions of sites and boxes visible from 1991 corresponds to the introduction of PPG16, which brought about an increase in the number of smaller-scale interventions, and the introduction of pre-determination evaluation of the archaeological potential of sites proposed for development.

From further comments below:

Prior to 1961 there were a few, small-scale excavations in [city] contributing a negligible amount to the total archaeology archive.

Between 1961–1971 [name's] excavations produced 244 cubic metres.

From 1971 to present, excavations by our own unit and, later, contracting units, produced 570 cubic metres. Many of the large-scale excavations by our own unit in the 1980s – pre-PPG16 – were developer funded.

### Further comments relating to the questionnaire or archaeological archives in general

Fifty-five respondents added further comments, including additional material from eighteen telephone respondents. Text in grey has been reproduced where relevant above.

A good questionnaire! Look forwards to see the results.
A new museum is to open in two years time. Archaeological material takes up more store space, but is possibly used less. In fairness, social history is probably used as much, but takes up less space. Bulk archaeology is not displayable. Would like to fill gaps in the collection – patchy areas. Around ten years ago a community group worked on a collections rationalisation process, which was interesting, in that members of the public had a strong view that all archaeological material should be kept, but that other collections could be rationalised. Archaeological professionals who have used the collections have since given the view that archaeological archives do include material which could be discarded. There has been a shift in museum policy towards assessing collections, considering what they are being kept for, and putting more emphasis on display. There needs to be a dialogue between County Archaeologists, Planning Archaeologists, and Museums.
Although we have the quantification for the amount of material deposited since 1979, it would be a huge task to prepare it for this questionnaire. However the total amount is in the region of 100 cubic metres, compared to about 40 of the period 1892 to 1979.
Apologies that I have not had time to fill out the details. I will see if a volunteer has time in the next few weeks.
Archaeological material should be kept – even if there is no interest for years, subsequently people may want to look at it.
As a voluntary, local museum, had not routinely quantified data as requested but now in progress and hoping to add to website info in due course.
A significant proportion of the archaeological archives held were derived from the work of the former [area] archaeological unit. These include significant unpublished archives from the 1980s, including a pottery kiln site. Rely on other people's standards [in relation to deposition of archaeological archives, meaning they use documents put together by other museums in the county.] There isn't a massive amount of development going on in the area – current projects are very small. Historic backlog is the problem – it is just put away in a room. The museum has recently collaborated in a community dig of a 16th century pottery kiln, which produced two tonnes of material. The museum charges a box fee in theory, but in practice this charge is not levied, as it takes too long and requires too much bureaucracy.
Considering ways of dealing with vast quantities of bulk finds, eg animal bone, CBM – collections which need rationalisation.
Discussing the potential for an archaeological store for [county]. Since the museum became a Trust, archaeology has not had the same status as the Fine Art collections. Have not had to refuse an archive yet.
There is a difficulty with archives that arrive in dribs and drabs, eg where files are sent to the museum some years after the rest of the archive.
[Name] Museum is currently undertaking a major review of all of its collections. Public opening hours have been reduced from 5 to 2 days per week for the re-deployment of staff. It is anticipated that the Museum will be moving to new premises at which time the moratorium on acquisitions should be lifted.
[County] field unit have a lot of material destined for [name] Museum. Archives are being accepted, but there is not really sufficient space for them, and there is no prospect of additional space becoming available. Existing collections need rationalising. There is no archaeological curator, and as a non-specialist the Collections Manager does not spend as much time on archaeological collections as on others. It is also hard to know how to deal with the archaeological archives, eg to know what needs to be kept. Training would help, and national standards.

Funding for County Archaeologist post was cut, so there is no planning advice at the moment.
Have sufficient storage at the moment (unless the museum were to receive a large archaeological archive). It is unlikely that the museum would increase storage space, by building or renting more, given cuts to resources.
Historically museum has accepted archives from a wider area, so might accept material from sites in Sussex. Would collect interesting/important material from Sussex area if no local museum were able to do so, or to raise funds. Due to the pause in accepting archives, there is a lot of material waiting, from PPS5 and NPPF work. Temporary storage is being arranged, in conjunction with the County Archaeologist. The Sussex Museums Collecting Group collaborates, and includes Archaeology South East, a contracting organisation which does a lot of work in the area, and holds significant quantities of archives which have not yet been deposited.
I have done the best I can with available information that we hold. I have made an extrapolation where we have no data available that would fit with patterns of visits at similar months. I think a lot of institutions would not have retained this information and even so this is a lot of work to complete this form when I am curating two collections at the same time.
I have not been able to fill in a lot of this questionnaire as we simply don't have the data in a suitable form to extract the necessary figures. The post of Collections Manager is a new one for the service, only filled four months ago, and there is very little documentation or statistical analysis to show how the collections were accessed and used. This is something that the post is charged to do from now on so I would hope to be able to answer them in a few years time.
I'm afraid I have not completed much as I do not have the data available and would have to spend a lot of time compiling it and that simply isn't possible at the present time but I've done what I can. [Museum] has collections dating back to the 19th century and although much work has been done on their physical care our records require a lot of work to bring them up to modern standards for access.
I'm afraid it would be a mammoth task to go through and find out figures for researchers since 2000 and the quantity of archives coming in since 1960. If you want to discuss anything please get in touch – I've filled in as much of this as I can. I will send you a copy of our collecting policy. Thanks!
I'm sorry I have only answered half the questions. Best I can do at present.
It has been very difficult to complete this questionnaire. You're asking for a lot of detail over a long period of time. The visits to collections in store figures provided are all guesstimates based on limited raw data, which hopefully cover the trends, except those for the city archives, which are actually visits for 11 financial years rather than 12 calendar years. All visits are all listed under 'public' as we have no figures to separate them further. It's impossible to list research visits to collections on display because we do not have that data. Research visits may involve access to collections on display but we have not recorded that.
It has not been possible to fill in the information regarding the deposition of archaeological material since 1960. This information does exist in paper form but unfortunately we do not have enough staff resources to compile this information.
Malton museum currently has no premises, other than stores. It is continuing as a 'museum in the community'. Sources of funding are being investigated. In the long term would like to set up a Heritage Centre to cover all aspects of heritage in Ryedale district.
Most of the archaeological archives deposited with Cheshire West Museums will now be kept in long term storage at DeepStore (the salt mine) at Winsford, Cheshire. Comment on Part 2 – Where you ask for a quantification of our stored archaeological collection in cubic metres or boxes, I've entered two values. The archaeological collections in the Cheshire West Museum stores is approximately 177 cubic metres, but we have a further (approximately) 200 boxes at DeepStore. Comment on Part 3 – I'm afraid Cheshire West Museums has not kept the information as required in Part 3 (pages 1–2) so I have been unable to answer this section of the questionnaire. However, approximately 95% of all school groups use the Roman collections either on display or as part of an education workshop.
Much of the data requested is not readily available and would take too long for the Archaeology Officer to research (there is only one of me and I have other, more urgent tasks to complete).
Much of the information provided for this survey has been estimated on an <i>ad hoc</i> basis, since the majority of the records are as yet not available digitally. The Museum started in 1980 with a deposition of archaeological material, and has acquired further material piecemeal in subsequent years. The museum is run by a voluntary group, and its sphere of interest relates only to the Borough of [].
Museum has accepted archaeological archives where these relate to existing collections. There are problems in [county], but there are plans to meet and discuss issues. University museum is working with [museum] and [archaeological contracting organisation] on the deposition of the [road scheme] archive. Working to support other museums in the area, and to keep all material from specific sites, eg [site]. Only one member of staff, in post for 4.5 years now.

Museum only started accepting archaeological archives in January 2012, although it does hold archive from a local excavation which had previously been kept in the cellar at the Borough Council offices.
No data for specific enquiries relating to each type of collection between 2000 and 2011 so I have had to leave these blank. Apologies.
Not all the excavation material have dates allocated to them, and box numbers for each year are an estimate. Also have some excavation material with no information at all with it.
Part 3 – the museum does not keep records for pre-booked and research visits broken down by collection area. Part 4 – it may be possible to answer this section, but it would take a long time, and I do not have time to do it at the moment. It is not as simple as stating how many accession numbers were issued to archaeological projects/objects each year, as you seem to be asking for the date when they were actually deposited, and how many boxes there are. This is very difficult to search for on MODES.
Part 4 (last section) cannot be completed as although the accessions are digitally recorded on MODES+ they cannot be retrieved therefrom on a year-by-year basis. Staff time is not available to do this task manually and there are no volunteers currently employed in the curatorial section of the museum.
Please note that the numbers provided for researchers relates to approximations of numbers of separate PROJECTS. Some projects involved only one visit, while some contained several visits to the store. One project in particular involved a PhD student occupying the store every day for about 18 months. The numbers of boxes per year relate to the year of deposition (this is usually the year of excavation). Where an excavation took place over several years, the final year of excavation (ie the year of deposition) is recorded. Importantly, only a small percentage of our collection relates to commercially excavated archives. Most relates to research excavations, and so the numbers are unlikely to reflect the PPGs. Finally, the data provided relates to the collections held solely by [museum]. It does not relate to the holdings of our parent organisation [name] or [museum] (with whom we share the store).
Prior to 1961 there were a few, small-scale excavations in [city] contributing a negligible amount to the total archaeology archive. Between 1961–1971 [name's] excavations produced 244 cubic metres. From 1971 to present, excavations by our own unit and, later, contracting units, produced 570 cubic metres. Many of the large-scale excavations by our own unit in the 1980s – pre-PPG16 – were developer funded.
Quantification of stored archaeology collection calculated from: Archaeology: Bulk Finds 130m <sup>2</sup> footprint @ 2.5m Archaeology: Archives 80m <sup>2</sup> footprint @ 2.5m Archaeology: Stonework 20m <sup>2</sup> footprint at 1m to equal 545 cubic metres. Data is not readily available for the amount of archaeological material deposited in the museum by year.
Ref staff roles (Part 1) current job descriptions of the two professional museum posts sent via email. The storage figures (Part 2) are fairly accurate, but we are unable to provide further detail due to the current re-locations of collections to off-site storage. It is not possible for us to complete Part 3. Although there are records for groups' visits and research enquiries we are unable to extract the data as required. We are not able to provide data for Part 4 other than by number of notifications by archaeological units per year from 1996, which includes watching briefs that may not have resulted in an archive and archives notified but not yet deposited. We do not have staff capacity to research this information in more detail due to preparation for museum refurbishment project. Some information provided direct via email.
Report commissioned in 2003 for [part of county]. A Lottery bid for a proposed regional store for [part of county] – a collaboration between [four organisations] – failed, due to the costs of restoration of an historic building. An alternative proposal is being investigated, for a new-build joint store with [contracting organisation].
Respondent considers that there is nervousness amongst curators who do not have an archaeological background when dealing with archaeological collections. They can feel that they can't deal with it at all, seem to feel disempowered, rather than able to curate it as a collection like others they may have equally little experience with.
Sorry, this survey got more time consuming and less relevant as the pages went on. Far too time consuming to justice to it.
Space is becoming an issue, as there are storage issues at the [museum]. They are currently looking at alternative storage.
The information you request would take too long to research!

The museum stores are full, and the Collections Officer reports that they are running out of space to store archaeological archives. Has discussed this with the County Archaeologist. Would like to continue to accept material – public benefit – but this will become difficult. Is this being addressed? Answered that the present project was a stage in the process.

The Museums Service current advice re depositions.  
The recently delivered survey of collections in [county].  
A review of [county] Collections 1960 onwards  
will be sent to the email address.

The questionnaire asked for information that we do not have the time or the resources to answer – obviously produced by someone who doesn't work in small museums with limited staffing resources or an institution that keeps excessive amount of data.  
If you produce a proper questionnaire that actually will help us then we will answer it – but this one doesn't help us at all.

There is a Museums in [county] Committee, but this is about to be re-formed, with more independence from [name] County Council.  
Have discussed a county store.

There was a significant increase in archaeological projects after PPG16. Around 300 pieces of work since 1999, including desk-based assessments. Recently, less material has been coming in.  
Should keep everything from properly excavated stratified sites, but dispose of 99% of material from trial trenches etc.  
There needs to be more work done on the reviewable status of archaeological archives, as this is something which relies on the experience of individual curators, and if/when they leave a museum the knowledge of whether material has potential or not is lost.  
There is a problem for museums when specialists do not separate material into different bags, eg pottery fabrics, but return mixed material from a context to the same bag.  
MODES does not work well for bulk archaeology.

This was a detailed and challenging survey to complete – I simply do not have the resources to complete many of the larger sections, and for that I apologise. I am afraid you will find that many smaller museums will struggle to complete the data you request.

To fully answer the questions posed would require a considerable amount of work. As an organisation staffed by unpaid volunteers this cannot be achieved in the timescale set.

To list amount of archaeology by year would take a significant amount of volunteer time which at the moment we cannot provide (we are currently at 'full steam ahead' after winning a Heritage Lottery grant to establish a 'Discover Centre' for educational use). If you ask the question next year we would be able to answer.

Unfortunately we are very under staffed and unable to find out in detail when archaeology was deposited with us and when the excavations happened. A brief look shows that for us developer archaeology does not seem to have had a huge effect. There has not been any huge developer sites in our collecting area. We do receive more sites now per year but they mainly are sites where no archaeological material is found and so the paper archives which we accept from these sites are stored not in the archaeology store but in the archive store.  
We do not collect information on how the collections are used. Generally it is the archives and the social history collections which are used by researchers and by school groups mostly. The archaeology is not used a great deal. The archaeology is also not represented very well in the permanent displays which are much more social history focused.

We are a very small volunteer-manned organisation – our relevant collections are documented, but not in the detail you are seeking nor in the style you are looking for. We are due to open to the public for the 2012 season in a week's time – we really have not the time now to give you the detailed information you are asking for.

We have a survey of the material done by [name] in 1997. The collection was then stored in 149 boxes and some loose material.  
Since then we have had some additional archive material connected with older local excavations deposited.  
At the moment we do not have the staff resources to recatalogue the material but would be interested in information for funding of such work.

We measure our storage capacity in linear metres of shelving for small objects/boxed objects and square metres of floor area occupied for large (generally palletised) objects, so unable to give cubic capacity as requested in part 2.

## APPENDIX 1A MUSEUMS QUESTIONNAIRE

### Part 1. Basic information to update the map of collecting areas for archaeological archives.

This questionnaire is directed at all museums, resource centres and other organisations which accept or have accepted archaeological archives into permanent store. An archaeological archive is considered to be the sum total of evidence recorded from excavations and other interventions along with other supporting material (such as correspondence and reports). Archaeological archives may include artefacts, paper records, photographs, data stored on compact disk and digital data stored on a host or local computer server. The questionnaire focuses on archaeological archives in store.

This questionnaire is in four parts. Please complete and submit all of Part 1, and as many of the other three parts as you can. A PRIZE of a Kindle ebook reader will be offered to one respondent drawn at random from those completing all four parts of the questionnaire! If some information is not available because it has not been recorded for any reason please indicate this where relevant.

Please complete at least Part 1 – this will take less than ten minutes of your time. You do not have to complete all of the answers at once. Your replies will be saved when you press NEXT to go to the next page or section, so you can return to your answers and complete the questionnaire in stages.

Individual subsections of the questionnaire can be printed out by using the menu options on your browser (eg File > Print).

If you have any questions about how to answer the questionnaire, or in what form to send the information requested, please email Rachel Edwards at [archives2012@socmusarch.org.uk](mailto:archives2012@socmusarch.org.uk) or telephone 01905 26448 (10-digit telephone number is correct).

#### Questionnaire by phone?

Phone questionnaire?

#### What is the name of the museum?

#### How is the museum funded?

- Local Authority
- Other (please specify)

#### Please supply contact information which will be published online for enquiries relating to archaeological archives

Telephone number

Email address

#### Please supply your name and email address/phone number (this will only be used for queries relating to this questionnaire)

**Is the museum currently able to accept archaeological archives?**

- Yes  
 No

Further details if relevant

**Has the museum collecting area changed or have there been relevant changes to the museum service since 2006?**

- Yes  
 No

If there have been changes, please summarise these

Part 1 continues on the next screen. Click NEXT to save your responses and continue.

### Part 1 continued

**Museum collections policy and any relevant supporting documents. These will be used to confirm details of collecting areas.**

- Please could you either email copies to [archives2012@socmusarch.org.uk](mailto:archives2012@socmusarch.org.uk)  
 or provide the relevant web address(es) for accessing these documents

**If this response relates to a resource centre or store which only collects archaeological material, please indicate this here, and omit questions relating to other collections**

- Only collect archaeological material

Further details if relevant

**Does the museum have a specialist curator of archaeology?**

- Yes  
 No

If yes, what is the post title (eg Keeper of Archaeology)?

**If there is a specialist curator of archaeology, please give some information about this post**

- Is the post full time
  or part time  
 Is the post paid
  or voluntary  
 Does the post combine more than one specialism?

Other details if relevant

**If there is no specialist curator of archaeology please provide the job title and/or area of expertise of the person responsible for ensuring that archaeological archive material is properly managed and that access for researchers can be provided?**

End of Part 1. Click NEXT to save your responses or PREV to return to the previous page

**Part 2. How do archaeological collections compare with other collections in the museum?**

**How much storage space does the museum have in total, whether in use or not (cubic metres)?**

**What percentages of the total storage space are currently used for different types of collection?**

Archaeology	<input type="text"/>
Natural Sciences	<input type="text"/>
Art	<input type="text"/>
Local History	<input type="text"/>
Other	<input type="text"/>

**What percentage of the total storage space is currently empty?**

**Is any of this empty storage space allocated for archaeological archives?**

- Yes  
 No

**If you can, please provide a quantification of your stored archaeological collection**

Either cubic metres	<input type="text"/>
Or boxes	<input type="text"/>

**Does the museum have specialist curator(s) for museum collections other than archaeology?**

Yes

No

If yes, please list these posts, and if possible identify whether they are full or part time, paid or unpaid

--

Click NEXT to save your responses or PREV to return to the previous page

### Part 3. How are collections in the museum used?

Please can you give information on research visits to the museum for the past twelve years (2000-2011). Please provide information first on research visits to collections in store, and then on pre-booked research visits to material on display either by filling in the following tables, or by emailing the information to archives2012@socmusarch.org.uk.

Research visits to collections in store over the last twelve years

#### Number of visits to archaeological collections in store 2000-2011

School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

#### Number of visits to art collections in store 2000-2011

School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

**Number of visits to natural science collections in store 2000-2011**

School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

**Number of visits to local history collections in store 2000-2011**

School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

**Number of visits to other collections in store 2000-2011**

Type of collection	<input type="text"/>
School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

Click NEXT to save your responses or PREV to return to the previous page

**Part 3 continued**

Research visits to collections on display over the last twelve years

**Number of pre-booked visits to archaeological collections on display 2000-2011**

School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

**Number of pre-booked visits to art collections on display 2000-2011**

School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

**Number of pre-booked visits to natural science collections on display 2000-2011**

School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

**Number of pre-booked visits to local history collections on display 2000-2011**

School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

**Number of pre-booked visits to other collections on display 2000-2011**

Type of collection	<input type="text"/>
School	<input type="text"/>
University	<input type="text"/>
Commercial archaeology	<input type="text"/>
Private research	<input type="text"/>
Volunteer workers	<input type="text"/>
Public	<input type="text"/>
Special interest/community group	<input type="text"/>

Click NEXT to save your responses or PREV to return to the previous page

### Part 3 continued

Uses of different collections

**Please indicate the uses of different collections for loans, teaching collections and handling packs in the following tick boxes**

	Loans	Teaching collections	Handling packs	Other
Archaeological collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural science collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local history collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other collections – please specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Further details if relevant

**Please provide any other relevant information about how stored archaeological material or expertise in the museum is used (this can include 'outreach', answering specialised enquiries, identification services etc)**

**Have you used archaeological collections to engage new audiences and are you willing to discuss this further to contribute to this study?**

Yes

Please provide contact details or email [archives2012@socmusarch.org.uk](mailto:archives2012@socmusarch.org.uk)

Click NEXT to save your responses or PREV to return to the previous page

### Part 4. How have archaeological collections in the museum been affected by commercial archaeology?

We would like to attempt a quantification of archaeological material deposited into permanent storage by year since 1960, to assess the effect of developer-funded archaeological work. We realise that this is likely to be a significant task, but please do the best you can. If possible, we would also like to know the year when the relevant fieldwork was carried out.

**Is it possible to quantify archaeological material deposited in the museum by year?**

Yes

No

**How far back is this data available?**On paper since In digital form since **Do the records include the date when fieldwork was carried out?** Yes No

Click NEXT to save your responses or PREV to return to the previous page

**Part 4 continued****Please list by year the amount of archaeological material deposited in the museum in the table which follows below.****You are welcome to provide this information in digital form - please email it to [archives2012@socmusarch.org.uk](mailto:archives2012@socmusarch.org.uk).****How have you quantified this material?** Number of boxes  
(please specify size) Cubic metres Length of  
shelf space Other  
(please specify)

Please specify

**If possible include the number of projects and any other relevant information, such as the date of fieldwork, if the archive was deposited some years after the project took place.**

1960	<input type="text"/>
1961	<input type="text"/>
1962	<input type="text"/>
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1966	<input type="text"/>
1967	<input type="text"/>
1968	<input type="text"/>
1969	<input type="text"/>
1970	<input type="text"/>
1971	<input type="text"/>
1972	<input type="text"/>
1973	<input type="text"/>
1974	<input type="text"/>

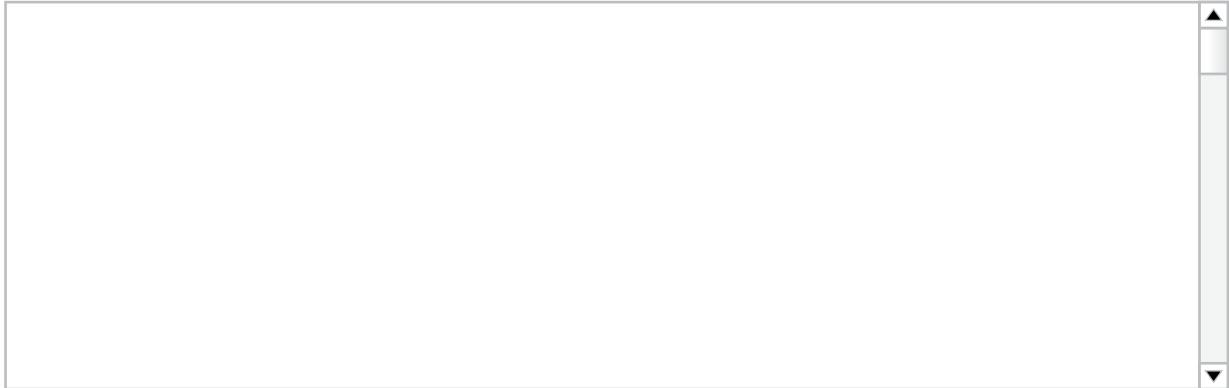
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2011	

Click NEXT to save your responses or PREV to return to the previous page

## Part 4 continued

### Further comments

If you wish to add any comments not covered in Parts 1-4 of the questionnaire, please add these here



Click PREV to return to the previous page, or DONE.

You can still return and edit your responses after pressing DONE, until the survey is closed.



## APPENDIX 2

# Results of the FAME survey of archaeological contracting organisations

## APPENDIX 2 RESULTS OF THE FAME SURVEY OF ARCHAEOLOGICAL CONTRACTING ORGANISATIONS

### A survey of archaeological archives held by archaeological practices in England, Scotland, and Wales

Roland Smith and Adrian Tindall

Federation of Archaeological Managers and Employers

August 2012

## 1 BACKGROUND TO THE SURVEY

English Heritage and the Society of Museum Archaeologists jointly commissioned a project *Evaluating the archaeological resource in store – informing the future* to gather information on the current extent, location and usage of archaeological archives, and on future provision for their collection, storage and accessibility. Further details of the project may be found on the FAME website.

FAME members have expressed increasing concerns about archaeological archives, especially the growing problem of completed archives that cannot be deposited in a suitable store. FAME therefore gave its support to the project, and agreed to undertake a survey of the location and extent of completed archives held by archaeological practitioners that cannot be deposited because there is no store or museum able or willing to accept them.

An online questionnaire was sent to archaeological practices in England, Scotland and Wales on 1 March 2012 (Appendix i). It was sent to 72 FAME members and 65 IfA Registered Organisations (with significant overlap between the two), as well as to CBA-affiliated voluntary groups, Cadw, English Heritage, Historic Scotland, and members of the university Subject Committee for Archaeology. The total number of organisations that had the opportunity to respond is unknown, but certainly exceeded 100.

46 organisations responded to the survey, of which 31 (67%) were from contracting organisations in England, including commercial practices, charitable trusts, local authorities and universities. There were three responses from Wales, and one useable response from Scotland.

## 2 RESULTS OF THE SURVEY

### Question 1: What is the name of your organisation?

All 46 organisations responded to this question, of which 31 were contracting organisations in England (Appendix ii).

Comparison with the list of FAME members and IfA Registered Organisations indicates that 10-12 major contracting organisations did not respond to the survey, suggesting that the survey represents a sample of around 75% of major contracting organisations nationally.

The responses have therefore been scaled up by a factor of one third to provide a broad estimate of the national totals for England and Wales.

Respondents included two from Scotland (one of which contained no usable data) and three from Wales. These are reported separately, in recognition of the differing circumstances relating to archive deposition in these countries. Given the low return from Scotland, no national estimates for Scotland have been attempted.

Respondents included ten from non-contracting organisations, including consultancies, sole traders and voluntary groups. Their comments have been noted, but they have been excluded from the statistical analysis. There was one anonymous response.

### **Question 2: How many archaeological project archives do you hold which are ready for deposition but which cannot be deposited because the recipient museum or store is unable or unwilling to accept them (eg 117 projects)?**

44 organisations responded to this question, of which ten were nil or unquantified returns.

The number of archives held ranged from three to 1,781. In some cases respondents held uncompleted archives without any funding to complete them, while in others deposition was still under discussion or archives consisted solely of documentary material.

The total number of project archives held by respondents in England was 6,700. This gives an average of 216 per contracting organisation, and suggests an estimated national total of around 9,000 undepositable archaeological archives.

No useable data were obtained from Scotland or Wales. The respondent from Scotland stated that archives had not been deposited due to the legal requirements relating to Treasure Trove in Scotland. A respondent from Wales stated that their organisation held legacy archives for which no post-excavation funding exists.

### **Question 3: For these undepositable archives collectively:**

#### **3a. How many boxes of artefacts/ecofacts do you hold? (eg 125 boxes from standard size to small 'Stewart' box)**

37 organisations responded to this question, of which two were nil or unquantified returns. The boxes held by respondents ranged in number from four to 6,000, and in size from small Stewart boxes to standard boxes.

The total number of boxes of artefacts or ecofacts held by respondents in England was 21,500. This gives an average of 693 per contracting organisation, and suggests an estimated national total of around 28,700 undepositable boxes of artefacts or ecofacts.

Respondents from Wales held a total of 180 boxes, suggesting an estimated national total of around 240 boxes. The respondent from Scotland held a total of 220 boxes.

#### **3b. What quantity of document files do you hold? (by length of shelf, eg 2.35m)**

38 organisations responded to this question, of which five were nil or unquantified returns. The quantity of document files held by respondents ranged from 1.3-120m.

The total quantity of document files held by respondents in England was 496m. This gives an average of 16m of document files per contracting organisation, and suggests an estimated national total of undepositable document files occupying around 0.67km of shelf space.

Respondents from Wales held a total of 35m of document files, suggesting an estimated national total of around 50m. No useable data were obtained from Scotland.

### 3c. How much digital data do you hold? (eg 1,000KB)

33 organisations responded to this question, of which 12 were nil or unquantified returns. The quantity of digital data held by respondents ranged from 1-900 Gb.

The total quantity of digital data held by respondents in England was 1,654 Gb. This gives an average quantity of digital data of 53 Gb per contracting organisation, and suggests an estimated national total of digital data of 2,205 Gb, or 2.15Tb.

Respondents from Wales held a total volume of 150 Gb of digital data, suggesting an estimated national total of around 200 Gb. No useable data were obtained from Scotland.

### 3d. How many digital files does this represent? (eg 1,000 files)

36 organisations responded to this question, of which 12 were nil or unquantified returns. The number of digital files held by respondents ranged from 80-400,000.

The total number of digital files held by respondents in England was 930,370. This gives an average of 300,012 files per contracting organisation, and suggests an estimated national total of around 1.25m digital files.

Respondents from Wales held a total number of 43,941 digital files, suggesting an estimated national total of around 60,000 files. No useable data were obtained from Scotland.

### 3e. How many black and white films do you hold? (eg 25 rolls)

36 organisations responded to this question, of which 11 were nil or unquantified returns. The number of black and white films held by respondents ranged from 3-2,475.

The total number of black and white films held by respondents in England was 6,950. This gives an average of 224 per contracting organisation, and suggests an estimated national total of around 9,300 films.

No useable data were obtained from Scotland or Wales.

### 3f. How many colour transparencies do you hold? (to the nearest 100 slides)

32 organisations responded to this question, of which 10 were nil or unquantified returns. The number of colour transparencies held by respondents ranged from 100-86,500.

The total number of colour transparencies held by respondents in England was 316,480. This gives an average of 10,210 per contracting organisation, and suggests an estimated national total of around 422,000 colour transparencies.

Respondents from Wales held a total number of 60,300 colour transparencies, suggesting an estimated national total of around 80,000. No useable data were obtained from Scotland.

### 3g. What other archive materials do you hold? (eg permatrace drawings, x-radiographs)

38 organisations responded to this question, of which five were nil or unquantified returns.

27 respondents (71%) stated that they held permatrace drawings and 17 respondents (45%) held x-radiographs.

Other archive materials held included colour prints, microfiche, blueprints, video, DVD, and internal and specialist reports. Respondents were not asked to quantify these, and it is not therefore possible to estimate total volumes of each.

#### **Question 4: How many cubic metres (to the nearest cubic metre) do these undepositable archives occupy?**

38 organisations responded to this question, of which four were nil or unquantified returns. The volume of undepositable archives held by respondents ranged from 0.4-95m<sup>3</sup>.

The total volume of undepositable archives held by respondents in England was 870m<sup>3</sup>. This gives an average of 28m<sup>3</sup> per contracting organisation, and suggests an estimated national volume of undepositable archives of around 1,160m<sup>3</sup>.

Respondents from Wales held a total volume of undepositable archives of 7m<sup>3</sup>, suggesting an estimated national volume of around 9m<sup>3</sup>. The respondent from Scotland held a total volume of undepositable archives of 4.7m<sup>3</sup>.

#### **Question 5: How many cubic metres (to the nearest cubic metre) do your total temporary archive holdings occupy?**

37 organisations responded to this question, of which five were nil or unquantified returns. The total volume of all temporary archives held by respondents, including work in progress and archives being prepared for agreed deposition in museums ranged from 3-1,250m<sup>3</sup>.

The total volume of temporary archives held by respondents in England was 4,393m<sup>3</sup>. This gives an average of 142m<sup>3</sup> per contracting organisation, and suggests an estimated national volume of around 5,860m<sup>3</sup>.

Responses to this and the previous question suggest that around 20% of archives are temporarily held by contracting organisations in England because they cannot be deposited with a suitable museum or store.

Respondents from Wales held a total volume of temporary archives of 106m<sup>3</sup>, suggesting an estimated national volume of around 140m<sup>3</sup>. This suggests that significantly fewer archives temporarily held by contracting organisations in Wales cannot be deposited with a suitable museum or store. The respondent from Scotland held a total volume of temporary archives of 40m<sup>3</sup>.

#### **Question 6: How much does it cost your organisation annually to store archives that cannot be deposited? Please provide at least a guesstimate (eg c£50k annually)**

37 organisations responded to this question, of which ten were nil or unquantified returns. The annual storage cost of undepositable archives held by respondents ranged from £6-£80k.

The total annual storage cost of undepositable archives held by respondents in England was £248,405. This gives an average of £8,013 per contracting organisation, and suggests an estimated national storage cost of around £330k annually.

The annual storage cost for respondents from Wales was £10,075, suggesting an estimated national annual storage cost of around £13,500. The annual storage cost for the respondent from Scotland was £2,000.

**Question 7: At 1st January 2012 which museums or stores were not accepting completed archaeological archives from your organisation? If you are unsure of the museum or store, please indicate the county, local authority or location in which you are unable to deposit your archives.**

40 organisations responded to this question of which 4 were nil returns. The responses collectively referred to 45 specific museums in England which were not accepting archaeological archives. These are listed in Appendix iii. A few responses qualified the position for example museums that were ‘running out of space’ or where contractors ‘can only deposit a limited amount annually’ or ‘archives without finds’.

A number of responses referred to counties or districts rather than specific museums eg Northamptonshire and North Hertfordshire. These have not been included in Appendix iii as they corroborate the areas of England covered by the museums listed in Appendix iii.

The one response from Scotland stated that it was ‘difficult in some of the islands (eg Stornaway) and probably Dundee/Arbroath. The bigger issue here is that some archives are just not being ‘bid’ for when they go through Treasure Trove’.

Only one museum was mentioned in Wales: ‘Pembrokeshire Museum may not be taking archives but this position is not entirely clear’.

**Question 8: What are the reasons given for not accepting them?**

32 organisations responded to this question with the following outcome to the specific prompts:

‘Store is full’	20	(63% of 32)
‘No resource to receive or accession them’	15	(47%)
‘Temporary store closure’	14	(44%)
‘No store collecting in this area’	19	(59%)
‘Other’	11	

A range of reasons were cited under ‘other’ as follows:

Poor communication/lack of response from museum	– 5 responses
Issues over transfer of ownership	– 3
Collections review	– 1
‘Curators too busy’	– 1
‘Simply not interested’	– 1

The one response from Scotland was due to the ‘store is full’.

**Question 9: How often do you provide information on your undeposited archives to the following stakeholders?**

The comments section of this question makes it clear that there were problems with the survey interface for respondents. The table below sets out the responses as received. The responses were as follows:

Stakeholder	Annually	Every 2–5 years	Every 5 years or more	Only when asked	Never	Response Count
Relevant museum or store	7	6	0	10	4	27
The local authority archaeological curator	3	3	1	12	0	19
The client	0	1	1	8	12	22

The responses do show a pattern which one might have intuitively expected, namely that contractors make reasonable efforts to inform museums and stores, less so local authority curators and clients hardly at all.

This is reflected in the following comments that were also received:

'Depends on collecting area. In general we should probably be more proactive at informing client and curator of archive storage issues if only to highlight issues'

'IFA regularly requests details of sites that are undeposited after 5 years'

'The only people who enquire regularly regarding our undeposited archives are the IFA. Museums and curators may enquire once in a blue moon: clients never!'

'At the beginning of each year our archives officer contacts all museums in our working area with a list of archives we have done in the area and at what stage they are at in the process'

'We have some quantification of our archives but it needs significantly updating. This is a labour intensive process that is taking place alongside attempts to get some sites published'

'We contact museums regularly, each time we prepare archives for deposition, every two months or so. Museums may be officially 'collecting' yet are non-responsive to attempts to arrange deposition resulting in the long term 'temporary, holding of archives'

'We always provide relevant information to any external request during the year'

'It is rare for a client to ask whether archives are deposited unless they are a consultant archaeologist. It is very rare for the local authority curator to ask about undeposited archives'

'There is a marked lack of interest amongst the groups listed....for information on undepositable archives'

'It is very rare anyone asks for them'

'Generally only when asked – have tried regularly notification prior to fieldwork but eventually proved pointless as figures provided were not accurate and didn't seem to be used. So instead we now would liaise during fieldwork where [there are] a lot of finds and emphasise structured discard working together with the museum'

### Question 10: Do you receive requests for access to archives that you hold temporarily (whether depositable or not)?

41 organisations responded to this question. 31 (76%) responded yes and 10 (24%) responded no.

When asked how many requests for access they had received since January 2007, the responses ranged between 3 and 50 but with one contracting organisation stating 'one per week'. The total for all respondents was 585 requests since January 2007.

The following comment was made by one organisation 'in general the public are not aware of the existence of our archives'.

### **Question 11: Do you have any comments you wish to make regarding the specific issue of undepositable archives?**

26 free text responses were received from contracting organisations based in England. These are set out in full in Appendix iv, which also includes one response received from an organisation based in Scotland and two responses from organisations based in Wales.

In addition a response was received from Kent County Council's Heritage Team. Given the exceptional position in Kent their response merits citing in full as follows:

The situation regarding storage in Kent is critical. Except in rare cases, e.g. where museums will accept archaeological archives particularly relevant to their existing collections or where KCC has taken responsibility for the HS1 archive, all the contractors have to hold their archives until a long-term solution can be found. We are working to do this but as the county needs c. 875 cubic metres of storage to cope with current backlogs plus c. 1000 more for the next 20 years we have a huge and expensive problem.

### **Question 12: What solutions to the problem of undepositable archives would you suggest?**

27 free text responses were received from contracting organisations based in England. These are set out in full in Appendix v, which also includes one response received from an organisation based in Scotland and three responses from organisations based in Wales.

In addition a response was received from Kent County Council's Heritage Team which, again, merits citing in full as follows:

It is unlikely that the HLF will fund many (if any) archaeological archives. Local Authorities do not generally have the resources to look after them and so a range of options may have to be considered. For example:

1. Multi-county archives e.g. one for Kent and the adjacent counties. This might be financially viable but may not gain support from local people who wish to see artefacts back in their own county. If mechanisms can be arranged to allow for local display and for artefacts to be loaned to local groups this may work.
2. Assessment of backlog collections to determine if it all needs to go to an archive. Some backlog sites in Kent have not been assessed yet so the collections requiring long-term storage would be substantially reduced if resources could be found for post-excavation assessment and analysis.
3. Changes in approaches to archiving. Can we be more selective about what artefacts are retained for long-term storage? Should museums specialise in particular archaeological periods? Could the level of post-excavation analysis be increased to reduce the quantities requiring storage?
4. Remote storage with very limited access to collections.
5. Could local communities curate archaeological archives? There may be problems however with long-term sustainability of such arrangements.

## Appendix i: The survey questionnaire

### Evaluating the archaeological resource in store - informing the future

Evaluating the archaeological resource in store - informing the future: a FAME survey of archaeological practices in England, Scotland and Wales.

English Heritage and the Society of Museum Archaeologists have commissioned a project to explore a range of issues relating to archaeological archives. Its aim is to gather information on the current position of archaeological archives, and compile a report to inform the profession about both the current situation and the future of collection, storage and the provision of expertise. Further details of the project can be found on the FAME website at [www.famearchaeology.co.uk](http://www.famearchaeology.co.uk).

FAME members have expressed a number of concerns relating to archaeological archives, especially the growing problem of completed archives that cannot be deposited. FAME has therefore given its support to the project, and has agreed to gather information on the quantity and nature of completed archives held by archaeological contractors that cannot be deposited because there is no store or museum able or willing to accept them.

We are extending this survey to all archaeological contractors in England, Scotland and Wales, and urge you to participate, so that we can build up the fullest possible picture of the present situation across the UK. Only by gathering this information can we make a robust case for improved provision.

Please answer as many questions as you can, even if you are unable to supply all of the information requested. If possible, organisations with regional offices should provide one response for their organisation as a whole.

All respondents will be entered into a prize draw for an Amazon Gift Voucher. The closing date for responses is 31 March.

#### 1. What is the name of your organisation?

#### 2. How many archaeological project archives do you hold which are ready for deposition but which cannot be deposited because the recipient museum or store is unable or unwilling to accept them? (eg 117 projects)

#### 3. For these undepositable archives collectively:

a. How many boxes of artefacts/ecofacts do you hold?  
(eg 125 boxes from standard size to small 'Stewart' box)

b. What quantity of document files do you hold?  
(by length of shelf, eg 2.35m)

c. How much digital data do you hold?  
(eg 1,000KB)

d. How many digital files does this represent?  
(eg 1,000 files)

e. How many black and white films do you hold?  
(eg 25 rolls)

f. How many colour transparencies do you hold?  
(to the nearest 100 slides)

g. What other archive materials do you hold?  
(eg permatrace drawings, x-radiographs)

## Evaluating the archaeological resource in store - informing the future

4. How many cubic metres (to the nearest cubic metre) do these undepositable archives occupy?

5. How many cubic metres (to the nearest cubic metre) do your total temporary archive holdings occupy?

6. How much does it cost your organisation annually to store archives that cannot be deposited? Please provide at least a guesstimate (eg c£50k annually)

7. At 1st January 2012, which museums or stores were not accepting completed archaeological archives from your organisation? If you are unsure of the museum or store, please indicate the county, local authority or location in which you are unable to deposit your archives.

8. What are the reasons given for not accepting them?

- Store is full
- No resource to receive and accession them
- Temporary store closure
- No store collecting for this area

Other (please specify)

## Evaluating the archaeological resource in store - informing the future

### 9. How often do you provide information on your undeposited archives to the following?

	Annually	Every 2-5 years	Every 5 years or more	Only when asked	Never
The relevant museum or store	<input type="radio"/>				
The local authority archaeological curator	<input type="radio"/>				
The client	<input type="radio"/>				

Comments

### 10. Do you receive requests for access to archives that you hold temporarily (whether depositable or not)?

- Yes
- No

If yes, how many requests for access have you received since January 2007 (eg 25 requests)

### 11. Do you have any comments you wish to make regarding the specific issue of undepositable archives?

### 12. What solutions to the problem of undepositable archives would you suggest?

## Appendix ii: Responding organisations

	Albion Archaeology
■	AMEC Environment & Infrastructure UK Ltd
	AOC Archaeology Group – South
	Archaeological Project Services
	Archaeological Research Services Ltd
	Archaeological Services & Consultancy Ltd
	Archaeological Services WYAS
	Archaeological Solutions Ltd
	Archaeology South-East
	Archaeology Warwickshire
■	Bishop Grosseteste University College Lincoln
	Bournemouth University
	Cambridge Archaeological Unit
	Canterbury Archaeological Trust
■	CFA Archaeology Ltd
	Colchester Archaeological Trust
	Cotswold Archaeology
	Dept of Archaeology, University of Sheffield
■	Dyfed Archaeological Trust
	Essex County Council Field Archaeology Unit
■	Glamorgan-Gwent Archaeological Trust
	Gloucestershire County Council Archaeology Service
■	GUARD Archaeology Limited
■	Gwynedd Archaeological Trust
■	Heeley City Farm
	Heritage Network Ltd
■	Independent researcher
■	Isle of Wight County Archaeology Service
	John Moore Heritage Services
■	Kent County Council
	Museum of London Archaeology
■	Neil Archaeological Services
■	Nexus Heritage
	Northamptonshire Archaeology
■	Northamptonshire County Council and Northamptonshire Districts
	Oxford Archaeology
	Pre-Construct Archaeology Ltd
	Southampton Archaeology
	Suffolk County Council Archaeological Unit
	Surrey County Council Archaeological Unit
	Thames Valley Archaeological Services
	University of Leicester Archaeological Services
	Wessex Archaeology Limited
■	Winchelsea Archaeological Society
	Worcestershire Archaeology
	York Archaeological Trust (incl Northlight Heritage, ArcHeritage, Trent & Peak Archaeology)

■ Non-contracting organisations excluded from statistical analysis

■ Organisations in Scotland reported separately

■ Organisations in Wales reported separately

### Appendix iii: Museums that survey respondents cite as 'not collecting completed archaeological archives'

Region	Local authority: museum and/or area (number of respondents reporting if more than one)	Comments
EE	Bedford Museum (3)	Comment from one respondent: Store closure until 2014.
EE	Bedfordshire	
EE	Cambridgeshire County Council County Archaeology Store (2)	Comment from one respondent: [Not accepting] for sites of over 200 finds boxes. Any Cambridgeshire sites excavated with English Heritage grants as Cambridgeshire County Council's county store is not EH approved.
EE	Essex: Braintree Museum (Braintree District) (2)	
EE	Essex: Chelmsford	
EE	Essex: Epping Forest District Museum (2)	
EE	Essex: Saffron Walden Museum (Uttlesford District) (3)	Comment from one respondent: Until at least 2013.
EE	Hertfordshire: some, inc Lowewood Museum	
EE	Hertfordshire: North Hertfordshire (2)	
EE	Peterborough Museum (?)	
EE	Suffolk: St Edmundsbury Museums and all other five districts except Ipswich	
EM	Northamptonshire (11)	
EM	Northamptonshire (except Northampton) (2)	
EM	Nottinghamshire	
EM	Nottinghamshire County Museums	
EM	Nottinghamshire: All except Nottingham City	
EM	Rutland	Without finds.
NE	Newcastle City Museum	
NW	Cheshire East (2)	Comment from one respondent: Records office.
NW	Cumbria: Kendal Museum	
NW	Cumbria: Penrith Museum	
NW	Lancashire Museums Service (2)	Comment from one respondent: partly.
NW	Lancaster City Museum	
NW	Manchester Museums	
NW	Wigan: Museum of Wigan Life	
SE	Berkshire	
SE	Berkshire (outside of Reading Borough Council area) (4)	Comment from one respondent: Reorganisation of stores, collecting policies and areas.
SE	Berkshire east: Wokingham Museum	
SE	Berkshire: West Berkshire <sup>1</sup>	Until 2014.
SE	Brighton Museum and Art Gallery	
SE	Buckinghamshire	
SE	Hampshire: Winchester Museum Service	We are aware of limited space.

1 The Acting Archaeological Officer for West Berkshire Council informed FAME in November 2012 that 'West Berkshire Museum building in Newbury is closed till 2014 pending redevelopment but the museum service covering the unitary authority of West Berkshire is still very much in place. They are continuing to issue accession numbers and accept archaeological archives - see <http://www.westberks.gov.uk/index.aspx?articleid=18817>'

Region	Local authority: museum and/or area (number of respondents reporting if more than one)	Comments
SE	Kent (9)	Comment from one respondent: All Kent museums have limited space apart from Folkestone Museum, Sandwich Museum, Bromley Museum, Gravesend Museum, Maidstone Museum, Sittingbourne Museum, Dartford Borough Museum (limited space), Rochester Museum, New Romney Museum, Ashford Museum, Sevenoaks Museum, Tunbridge Wells Museum which do not collect archaeological archives presently. Comment from one respondent: All areas except Maidstone, Canterbury & Dover.
SE	Medway	No stores collecting.
SE	Oxfordshire County Museum	We are aware of limited space.
SE	Oxfordshire: Ashmolean Museum	
SE	Surrey: (all)	Museums are now running out of space and we therefore can only deposit a limited amount of archives with them annually.
SE	Surrey: East	
SE	Surrey: Chertsey Museum, Chertsey (2)	
SE	Surrey: East Surrey Museum, Tandridge	
SE	Surrey: Elmbridge Museum, Weybridge (2)	Comment from one respondent: Unless very small archive.
SE	Surrey: Spelthorne Museum, Staines (2)	
SE	Surrey: Surrey County Museums (partly?)	
SE	Surrey: Surrey Heath Museum, Camberley	
SE	Surrey: Surrey History Centre	
SE	Sussex (all)	Museums are now running out of space and we therefore can only deposit a limited amount of archives with them annually.
SE	Sussex West: Horsham District Museum (pre 2011 archives)	
SW	Devon: Royal Albert Memorial Museum, Exeter (3)	Comment from one respondent: Temporary closure until at least 2013.
SW	Dorset County Museum (3)	
SW	Gloucestershire: Corinium Museum	Will not accept split archive, or archive without transfer of title.
SW	Swindon Museum	
SW	Wiltshire: North Wiltshire Heritage Service	We are aware of limited space.
SW	Wiltshire: Salisbury and South Wiltshire Museum	
WM	Staffordshire County Museum (Stoke on Trent)	
WM	Warwickshire	
WM	Warwickshire: Stratford District	
WM	West Midlands: Birmingham City Museum (2)	
WM	West Midlands: Dudley	
WM	West Midlands: Solihull Metropolitan Council (2)	
WM	West Midlands: Walsall	
WM	West Midlands: Wolverhampton City Council (2)	
WM	Worcestershire County Museum	
YH	North Yorkshire: Selby District	
YH	South Yorkshire: Barnsley	
YH	South Yorkshire: Doncaster Museum (2)	
YH	West Yorkshire: Kirklees	
YH	West Yorkshire: Wakefield Museum	
YH & EM	Sheffield Museum (5)	

## Appendix iv: Do you have any comments you wish to make regarding the specific issue of undepositable archives?

1.	Largest amount of undeposited archive is for [name] Museum – this is undergoing major refurbishment and will start collecting again in 2013. Archives need re-defining – it is no longer about re-creating the site from scratch but accepting a certain level of analysis has already taken place (ie we don't necessarily need to retain the whole assemblage) and making sure that each aspect retained meets criteria of significance and value.
2.	The problem is getting worse. For our office it is an issue of space rather than storage costs. It does however create financial issues in terms of large amounts of negative work-in-progress we cannot release. [county] has indicated there will be a county store shortly and have suggested re-boxing and deposition charges will be applied. The fact that we have been [storing the material] for up to six years means this is not very fair – why should we shoulder additional costs? There is a concern no-one knows what archives we've got and their value.
3.	Finding where to ask for an archive to go in the first place is difficult as each area/county/district/borough is different.
4.	It is a growing problem and likely to get worse. Some museums and local authorities are using it as a political issue. In [county] the local authority has tried to impose a policy that prevents non-commercial excavations on the basis that the regional collections museum is not currently accepting archives because they do not have an archaeological curator to accession them. This has created widespread and vocal discontent as it has marginalised research and community excavations. This policy has been contested and it has now been out for consultation and we await to hear [city] Council's response.
5.	To date, undepositable archives have not proved a significant issue for [contracting organisation]. However, our work profile consists of mostly small-scale works (watching briefs etc), many of which are negative. There seems little point in depositing archive for these: all relevant information is contained in the project report and the relevant HER, and the archive contains nothing that is ever likely to warrant future study.
6.	[contracting organisation] has noticed in the last few years that it is becoming increasingly difficult to deposit archaeological archives in certain areas of the South East. Although everyone seems to acknowledge the problems that the contracting units and museums face there does not seem to be any progress in resolving these problems. Museums and units alike could do more to combat the problems we are all facing, by adopting new technology and digital data.
7.	These responses are very generalised and it has been necessary to base the answers upon a fraction of our archives only. These are stored in three places in [name]. The answers given here relate to the so-called 'cold cases', fieldwork projects that have taken place since 1968 but have not reached publication stage and in many cases where there has been no post-excavation project. Two other archive categories can be identified: 1 Teaching collections, preponderantly human remains and faunal remains which are stored in separate rooms. 2. Current archive from active summer field archaeology. This too is stored separately.
8.	Every effort must be made to have these deposited (including relaxation of conditions, box-charges and EH accreditation etc.)
9.	The greater problem for us is that the post excavation process often gets stalled, leaving [contracting organisation] indefinitely responsible for archives that are not yet ready to deposit. If these were included within the 'undepositable' category, a much larger proportion of the c. 260 cubic m of material we currently hold would be relevant. We also have a very large amount of active post excavation work currently in progress; thus within the next 12 months a significant number of additional project archives will be ready to deposit.
10.	Most of our store is full of sites that are not there because the appropriate museum will not accept them but that we cannot afford the accessioning fee ([name] Museum £30 a box). Or more commonly we have many sites that either the company went into liquidation or for whatever funding reason have not paid us for finishing the job so those site will probably sit with us forever. For example on one site we have produced an immense number of finds than expected and our entire post-excavation budget was used just to conserve the small finds (4000 when normal site that size here yields about 400...) and couldn't get any further funding from developer.
11.	The issue is likely to become more serious for [contracting organisation], undertaking more projects in [county] and [county].
12.	It is only partially a problem of the museums. Slowness of archaeological contractors in presenting the archives to the museums has perhaps masked the true scale of the problem. Early consultation by contractors and long term forecasting needs to be done so that museums can plan ahead and make more provision for storage – resources allowing, of course.

13. This is not currently an issue in [county], but I anticipate that it will become one within the next year or so.
14. Our problem arises from a series of projects undertaken several years ago for which there is no funding to archive. There is also a shortage of funded time for establishing an efficient archiving system for current projects. Backlog projects require organising and documenting to make them suitable for archiving.

15. I'm aware through research that many archives are full. Some do not have enough staff to fully accession the material.

16. The majority of museums and stores require microfilming of archives, however, some museums have begun to accept data only in its digital form, refusing to accept archives that contain microfilms. This is not an issue in itself, but becomes an issue where submission of data to the NMR is concerned. The NMR is currently unable to accept digital archives, with all digital archives going to ADS. The NMR does not foresee the acceptance of digital archives in the near future. Therefore, all sites require microfilming to be submitted to the NMR, at extra cost, where the museum will not accept microfilm. It would be useful if this were clarified in national guidance, as well as further guidance about digital archiving.

Despite the obvious problems and logistics, standardising procedures across the UK or England, or even regions eg South, South East, South West etc would help to create a single system for preparation of archives. There is at present no link between guidelines issued by one county or another, in terms of Transfer of Title for instance: some counties issue their own transfer documents, some expect the contractor to prepare a document; some counties require the entirety of an archive to be kept together and if a landowner requests to retain the artefacts and cannot be persuaded to deposit them, the entire archive must be retained by the landowner, whereas other counties allow the artefacts to be retained by the landowner as long as the rest of the archive is deposited; box sizes vary across the board, and whilst it's impractical to require one box size as stores have different sized shelving, it makes the preparation of archives more challenging, with minimum orders of box types (where these cannot be acquired from the museum) needed, for smaller units both cost and storage can become a problem. The development of a national policy and standards, for all accessioning institutions would improve the quality of the archives and allow for more efficient and cost effective preparation.

A national standard for retention and dispersal would be useful, and although institutions might wish to retain different materials or artefact types, there must be common grounds for developing a national policy or even publishing all of the various collections policies in a single document to make the current guidelines clearer.

Issues with 'accessioning': Although it is clearly a problem when museums announce that they are no longer taking archives due to lack of space, there is a period before this announcement during which it becomes difficult to deposit archives with the museums due to lack of response. In this interim period there museum in question is still officially 'accepting' yet will not accept archives, which can lead to a backlog that cannot be cleared when the museum officially stops accepting. This can become a problem with not only discharge of the planning condition (see below), but also if another museum in the area agrees to take these archives, they may only accept those for the period after they officially stopped accepting and not for the period that the museum was unresponsive, leaving archives in limbo unable to be deposited. Authorities in an area not currently accepting archives are still issuing briefs meaning that the condition cannot be fulfilled until an archive has been deposited by the archaeological contractor, even though it is known that there is no repository in the area eg [county] Council issue briefs for [borough], which does not have an archive repository, archives for [borough] cannot be deposited at [county] Museum. On occasion we have been told that the condition cannot be discharged until deposition has taken place, even though deposition is not possible as there is no accessioning museum in the area.

17. We haven't actually prepared many archives for deposition in the areas where we know there is no repository as we tend to concentrate on those that we can actually deposit therefore our figures, especially for the digital material, are a bit vague. Also it is difficult to prepare archives when there are no specific guidelines to follow so we don't know what requirements we should be meeting.

18. It is unfair of [county] Museums Service to have a policy re collecting, including fee charged, agree pre-project to accept assemblages, and then to refuse assemblages AFTER the watching brief has taken place. Considerable administrative effort spent needlessly. Argument that a small archive is of less value seems odd when no previous archaeological work has taken place in the village concerned, and any archaeological evidence (medieval pottery + World War I military brooch from watching brief in churchyard) would potentially be useful in the future.

19. Our stores do not adhere to Museum guidelines (roof leaks) they were just intended for short term storage during the post-excavation stage of each project. Therefore long term storage means we often have to re-box archives, which adds greatly to our costs both in staff time and materials (intensive curation). In addition, it reduces storage space for ongoing projects and it makes us prioritise the archiving of larger projects which we know can be deposited. Undepositable archives in the context of our RO status means that we are unable (in a number of cases) to fulfil the IfA guidelines (deposition within 5 years).

20. 1. A large problem is caused by the sudden cessation of work on a project due to the bankruptcy of the client meaning that archives cannot reach the standard required by a receiving museum, although some of these will be outside the remit of this survey.
2. When a museum re-opens after an extensive delay they often still expect a deposition fee to be paid at current rates rather than that which was applicable when they closed despite us having to have paid storage costs ourselves sometimes for some years whilst the relevant museum was renovated or closed for reasons not always disclosed to us.
3. Box charges applied to projects emerging from a long post-excavation period may become subject to large deposition charges which were not applicable at the time the museum were originally notified of the project and the client contract agreed. This retrospective charging is impossible to fund and makes it impossible to deposit archives to museums that are open. eg [name] Museum and proposed new charges at [unitary authority] Museum.
4. Whilst [contracting organisation] employ rigorous selection and retention policies and we are happy to negotiate discard policies on major archives with the receiving museum on a site by site basis we find it difficult to access clear general museum guidance on this issue. At some museums the collecting policy changes with staff restructuring giving us concern as to the archaeological principles behind it and suspicion that some policies are based on size of store available which will undermine the value of a regional collection.
21. It [the specific issue of undepositable archives] needs to be addressed asap.
22. The answers given refer only to those archives actually fully ready to be deposited. A number of further archives have not been fully prepared yet based on lack of available museum, and would take the total to nearer 100 archives. Most prepared recently had agreements to take from museums from years ago, so it is the upcoming sites which are going to prove a greater issue.
23. Local authorities state in their brief that archives should be deposited but there is no way of doing it. Also local community groups are being told that there is no way to store their finds (even where Museums take archives).
24. The survey has only requested completed archives which cannot be deposited at this time. [contracting organisation] hold almost an equivalent amount of artefacts and paper records for on-going projects for [county] and [name] Museum knowing there is no ability to deposit these archives. In effect, the true figures represented for questions 1-4 should be doubled.
- The longer the problem is left the more likely it is that the ability to view slides and microfiche will become more difficult as the equipment required to view will become obsolete (if it is not already) and not held by museums.
  - The onus is left on responsible commercial units to maintain, conserve and monitor depositable archives using internal manpower at no cost to the museum but cost to the company.
  - [contracting organisation] is holding a growing amount of maritime related artefacts and paper records which have little or no facility for them to be deposited to a permanent store. These again require specialist monitoring which costs are borne by the company.
  - [contracting organisation] also hold a large surplus of specific sized boxes required by many of the museums (our holdings are approx. 500 accumulated empty boxes which is estimated at 13 cu m) which can only be ordered in a minimum amount. This represents a storage problem for the company after archives are deposited as they cannot be returned to the manufacturer and a credit received.
  - The return of archives by museums is accepted IF they are not produced to the required guidelines. There are instances, however, where the entire archive has been returned due to one or two minor errors which can be quickly adjusted or corrected. This is an unacceptable amount of double handling and very time consuming.
  - [contracting organisation] is currently exploring the option of returning archives to landowners after a set period of storage, or, in some instances, of discarding the archive partially or completely. Neither option is ideal, although the option of selective discard at least follows accepted guidelines.
  - Monoliths and cores have, again, not been referred to in the questionnaire or the issue of the retained residues which accompany FLOTS until the point of deposition. This holding for [contracting organisation] is currently estimated at a further 180 cu m.
25. Since this issue has been building for a long time much of the material concerned relates to legacy projects which it is now not easy to re-assess for purposes of discard in particular. Greater planning and awareness would perhaps have been helpful locally as archaeologists are now responding to the current crisis, and could have responded earlier if more had been said about storage capacities at an earlier date. Getting clarity from museums generally about their current capacities would be helpful – ie it is not always easy to establish what the real situation is, as there is seemingly a reluctance to declare this. Also their collection policies are generally focussed on everything and this does not help in the current situation, nor indeed does the apparent dread of de-accessioning.

26. In our case we hold over 500,000 items and various archives in around 10,000 sq ft (60,000 cu ft) of storage at an annual rent of £50K and with the equivalent of two curatorial staff giving with incidentals an annual cost of between £120K and £130K. Unlike most Units we have however three accredited museums so that although we may feel that this material should be held by local museums we find that having museums of our own means that we must respond to the realities. Usage of the archives varies but currently supports the activities of 4 PhD students and four high level research projects.

#### SCOTLAND

1. The problem in Scotland is different to the problem in England (although we do some work in England and N Ireland and have had problems depositing archives there). In Scotland the RCAHMS takes all our paper/digital records without any problems. The problem is for finds with the Treasure Trove system, as (I'm told) the panel can only process 30 archaeological site archives per sitting (3–4 times a year). We have waited over a year for them to process our last batch of reported finds, and so far all they have done is claim the finds, they have not yet been allocated – we will have to wait for their next meeting for that, so just finding out where the archive has to go can take almost 2 years, then we have to arrange delivery (and often there is no response to contact for some time, or the store is full). In England I've had problems getting archives accepted in the [county] area, although it has happened eventually (and the [name] Museum has been very difficult in NI).

#### WALES

1. Large artefact collections from excavations are rare from [area of] Wales. It's now almost 30 years since we collected a very large artefact [assemblage]. Most of our fieldwork results in a paper record with no finds, or finds that can be accommodated into one or two boxes. Normally archives without artefacts are deposited with the NMR (RCAHMW), and those with finds are deposited with county museums or the National Museum Wales. As the [name] Trust also maintains the regional HER many of our small archives have been temporary lodged with the HER. We are currently slowly depositing these with the NMR.

2. (Please note the National Panel for Archaeological Archives in Wales will be looking into this and related issues in a Welsh context – contact Elizabeth Walker Amgueddfa Cymru National Museum Wales or Andrew Marvell GGAT.)

## Appendix v: What solutions to the problem of undepositable archives would you suggest?

1. 1) Regional depositories. Museums are possibly not the most appropriate place to store archives, one must seriously question the capacity of museums to provide suitable facilities for use of archive by general public or for research. As more local authorities see themselves as commissioning bodies and as more 'services' are spun off, contracting units might be best placed to bid for funding and run regional depositories for the benefit of the wider community (to include HER and other relevant archives).  
  
2) Recognising that the contractors can only practically and ethically take responsibility for ensuring that the archive is collated and ready for deposition. By the time an archive gets to deposition, charges allowed in the original agreement with the client have probably increased (and may increase substantial in the future) and even if it were possible to seek variations the client probably went bust long ago. Where stores do not exist, the planning authority should take responsibility for the archive ensuring that relevant planning charges are in place to allow contracting units to hand their archive over at the earliest opportunity.
2. It should be mandatory for each county to have a store. There should be petitioning from ALGAO members. When open, they should accept archives over 3–5 years old free of charge.
3. In an ideal world, have regional stores eg East Midlands and that would also address areas having different requirements for archiving and box sizes. Digital archiving partially solves the problem, but still left with the physical archive. Consistent and robust discard policies (to be developed at curatorial level).
4. Government needs to be made aware of the problem that is building up. Ultimately it will be a case of either the developer pays, the museum (state) pays and/or more archaeological archives will be thrown away by units who cannot cope with storing the volumes of material. Perhaps archival material should be scored as to its importance so that certain material that does not meet that criteria can be discarded as a matter of course.
5. As there are a number of different reasons for archives to be undepositable, there is no simple solution, though provision of adequate resources to the receiving bodies (museums, HERs) would go some way towards providing a solution. I believe that we, as archaeologists, have to ask serious questions regarding why we are keeping all this material, and what it is ever realistically going to be used for, if at all.
6. I would suggest that the museums and units work together to reduce the amount of space existing archaeological archives take up and that there are more stringent guidelines on disposal of artefacts for each category of artefact. In addition (and specifically in relation to legacy archives) employing a three strike rule with regards to transfer of title. This would show the units/museums due diligence in attempting to obtain legal title prior to deposition, which would allow for more speedy deposition after project completion. Having a uniform national or regional standard of packaging and archive guidelines for units to follow would also allow for quicker turnaround of archaeological archives and dissemination with the public. Ideally regional stores (based on the LAARC model) would ensure a regional hub which local museums could loan exhibition pieces from and allow deposition of previously undepositable archives.
7. A pathway towards a solution to the problem at [university-based contracting organisation] has been in place for the past four years where an academic member of staff has been given the responsibility of working towards the publication of the 'cold cases' including assessment of archive, constructing research proposals, application for grants, and the publication of reports. Dialogue with local museums has been opened. All of this is a long job and costly on the basis of staff resource. Disposal of low priority archive is being considered but this is a sensitive issue that will require careful consideration.
8. Surveys should be undertaken to ascertain the character of archive use/need; for finds, stringent / realistic discard policies must be implemented based on real 'use' / research value (eg: discard all bone assemblages less than, say, 5000 pieces unless there are intrinsic-value reasons to keep). Also support idea of using salt mines to store archaeological archives.
9. Some investment in museum/archaeological storage in Kent. Anything else (eg robust disposal/retention policies) will mitigate the problem but not adequately address it.
10. I would suggest perhaps whether the museum would agree to take sites where there was no funding without charging us a fee, but it wouldn't happen as many of our unfinished sites are Council ones so it is unlikely they would volunteer to take finds of a site they haven't the funding to pay us to write up! With cuts at our local museums more and more people are coming to us for information as the museum has been turning them away. We also regularly contact the smaller museums and ask them how much of it they really want and have started disposing of unimportant artefacts once recorded.
11. A temporary central repository. Long term regional archive stores. Digital replacement of 'paper' records which can be destroyed. More ruthless finds discard policy from curators and museums.

12. This is a prime Heritage Lottery Fund project. Public accessibility and use of archives needs far greater promotion and facilitation. County or perhaps regional depositories should be established – set up with HLF funding and run with income from storage fees. County depositories would provide maximum local access, relevance, etc.
13. A more robust attitude to what types of archaeological archives do not warrant deposition with a museum would be useful. At present there are a whole range of archaeological projects (negative watching briefs or evaluations, or small scale works) which add very little to knowledge of a site or produce archives with any reasonable research potential. All useful information is transferred to HERs, but units continue to deposit the records and finds with museums as this is more cost-effective for them than to undertake the current procedures for non-deposition.
14. Two archives have found a new life as teaching collections within university conservation courses.
15. Improved retention/dispersal policies. Funding for examining pre-existing archive collections in museums. Negative watching brief/evaluation report archives could perhaps be submitted in the form of a microfilm or digital copy only. External independent archive repository with links to museums and contractors that rents space for archive storage in controlled and secure conditions. In several cases, particularly with [county], which has not been able to accept archives for several years, either at the central store or at regional museums, Curators have been able to recommend appropriate local or volunteer run museums, which have a demonstrable connection with the site. Where this has been the case, these archives have been deposited with a local museum on the advice of the Curator eg [site name] archive went to Y Museum following advice and links set up by Z Museum. A site from 2007 in [parish], [borough] went to [borough] Local Studies Centre who were able to make it accessible to the public after 5 years. Though this is not ideal if the museums are not MLA registered, the local MLA registered museum has suggested it and is aware of the location of the archive.
16. Funding should be sought for county or region wide resource centres which would enable all local archives to be stored and curated in one place and which would facilitate study and allow access to a much wider audience. This way responsibility for storage space would not fall on small and underfunded local museums but they would still be able to access material for displays etc.
17. Various out-stores in [county] have been investigated by [name] Consultancy, including a ‘publicly accessible store’ in [city] – great idea, but difficult to fund in present economic climate. Temporary measure needed for whole counties, while longer-term solution is investigated.
18. Review of Museum collections on a county basis (research agendas) with stricter retention and dispersal policies Input from Museum staff and finds specialists/environmental specialists (assessments for future retention/disposal) Setting up temporary regional stores at a cost Resource centres with controlled use of finds archives for outreach purposes More communication from Keepers of Archaeology (in some case a response would be helpful).
19. A tiered archaeological specific collecting policy. <ol style="list-style-type: none"> <li>1. Collect a deposition fee at the outset of a project when the site is notified which may be based on size of project or cost of project. This should be paid directly to a relevant regional repository binding them to agree to accept the archive at the end and also ensuring that the money is not lost if the developer or contractor goes bankrupt or there is an overspend in post-excavation.</li> <li>2. The money from 1. should be used to fund regional stores which act as clearing houses for all archaeological archives and are staffed by archaeologists. This would greatly simplify the collecting guidelines eg box sizes and charges, and allow a unified approach to selection and retention relevant to the local planning and archaeological frameworks. All archives must pass through this repository for checking before being divided according to the following criteria; display items – which can then be borrowed by or sent to the relevant local museum, regular use collections eg human remains which are frequently consulted which can remain at the regional repository and finally deep storage archives consisting of elements used less often.</li> <li>3. Deep store archives could be housed at any economically and environmentally approved repository eg Deep Store salt mine in Cheshire. The cost of initial input should be met by the depositor. Long term storage costs may be met by grant / upfront fee investments and access costs must be met by the researcher. Logistical management issues surrounding the access to deep store archives would be the responsibility of either the regional store or local museum curator for the site. Failure to deposit should be monitored by Local authority curators in conjunction with the regional store managers to ensure that rogue contractors are being sanctioned. Where bankruptcy affects the deposition of an archive the regional store and local authority archaeologist must assume control or responsibility for the archive. Documentary archives could be approached in a much more publicly accessible way. eg scanned hard copy PdfA archives uploaded for free to OASIS alongside the report would ensure that information is available wherever access to an internet is available alongside the artefact archive and could be used to reduce storage. A single set of national digital deposition guidelines is needed urgently.</li> </ol>

<p>20. I would suggest disposing of all but museum quality finds which could be touted round the museums. If the finds have been properly catalogued and assessed by a specialist there is no real need to keep them. Specialists I have spoken to rarely want to see the finds themselves but want to see reports and catalogues. This should be the case for all sites as pretty soon all archives will be full. The specialists should be forced to set down national guidelines for a much reduced retention policy.</p>
<p>21. We [initials of organisation] aim to bid for HLF funds to create an archaeological resource centre to act as a repository for archaeological archives in [county] minus [city] probably combined with an Archives repository.</p>
<p>22. More museum storage is clearly required, although not necessarily possible. Digital archives seem to be the only obvious space-saving solution.</p>
<p>23. In the case of clients refusing to pay for the final post-excavation stage then in the first place the local archaeological curator should be forceful with the Local Planning Authority to not permit the discharge of the condition. If this does not work, then the archive should be considered complete and depositable (in those areas still collecting) so that it was available for research. In the case of areas refusing to collect then it is up to the Local Planning Authorities, who are still putting conditions on development, to fund a store. The bleak truth is that there is no point in undertaking the project if there is no provision for the archive. Failing a locally funded store then a number of options should be considered. These include:</p> <ul style="list-style-type: none"> <li>- returning the archive to the owner;</li> <li>- dispersing the archive to interested local societies / schools;</li> <li>- depositing with local non-registered museums.</li> </ul> <p>All the above after full recording of the archive.</p>
<p>24. Rigorous discard policy – eg negative watching briefs: if they're recorded on the HER and the report is good enough do we need an archive?</p>
<p>25. • The current situation regarding archaeological archives as a whole is unsustainable. This situation is much larger than those archives that currently cannot be deposited. It is clear that more and more museums and stores will become full in the near future and the difficulties will only get worse. At present there are no arrangements at all for marine archives.</p> <ul style="list-style-type: none"> <li>• Local Planning Authorities regularly specify as part of a planning condition that archives should be deposited with a designated museum in the knowledge that this condition cannot be met in the foreseeable future. As such, these planning conditions are non-compliant.</li> <li>• After a national consultation process conducted by the appropriate bodies, planning conditions should identify the storage costs borne by contractors as well by museums and stores and specify that storage is a material consideration.</li> <li>• Current archaeological retention policies have been overtaken by the massive increase in developer-funded projects. A fundamental reworking is required of what is retained on site, how and why it is studied and recorded, and how that information is made accessible. The urgent need for this exercise is knowledge driven, not cost-driven.</li> <li>• Doing nothing is not an option.</li> </ul>
<p>26. Though undepositable archives may now have become too much part of the current scene for any easy solutions there, there are strategies that could reduce further such outcomes to a minimum eg:</p> <ol style="list-style-type: none"> <li>a) adopting discard as a core element of archaeological work by concentrating on collecting data with reference to reference collections in many more areas than just pottery (or indeed including pottery in many areas still);</li> <li>b) using technology to maximise space-saving, primarily through digitisation and digital-born data being the norm as is happening already (with the option then that other parties such as ADS, but also locally, might through their participation reduce the physical space needed in the museum – eg could paper archives then be put into deep (cheaper) storage elsewhere instead?);</li> <li>c) and by developing the concept in museums that museum archaeology is largely the examples worthy of retention for specific reasons (?research, exhibition etc) and not the bulk materials (unless for the same reasons). Such changes of direction would be very challenging and go against the grain but there is clearly a need for some radical rethinking of how we practice archaeology in regard to project archives.</li> </ol>
<p>27. In 2002 The Yorkshire Collections Access Project involving many partners was developed but failed due to lack of capital and perhaps because it developed too wide a remit. Since then museums have proved, probably unwisely, resistant to expanding their role as custodians of the heritage; this has the effect of reducing external funding for stores. At the same time there has been from museums professionals ever higher and more costly specification for stores. The solutions seem to lie with expanding ADS type facilities. Low cost storage in buildings with sunk capital costs funded by HLF? A renaissance in the museum world.</p>

**SCOTLAND**

1. In Scotland, change the Treasure Trove system. I would like to have a national meeting or series of meetings about this issue with all relevant bodies involved. In England, large centralised stores seem the best way forward.

**WALES**

1. There needs to be more clear guidelines and polices on the types and quantities of material that is archived. Disposal polices need to be firmed up.
2. The Trust is working in partnership with [name] University on a project to itemise, scan and make available the images held by the Trust. External funding is required to help archive early projects.
3. Written agreement of specialists identifying material that can be disposed before deposition. Museums and approved stores/archives review retention policies. Central/regional deposit points/ARCs from which museums can draw down material.



## APPENDIX 3

# Comparison between FAME results and responses to the survey of museums

## APPENDIX 3 COMPARISON BETWEEN FAME RESULTS AND RESPONSES TO THE SURVEY OF MUSEUMS

Region	Reported to FAME survey by archaeological contractors as not collecting	Findings of SMA survey of museums, including museums' comments where relevant	Same result?
EE	Bedford Museum (3)	The Higgins Art Gallery & Museum, Bedford is collecting.	N
EE	Bedfordshire	The Higgins Art Gallery & Museum is collecting, and Luton Cultural Services Trust, Wardown Park Museum is collecting with prior discussion, in accordance with guidelines.	N
EE	Cambridgeshire County Council County Archaeology Store (2)	Not collecting, except for small archives from out of county units.	Y
EE	Essex: Braintree Museum (Braintree District) (2)	Collecting: Paper archive and exceptional finds. Rigorous discard policy must be observed.	Possibly
EE	Essex: Chelmsford	Chelmsford Museum is collecting by arrangement. There is a one off deposition fee of £30 per box or equivalent.	N
EE	Essex: Epping Forest District Museum (2)	Collecting.	N
EE	Essex: Saffron Walden Museum (Uttlesford District) (3)	Not collecting: space to take only a very limited number of small archives from watching briefs and evaluations until a new storage facility becomes available.	Y
EE	Hertfordshire: some, inc Lowewood Museum	Epping Forest District Museum operates the Lowewood Museum in Broxbourne and is collecting.	N
EE	Hertfordshire: North Hertfordshire (2)	All of Hertfordshire is covered.	N
EE	Peterborough Museum (?)	Collecting.	N
EE	Suffolk: St Edmundsbury Museums and all other five districts except Ipswich	Suffolk County Council Archaeological Service collects for all of Suffolk except Ipswich.	N
EM	Northamptonshire (11)	Only Kettering and Northampton are covered. Kettering has a limited collecting policy, as defined in Acquisitions and Disposals policy. The remaining five districts have no museum collecting archives.	Nearly
EM	Northamptonshire (except Northampton) (2)	Only Kettering and Northampton are covered. Kettering has a limited collecting policy, as defined in Acquisitions and Disposals policy. The remaining five districts have no museum collecting archives.	Nearly
EM	Nottinghamshire	Four districts of Nottinghamshire are not covered by a museum: Ashfield, Broxtowe, Gedling, and Rushcliffe. Bassetlaw will take small archives only. Newark and Sherwood accept archives which will enhance existing collections or have research potential, depending on space, by prior arrangement and in accordance with deposition guidelines.	Partly
EM	Nottinghamshire County Museums	See previous.	Partly
EM	Nottinghamshire: All except Nottingham City	See Nottinghamshire.	Partly
EM	Rutland	Rutland County Museum is collecting.	N
NE	Newcastle City Museum	Great North Museum: Hancock covers medieval Newcastle upon Tyne, Tyne and Wear Archives and Museums covers area outside medieval city.	N
NW	Cheshire East (2)	There are no museums covering Cheshire East, but Cheshire West Museums consisting of the Grosvenor Museum and Weaver Hall Museum and Workhouse have now agreed to take archives as museum of last resort.	Different museum available

Region	Reported to FAME survey by archaeological contractors as not collecting	Findings of SMA survey of museums, including museums' comments where relevant	Same result?
NW	Cumbria: Kendal Museum	Kendal Museum of Natural History and Archaeology is collecting.	N
NW	Cumbria: Penrith Museum	Kendal Museum of Natural History and Archaeology is collecting for Eden district, which includes Penrith.	N
NW	Lancashire Museums Service (2)	Lancashire County Museums are collecting, but only by prior arrangement in writing subject to space.	N
NW	Lancaster City Museum	Lancashire County Museums are collecting, but only by prior arrangement in writing subject to space.	N
NW	Manchester Museums	The Manchester Museum is collecting, but only has a clear policy in relation to Manchester itself. Greater Manchester is less clearly covered. Archives are accepted depending on size as space in store is at a premium.	Y
NW	Wigan: Museum of Wigan Life	Not collecting, no museum for this area.	Y
SE	Berkshire	See below for Unitary Authorities in the former county of Berkshire.	
SE	Berkshire (outside of Reading Borough Council area) (4)	The authorities of Wokingham, Bracknell Forest, and Windsor & Maidenhead are no longer covered. Reading Museum formerly accepted for these areas.	Y
SE	Berkshire east: Wokingham Museum	The authorities of Wokingham, Bracknell Forest, and Windsor & Maidenhead are no longer covered. Reading Museum formerly accepted for these areas.	Y
SE	Berkshire: West Berkshire	West Berkshire Museum is collecting, but the museum is currently closed to the public.	N
SE	Brighton Museum and Art Gallery	July 2012 the museum is temporarily not accepting archives, until new policies have been ratified. Once this is done, archives will be accepted.	Y
SE	Buckinghamshire	Buckinghamshire County Museum is collecting.	N
SE	Hampshire: Winchester Museum Service	Winchester Museums are collecting.	N
SE	Kent (9)	Canterbury, Dartford, Dover and Tunbridge Wells museums were all collecting, but the remaining seven districts were not covered.	Y
SE	Medway	Guildhall Museum, Medway is not collecting.	Y
SE	Oxfordshire County Museum	Oxfordshire Museums Service is collecting.	N
SE	Oxfordshire: Ashmolean Museum	Oxfordshire Museums Service is collecting for Oxfordshire.	N
SE	Surrey: (all)	Collecting areas covering all of Surrey have been agreed between the relevant museums. All relevant museums are collecting, and/or Guildford Museum acts as museum of last resort.	N
SE	Surrey: East	Collecting areas covering all of Surrey have been agreed between the relevant museums. All relevant museums are collecting, and/or Guildford Museum acts as museum of last resort.	N
SE	Surrey: Chertsey Museum, Chertsey (2)	Collecting areas covering all of Surrey have been agreed between the relevant museums. Chertsey is not collecting, but Guildford Museum acts as museum of last resort.	Different museum available
SE	Surrey: East Surrey Museum, Tandridge	Collecting areas covering all of Surrey have been agreed between the relevant museums. East Surrey Museum is collecting, but acceptance depends on a huge number of factors – relevance to our collections, local etc, volume, quality, how well displayable.	Possibly

Region	Reported to FAME survey by archaeological contractors as not collecting	Findings of SMA survey of museums, including museums' comments where relevant	Same result?
SE	Surrey: Elmbridge Museum, Weybridge (2)	Collecting areas covering all of Surrey have been agreed between the relevant museums. Elmbridge is not collecting, but Guildford Museum acts as museum of last resort.	Different museum available
SE	Surrey: Spelthorne Museum, Staines (2)	Collecting areas covering all of Surrey have been agreed between the relevant museums. Spelthorne Museum is collecting.	N
SE	Surrey: Surrey County Museums (partly?)	Collecting areas covering all of Surrey have been agreed between the relevant museums. All relevant museums are collecting, and/or Guildford Museum acts as museum of last resort.	N
SE	Surrey: Surrey Heath Museum, Camberley	Collecting areas covering all of Surrey have been agreed between the relevant museums. Surrey Heath Museum is understood to be collecting but was not contacted directly.	N
SE	Surrey: Surrey History Centre	Collecting areas covering all of Surrey have been agreed between the relevant museums. Surrey History Centre is not collecting, but Guildford Museum acts as museum of last resort.	Different museum available
SE	Sussex (all)	Collecting areas covering East and West Sussex have been agreed between the relevant museums.	N
SE	Sussex West: Horsham District Museum (pre 2011 archives)	Collecting areas covering East and West Sussex have been agreed between the relevant museums.	?
SW	Devon: Royal Albert Memorial Museum, Exeter (3)	Not collecting: temporary halt to accepting archives while the museum underwent a major redevelopment and pending a new collecting policy.	Y
SW	Dorset County Museum (3)	Dorset County Museum did not respond to the survey.	
SW	Gloucestershire: Corinium Museum	Collecting.	N
SW	Swindon Museum	Collecting: Space is at a premium. No archives have been refused due to lack of space.	N
SW	Wiltshire: North Wiltshire Heritage Service	Wiltshire appeared to be covered: Wiltshire Heritage Museum, Chippenham Museum & Heritage Centre, Trowbridge Museum.	N
SW	Wiltshire: Salisbury and South Wiltshire Museum	Wiltshire appeared to be covered: Wiltshire Heritage Museum, Chippenham Museum & Heritage Centre, Trowbridge Museum.	N
WM	Staffordshire County Museum (Stoke on Trent)	The Potteries Museum and Art Gallery in Stoke on Trent is collecting.	N
WM	Warwickshire	Warwickshire Museum is collecting.	N
WM	Warwickshire: Stratford District	Now covered by Warwickshire Museum.	
WM	West Midlands: Birmingham City Museum (2)	Birmingham Museum and Art Gallery did not respond to the survey.	
WM	West Midlands: Dudley	None.	Y
WM	West Midlands: Solihull Metropolitan Council (2)	None.	Y
WM	West Midlands: Walsall	Walsall is believed to be collecting.	
WM	West Midlands: Wolverhampton City Council (2)	None.	Y
WM	Worcestershire County Museum	Collecting.	N
YH	North Yorkshire: Selby District	Yorkshire Museum (York Museums Trust) collecting for Selby district.	N
YH	South Yorkshire: Barnsley	No museum accepting, but Experience Barnsley will do so in future.	Y

Region	Reported to FAME survey by archaeological contractors as not collecting	Findings of SMA survey of museums, including museums' comments where relevant	Same result?
YH	South Yorkshire: Doncaster Museum (2)	Doncaster Museum Service is collecting, but has to clear space for incoming archives by rationalising current holdings and by making space by more efficiently storing and packing existing archives.	N
YH	West Yorkshire: Kirklees	Kirklees Museums and Galleries is collecting, but storage constraints mean that acceptance may have to be selective.	N
YH	West Yorkshire: Wakefield Museum	Wakefield Council, Arts and Museums are collecting.	N
YH & EM	Sheffield Museum (5)	Not collecting: we have lost our Curator of Archaeology and have been unable to fill the post since 2009 due to lack of funding.	Y