

Procedures for the Transfer of Archaeological Archives

Four Museums collect material from archaeological excavations in Derbyshire. This document is designed to ensure that all those participating in excavation in Derbyshire understand which museum is the correct one for deposition of archives and how those archives should be presented.

MUSEUMS IN DERBYSHIRE

Buxton Museum and Art Gallery
Chesterfield Museum and Art Gallery
Derby Museums and Art Gallery
Weston Park Museum, Sheffield

September 2003 with amendments May 2004

<p>MUSEUMS IN DERBYSHIRE Procedures for the Transfer of Archaeological Archives September 2003</p>

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1.0 Purpose

These procedures apply to all archives excavated or reported to the museums after 1 April 2004. They have been produced to ensure that archives derived from archaeological fieldwork in Derbyshire are presented to Museums in a manner suitable for efficient curation. Compliance with them will enable the Museums to manage their archaeology collections as effectively as possible, and thus to maintain public accessibility. There are four museums that collect archaeological archives from Derbyshire; **Chesferfield Museum and Art Gallery, Buxton Museum and Art Gallery** (Derbyshire County Council), **Derby Museum and Art Gallery** and **Weston Park Museum**, Sheffield. Hereafter referred to as the Museum.

2.0 Notification

2.1 According to guidelines issued by the Museums & Galleries Commission (MGC, 1992), English Heritage (1991) and City or County Archaeology Officer's annexes to planning briefs, it is the duty of excavation units to:

- a) determine which museum is the agreed repository for the archive of any given project
- b) inform them about the project at the earliest opportunity

2.2 The Museum Service must:

- a) in the majority of cases, be notified of any proposed fieldwork **before** work begins on site
- b) be willing to accept the archive
- c) be consulted at the project planning and research design stage

2.3 Notification/ Archive Transfer Form

The excavation unit should use the standard notification/ archive transfer form (see *Appendix 1*) provided by the Museum to indicate the:

- | | |
|---|---|
| a) site code | g) the type of work to be undertaken |
| b) site name | h) the type and quantity of material expected |
| c) civil parish | i) anticipated finds' conservation problems |
| d) grid reference | |
| e) anticipated project start date | |
| f) anticipated date of archive transfer | |

In the case of English Heritage funded projects, their project code should be included.

2.4 A separate form should be completed for each distinct archaeological site. It is recognised that when an initial evaluation is to be carried out over a large area, it is usually unclear how many sites will be encountered and so a single form may have to suffice for this stage of the project. In these circumstances:

- a) the list of parishes included should be entered on the form
- b) if the project proceeds to excavation stage, a separate notification is required for each site

2.5 Before work begins on site the unit should contact the landowner to endeavour to reach an agreement in principle regarding the deposition of finds (see *9.2 below*).

2.6 Site Identification Number

The Museum will copy this form for its files, mark it with the accession number assigned to the site archive and return then the original to the unit. *NB An accession number can only be allocated once agreement over deposition (at least in principle) has been reached.* Accession numbers are in the form of a **4 digit year of issue** plus a **serial number** eg 2001.1 for the first accession in 2001. This number, along with the Museum's MDA identification code (**CHTFM**, **DERSB**, **DBYMU** or **SHEFM**), serves as the unique identifier for the site.

2.7 The unit must ensure that this accession number is quoted in full:

a) in all correspondence

and once it is certain that the archive (or at least the majority) will be deposited with the Museum

b) in all subsequent reports and publications

This number should be clearly marked on all site files, finds bags and boxes. Where possible the finds themselves should also be labelled or marked with this number. For units wishing to mark finds with their own site and context numbers, a combined site and abbreviated form of the accession number is suggested (*see 5. Finds Labelling below*).

2.8 Notification of Progress

The Museum should be kept informed of the progress of the project, especially if there is an unexpected increase in the quantity of finds or the type of finds being recovered. The Archaeological Curators with the Peak Park Authority and Derbyshire County Council Should be informed of the Accession number and sent a copy of the form at the time of deposition to ensure that the information on the Sites and Monuments Record is up dated.

2.9 The Release of Information to the Public

Where the unit's client requires that there is limited access to information concerning the project (ie for a pre-planning application site evaluation), the Museum should be informed of this from the outset, and the utmost efforts will be made to respect these wishes. However, public access will need to be given to the site archive once it has been received by the Museum.

2.10 If required, the Museum will direct public enquiries to the unit or the client during the fieldwork stage. The Museum should be sent copies of any press releases issued concerning the project and expects its role to be acknowledged in any publicity.

3.0 Museum Collecting Policy

3.1 In order to achieve registration status with the MGC, museums are obliged to have a clear, written collecting policy. For each region in the country, it should be defined which museum is the agreed repository for archives for specific sites.

3.2 For Derbyshire is the agreed repository for any archaeological archives from the civil parishes are listed in Appendix 2 and shown in the attached map.

4.0 Selection, Retention & Dispersal

4.1 The Museum advises field units to operate a strong presumption in favour of preserving all finds from archaeological fieldwork. However, it should be recognised that a restricted dispersal of material of low research value enables more effective

curation of the remainder. Dispersal could involve donation of some finds to other educational institutions, or as a last resort their disposal, destruction or reburial. Agreement between units and the Museum concerning selection and retention strategies employed during excavation and post-excavation, should remove any need for further selection by the Museum on or after deposition of the archive.

4.2 The Museum has adopted the guidelines on dispersal and retention published by the Society of Museum Archaeologists (SMA, 1993 & 1997). Units are referred to the section on each type of material included in this document. It is emphasised that any dispersal of material by field units should be fully documented in the archive. A sample of all stratified or well provenanced material to be dispersed should be retained. The Museum recommends a sample of 1% for very abundant material, and 10% from smaller groups. The quantity of material dispersed should **always** be recorded (weight, volume, count).

4.3 Education / Handling Material

The Museum requests that some examples of material to be dispersed be made available for the Museum Handling Collection for teaching purposes. Units can contact the Museum to discuss possible educational uses for material that will not be included in the long-term archive.

5.0 Finds Labelling

5.1 It is of vital importance for future research that all archaeological material held by the Museum can be associated with its documentation and the written site archive. This is partly achieved by labelling all finds packaging (usually bags and boxes) with the unique accession number which has been allocated to the site (see 2.6 above). There is a danger, however, that finds might become separated from their packaging and thus the vital link between finds and their provenance be broken.

5.2 It is usual for units to mark all finds, except those composed of sensitive materials or of a very small size (eg iron, glass, coins) with site codes and context information, and to mark small finds with their small finds number. However, since the Museum currently receives field archives from more than one unit, there can be no guarantee that any site code will be unique. The Museum could mark all finds with the accession number, but this would involve a great deal of duplicated effort.

5.3 Conversely, if the Museum's accession number is used as the site code, then there could be duplication of the codes in the unit's records, if they hold archives for other museums, as most museums use the same form of accession number.

5.4 The Museum **prefers** that units mark finds with the accession number issued. A suggested solution for those units that wish to continue to mark finds with their own site codes, is that finds are labelled with a code that combines this with the accession number. For example:

Site Code	Accession Number	Finds Labelled
LC	2001-15	LC-2001-15
D650	2001-87	D650-2001-87

It is appreciated that this might involve additional work for field unit staff, but the long-term benefits for the documentation of the archive would be considerable.

5.5 Small Finds & Context Numbers

Small finds and contexts will continue to be referred to in the Museum's documentation according to the small find number and context number issued by the unit. It is essential therefore that these numbers are unique. They should **not** recommence numbering at the start of separate field seasons, nor have separate small find numbers for different classes of material.

6.0 Finds Packaging

The material archive should only be deposited in the Museum if packed to the required standards. It is the responsibility of the excavation unit to ensure that the correct packing materials are used. The Museum has the right to delay acceptance of the material until it is packed correctly or to recharge any costs incurred in bringing it up to standard. All items should be packed in a manner which is appropriate to their stability and fragility. The requisite standards are described in *First Aid for Finds* (UKIC, 1998) and *Walker* (UKIC, 1990).

6.1 Boxes

All bulk finds should be placed in cardboard boxes, preferably with lids with a depth of at least 75mm. Exact box sizes for each Museum are listed in Appendix 3.

For large archives it is preferred that bulk finds are boxed by class of material and then by contexts in the interests of further research.

Small finds and unstable material should be presented in sealed plastic Stewart boxes, the size of which should be determined by the objects that they contain. Unstable and untreated material must be packed in the appropriate microclimate (eg sealed Stewart boxes containing silica gel for metals and appropriate containers with phenoxytol for waterlogged environmental samples).

6.2 Bags

Only re-sealable polythene bags with write-on panels should be used. The bag sizes should be determined by the size of objects they are to contain. On no account will material in paper bags be accepted. Fragile objects such as metals and worked organic material should be placed in pierced bags, and padded with Jiffy foam or acid free tissue. *Details of specifications and example suppliers of materials are provided in Appendix 3.*

6.3 Labels

All finds packing should be labelled with the Museum accession number. This can be achieved by labelling the bags, boxes, separate labels or the objects themselves. The bags are best labelled with a good ball-point pen (black ink), that makes an indentation in the polythene and so remains legible even when the ink fades. Larger bags can also be labelled with thick black Pentel marker (N50).

The boxes should be labelled with a permanent pen or marked in the bottom right hand corner of one of the narrower faces.

or: -

Box labels can be produced in the following form:

Museum Name			BOX	of	BOX No.
SITE	SITE CODE	CONTEXT			
ACCESSION No.					
Context range / notes					
Date packed		Date received		Date checked	
Unit Name					

These should be completed in archival pen as indicated on the example shown above. The completed label should be stuck with PVA adhesive to one of the narrower faces.

Large items should also have a tie-on label. This must be waterproof (eg made of Tyvek), written with a permanent ink and tied on with a strong polyester twine.

7.0 Documentary Archive

7.1 The archive should be prepared to the minimum acceptable standard defined by English Heritage (1991), and following guidelines detailed by UKIC (1992). It should normally have been submitted to the National Archaeological Record (NAR) for microform copying and indexing, before deposition with the Museum.

7.2 Copies of all records compiled during the project should be included, whether as text, drawings, photographs, videos, microform or computer disk. Post-excavation records, such as site phasing details, interpretative plans, artefact analyses, conservation records and publication drawings should be included, as should documentation of the project strategy and sampling strategies applied to the site and finds. All slides retained by the unit for lectures etc should be duplicated in the archive. Additional microform copies provided by the NAR should also be included in the archive.

7.3 All staples, paper clips etc should be removed and papers packed in archival flat document cases (*details of sizes and a supplier are given in Appendix 3*). Within these cases documents and photograph envelopes should be held in A4 archival suspension files and the cases should have applied labels, held in archival labels holders on the outside. The first case must include a list of contents for the documentary archive and a clear list of all the finds held in the artefactual archive and of those which may have been retained by landowners or otherwise dispersed. Documents should not generally be folded. Large site plans and section drawings should be suitable for storage in A0/A1 size plan drawers. Negatives, contact strips and slides should be inserted into hanging filing sleeves (of archival quality). Photographs should be stored in archival polyester envelopes.

7.4 All computer files should be accompanied by a hard copy of all material on disk and should be IBM PC compatible. Details of the hardware and software used to

generate computerised records and the location of back-up disks must be included. Text files should either be Word files or should be in ASCII format. Disks should be 3.5" size.

8.0 Conservation & Analysis

8.1 In normal circumstances, all finds must be conserved to acceptable standards before transfer. Conservation work should be agreed in advance with the Museum and may be undertaken by an external agency. Conservation work must be carried out by competent and experienced staff. Detailed records and photographs should be made of all work carried out and handed over at the time of archive deposition. Original copies of all photographs, drawings, x-radiographs and laboratory notes should be included in the site archive.

8.2 Destructive Analysis

Any proposal involving partial or total destructive analysis of any of the finds must be discussed and agreed with the Museum and be conducted according to the procedures laid down. The Site Archive should contain details and findings of any material that was destructively analysed.

9.0 Transfer of Title

9.1 With the exception of material which is deemed to be Treasure in English law all material collected during the course of archaeological investigation belongs to the landowner. Finds can, therefore, only be legally transferred to the Museum with the written permission of the landowner.

9.2 When the unit first contacts the landowner concerning a project, they should:

- a) notify them that the Museum is the authorised repository for the archive
- b) obtain their agreement in principle to deposit the archive with the Museum

9.3 Final permission cannot be elicited until site work is completed. It is at this point that the unit should write to the landowner to confirm that she/he agrees to the transfer of material to the Museum. A detailed list of finds **must** be included for the landowner's inspection. A copy of this letter and any reply received, should be included in the archive. If no reply is received within 2 months, an additional letter should be sent as a recorded delivery. If there is still no reply after a total of 3 months, the archive can be transferred to the Museum, although replies received subsequently should be forwarded. In all cases, units should inform the landowner that the Museum will write to acknowledge receipt of any material donated and to request a formal transfer of title of ownership. The Museum accepts responsibility for clarifying the legal ownership of material received, as long as units follow these procedures.

9.4 Archaeological archives are usually unconditional donations to the Museum. Long-term loans cannot usually be accepted, but short-term loans can be considered for temporary display purposes. If landowners should choose to retain some finds, the Museum is prepared to accept the remaining material, although all efforts are to be made to discourage a division of the site archive. In such a case, a clear list of material kept by the landowner should be included in the archive. If the landowner has decided to retain all finds then the unit should not request an accession number from the Museum. A library copy of the written report should be forwarded at the end of the project.

10.0 Transfer of Archive

10.1 When the archive is ready for transference, the unit should ensure that 2 copies of an indexed inventory of all the material and the notification form/ archive transfer form (see Appendix 1) are included, so that the Museum can sign a copy for the unit to retain, confirming that the complete archive has been received. The unit should also have completed the section of the form giving details on landowners and developers of the site, the date that the letter of consent was sent to the landowner and whether a reply was received.

10.2 Units should assemble and present a complete archive and must not leave the Museum to seek out finds left with specialists, missing photographs, material in other stores etc. The transference should not occur until all material is ready for inclusion. Retention of type series samples should only occur in consultation with the Museum, and if at all possible, be obtained from material which might otherwise have been omitted from the archive, according to the Selection, Retention and Dispersal Guidelines. Any finds that are not covered by the Dispersal Guidelines and are to be kept by the unit in agreement with the Museum, should be considered as loans from the Museum and must be forwarded if the unit later has no use for them.

10.3 Timescales

It is in the interests of all concerned, if archive preparation can be achieved within a timescale agreed between units and the Museum. In order that staff can make the necessary preparations to receive the material, it is requested that units notify the Museum in advance of the expected time limits for deposition. For sites not requiring publication, the Museum suggests a maximum time delay of one year between the termination of fieldwork and the transference of the complete archive. If the unit obtains funding for a detailed publication, the Museum should be kept informed of the expected delay in deposition. The Museum should also be informed of the progress of projects through stages of evaluation, excavation and watching brief. In particular, the Museum should be informed in writing if responsibility for the project should be transferred to a different unit.

10.4 Large Sites

As mentioned in section 2.4, for very large projects it may be advantageous if separate sites identified at an evaluation stage, be given distinct accession numbers in any excavation stage that may follow. These sites can then be documented and deposited separately, with copies of their associated reports. It is realised that the final report and synthesis cannot be deposited until the completion of the project.

10.5 Transportation and Insurance

The arrangements for the transport, care and insurance cover for material whilst in transit to the Museum or for specialist examination, will be the responsibility of the unit which originated the project. This is especially important where the specialist is not based with the field unit or Museum. Appropriate documentation, insurance and collections care must be arranged.

11.0 The Cost of Storing the Archive

Provision of the capitalised costs of securing the archive's entry into the Collections must form part of the fieldwork budgeting. All excavation archives should be accompanied by a storage grant. In the case of developer-funded fieldwork this cost will be met by the developer. This annually reviewable charge is set at a level equivalent to the English Heritage box storage grant and will not be applied retrospectively. *This is currently [May 2004] £15.59 per box calculated on the basis*

of a standard English Heritage storage box capacity of 0.017m³. This will increase each April by 2.5%. Please note that this charge applies to all sites that the Museums are notified of after the 1st of April 2004 regardless of when they were excavated.

12.0 Publication

12.1 Written Publications

The Museum must be sent 2 copies of the final report (a library copy and a user copy) relating to archives deposited with the Museum. These should acknowledge the curatorial role of the Museum in the project and must include a reference to the accession number for the archive (*as stated in section 2.6 above*). It is also advisable for the finds section of the publication to refer to the small finds numbers used in the documentary archive.

12.2 Research, Display and Public Access

The Museum has the right to research, study, display, publish and provide public access to all information and finds contained in the archive either immediately or after an agreed period.

12.3 Copyright

The Museum should be informed of any restriction of copyright that may pertain for parts of the record. The intellectual rights to the documentary archive are owned by the project archaeologist as originator of the work unless otherwise specified in the contract. The project archaeologist must either transfer the copyright of the archive or grant full unrestricted and free rights to the Museum to use the archive under copyright. The project archaeologist must also require sub-contracted specialists to transfer copyright ownership to the Museum or grant a license allowing the Museum to curate and use their work fully. The copyright status of the archive must be stated on the Museum Transfer of Title Form.

13.0 References

These procedures set out in this document are based on standards recommended in:

Museum Collecting Policies

Museums & Galleries Commission, 1992, *Standards in the Museum Care of Archaeological Collections*

Society of Museum Archaeologists, 1993, *Selection, Retention and Disposal of Archaeological Collections*.

Society of Museum Archaeologists, 1997, *Revision: Selection, Retention and Disposal of Archaeological Collections*.

Society of Museum Archaeologists, 1995, *Transfer of Archaeological Archives to Museums, Guidelines for use in England, Wales, Scotland and Northern Ireland*

Institute of Field Archaeologists (IFA), 1985 & amended 1989, *Code of Conduct*

IFA Finds Group, 1991, *Guidelines for Finds Work*

English Heritage, 1991(2nd Edition), *Management of Archaeological Projects*

British Standards Institute, *Recommendations for Storage and Exhibition of Archival Documents, BS5454*.

UKIC, Watkinson, D. (ed) and Neal, V., 1998, *First Aid for Finds*

UKIC, Walker, K., 1990, *Guidelines for the Preparation of Excavation Archives for Long-term Storage*

<p>APPENDIX 2 Parishes in Derbyshire and Museum Collecting Areas</p>

Archaeological collecting areas

Parish List for each Museum

Buxton Museum and Art Gallery

Derbyshire Dales District

Abney and Abney Grange	Highlow
Aldwark	Hognaston
Ashford in the Water	Ible
Atlow	Ivonbrook Grange
Bakewell	Kirk Ireton
Ballidon	Kniveton
Biggin	Lea Hall
Birchover	Little Hucklow
Blackwell in the Peak	Little Longstone
Bonsall	Litton
Bradbourn	Matlock Bath
Bradwell	Matlock Town
Brassington	Middleton and Smerrill
Brushfield	Monyash
Callow	Nether Haddon
Carsington	Newton Grange
Chelmorton	Offcote and Underwood
Cromford	Offerton
Darley Dale	Over Haddon
Eaton and Alsop	Parwich
Elton	Pilsley
Eyam	Rowland
Eyam Woodlands	Sheldon
Fenny Bentley	South Darley
Flagg	Stanton
Foolow	Stoney Middleton
Gratton	Taddington
Great Hucklow	Tansley
Great Longstone	Thorpe
Grindlow	Tideswell
Harthill	Tissington
Hartington Middle Quarter	Wardlow
Hartington Nether Quarter	Wheston
Hartington Town Quarter	Winster
Hassop	Wirksworth
Hazelbadge	Youlgreave

High Peak

Aston	Castleton
Buxton	Chapel-en-le-Frith
Brough and Shatton	Charlesworth

Chinley, Buxworth and Brownside
Chisworth
Edale
Glossop
Green Fairfield
Hartington Upper Quarter
Hayfield
Hope

Hope Woodlands
King Sterndale
New Mills
Peak Forest
Thornhill
Tintwistle
Whaley Bridge
Wormhill

Chesterfield Museum

Brimington
Chesterfield
Staveley

Derby Museum and Art Gallery

Amber Valley

Aldercar and Langley Mill
Alderwasley
Alfreton
Ashleyhay
Belper
Codnor
Crich
Denby
Dethick, Lea and Holloway
Duffield
Hazelwood
Heanor and Loscoe
Holbrook
Horsley
Horsley Woodhouse
Ildridgehay and Alton
Ironville
Kedleston

Kilburn
Kirk Langley
Mackworth
Mapperley
Pentrich
Quarnditch
Ravensdale Park
Ripley
Shipley
Shottle and Postern
Smalley
Somercotes
South Wingfield
Swanwick
Turnditch
Weston Underwood
Windley

Derby City

Derbyshire Dales

Alkmonton
Ashbourne
Boylestone
Brailsford
Bradley
Clifton and Compton
Cubley
Doveridge
Edlaston and Wylaston
Hollington
Hulland

Hulland Ward
Hungry Bentley
Longford
Mapleton
Marston Montgomery
Mercaston
Norbury and Roston
Osmaston
Rodsley
Shirley
Snelston

Somersal Herbert
Sudbury

Yeaveley
Yeldersley

Erewash

Breadsall
Breaston
Dale Abbey
Draycott and Church Wilne
Hopewell
Ilkeston
Little Eaton
Long Eaton

Morley
Ockbrook
Risley
Sandiacre
Stanley
Stanton by Dale
West Hallam

South Derbyshire

Ash
Aston upon Trent
Barrow upon Trent
Barton Blount
Bearwardcote
Bretby
Burnaston
Calke
Castle Gresley
Catton
Cauldwell
Church Broughton
Coton in the Elms
Dalbury Lees
Drakelow
Eggington
Elvaston
Etwall
Findern
Foremark
Foston and Scropton
Hartshorne
Hatton
Hilton
Hoon

Ingleby
Linton
Lullington
Marston on Dove
Melbourne
Netherseal
Newton Solney
Osleston
Overseal
Radbourne
Repton
Rosliston
Shardlow and Great Wilne
Smisby
Stanton by Bridge
Sutton on the Hill
Swadlincote
Swardstone
Ticknall
Trusley
Twyford and Stenson
Walton upon Trent
Weston upon Trent
Willington
Woodville

Weston Park Museum

High Peak

Bamford
Derwent

Derbyshire dales

Baslow & Bubnell
Beeley
Calver
Chatsworth
Curbar
Edensor
Froggatt

Grindleford (and Nether Padley)
Hathersage
Highlow
Northwood & Tinkersley
Outseats
Rowsley
Stoke

NE Derbyshire

Ashover
Barlow
Brackenfield
Brampton
Calow
Clay Cross
Dronfield
Eckington
Grassmoor
Holmesfield
Holmewood and Heath
Holymoorside and Walton

Killamarsh
Morton
North Wingfield
Pilsley
Shirland & Higham
Stretton
Sutton cum Duckmanton
Temple Normanton
Tupton
Unstone
Wessington
Wingerworth

Bolsover District

Barlborough
Blackwell
Clowne
Elmton
Glapwell
Ault Hucknall
Old Bolsover

Pinxton
Pleasley
Scarcliffe
Shirebrook
South Normanton
Tibshelf
Whitwell

APPENDIX 3
Suppliers of Packaging Materials

Archival quality materials should be used wherever possible.

CARDBOARD BOXES FOR BULK FINDS

Example Supplier

S.H.Fiske Ltd
 The Coach Works Trading Estate
 Kingsfield Lane
 BRISTOL BS15 6DL

Joseph Pickering & Sons Ltd.,
 Little London Road,
 Sheffield S8 OWJ
 Telephone: 0114 258 0783

Specification

Standard sizes (internal measurements)

Weston Park Museum

Must have rustless staples and preferably full depth lids.

L	W	H
320x	320x	260mm
320x	160x	130mm
320x	160x	70mm

Buxton Museum and Art Gallery

0.017m³ (EH box size)

Derby Museum and Art Gallery

350-450mm, 230-360mm and 75-225mm

PLASTIC BOXES

Example Supplier

Stewart Plastics
 The Stewart Company
 Wadden Marsh Way
 PURLEY
 CROYDON CR9 4SH
 Tel:0181 686 2231

The size of boxes used should be dependent on the object to be contained within.

Weston Park Museum

Seal Fresh Stewart Storage containers.

Code	Description	Size
1282	Handy Pack	200 x 120 x 70mm
1780	Meat Storer	320 x 215 x 140mm
1781	Giant Storer	320 x 320 x 160mm

'Crystal' polystyrene boxes with pushfit lids.

Code	Size
6145	174 x 115 x 60mm

To be used with self-indicating silica gel.

PLASTIC BAGS

Grip-seal top with write-on panels. Must be pierced to avoid creating micro-climate inside.

Example Supplier

ALM Packaging Ltd
Great Western Business Park
Armstrong Way
Yate
BRISTOL

The size of bags used should be dependent on the object to be contained within.

PLASTOZOTE FOR CRYSTAL AND STEWART BOXES

Example Supplier

Plasmar
Neachells Lane
Wensfield
WOLVERHAMPTON WV11 3QG

Specification

Material: Polyethylene closed cell foam
Order code: PL650 LD45

JIFFY FOAM

Example Supplier

Abbots Packaging
Unit 7, Brook Lane Industrial Estate
Brook Lane
WESTBURY
Wilts BA13 3NX

TYVEK LABELS, POLYESTER TWINE

Example Supplier

Preservation Equipment Ltd
Shelfanger
DISS
Norfolk IP22 2DG
Tel: 01379 651527

Specification

labels
twine

perforated - AS08, unperforated - AS07
L4643 -1001

ARCHIVAL DOCUMENT CASES, FILE FOLDERS, ARCHIVAL PENS, ACID FREE PAPER, PLASTIC BAGS, LABEL HOLDERS

Example Supplier

Conservation Resources UK Ltd
Unit 1, Pony Road
Horspath Industrial Estate
COWLEY
OX4 2RD
Tel: 01865 747755

Specification

document cases

Derby Museum and Art Gallery
387 x 260 x 76mm (legal size) - code 15103
387 x 260 x 44mm (legal size) - code 15101

acid free paper

30 x 40" - code L2S

Produced by

Buxton Museum and Art Gallery

Terrace Road

Buxton

Derbyshire

SK17 6DA

☎ 01298 24658

Fax 01298 79394

buxton.museum@derbyshire.gov.uk

Chesterfield Museum and Art Gallery

St Mary's Gate

Chesterfield

Derbyshire

S41 7TD

☎ 01246 345727

Fax 01246 345720

museum@chesterfield.gov.uk

Derby Museum and Art Gallery

The Strand

Derby

DE1 1BS

☎ 01332 716659

Fax 01332 716670

museum@derby.gov.uk

Weston Park Museum

Weston Park

Sheffield

S10 2TP

☎ 0114 278 2640

Fax 0114 278 2660

info@sheffieldgalleries.org.uk

In conjunction with

Derbyshire County Archaeological Services

Derbyshire County Hall

Matlock

Derbyshire

☎ 01629 580000, ext 7125

Fax 01629 585143

david.barrett@derbyshire.gov.uk