

# **Access to Archaeological Archives**

A study for Resource and the Archaeological Archives Forum

**Val Bott MA FMA**

Resource: The Council for Museums, Archives and Libraries  
16 Queen Anne's Gate  
London SW1H 9AA

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Val Bott MA FMA, museum and heritage consultant  
25 Hartington Road, London W4 3TL  
020 8995 8413  
valbott@museums.freeseerve.co.uk

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## Executive summary

This study sought to define costs associated with the storage of, and provision of access to, archaeological archives in museums for the financial year 2002-3. Range statements were used to define levels of provision and a simple questionnaire to record costs. Respondents had some difficulty in providing full details so requests for data were simplified.

- 12 museums made up the sample for the study, which covered 22 buildings. Of these 7 were built for museum purposes, and another thirteen were converted for archaeological archive storage. Seven stores are within museum premises, ten are located nearby and five are at a distance. A total of fourteen were built or converted since 1980.
- Museums own the freehold of 18 of the 22 buildings and all manage their stores directly.
- One is fully environmentally controlled and a further 19 are either environmentally stable or can provide special conditions where necessary. Four have fireproof safes and three have temperature sensitive storage for digital archives.
- The archaeological archives stores ranges in size from 2,915m<sup>3</sup> to 40m<sup>3</sup>. Five respondents have over 1,000m<sup>3</sup>, 5 have between 100 and 1000m<sup>3</sup> and 2 less than 100m<sup>3</sup>.
- Two stores have high levels of access, 4 offer on-site study and handling facilities, six respondents offer occasional public tours of 8 stores, 2 stores are almost never used. Of the rest most are accessible to staff only but the archives are used.
- All respondents have collections management expertise and all but one have archaeological curatorial expertise in their staff team even if limited capacity to spend upon archives. Eight have archaeological conservation expertise.
- Seven respondents use some support from volunteers but it has not been possible to value this in detail
- Expenditure on storage and access overall ranges between £90,700 and £2,000. Average costs have been calculated as follows:
  - Average annual expenditure on archaeological archives is £33,365
  - For stores over 1,000 m<sup>3</sup> the average is £57,496, for those between 100 and 1000 m<sup>3</sup> the average is £20,713 and those below 100 m<sup>3</sup> the average is £4,670
- Overall expenditure on storage and access shows some correlation between the level of operations and the sums spent.
- Expenditure on premises alone ranges from £41.95 to £5.42 per cubic metre. Average costs have been calculated as follows:
  - Average cost of premises alone is £14.15 per m<sup>3</sup>.
  - For stores over 1,000 m<sup>3</sup> the average is £10.01, for those between 100 and 1,000 m<sup>3</sup> it is £22.98 and for those under 100 m<sup>3</sup> it is £23.54.
- The premises costs suggest that there are economies of scale to be had where archives are held in large quantities. This is confirmed by ranking the respondents in order by size and expenditure, where there are considerable similarities. Further research would clarify this.

- One of the 12 is completing a new storage project and a further 10 are planning future improvements. Four are considering joint stores.
- Capital budgets are minimal or non-existent and information about past developments was hard to obtain from respondents; HLF may be a better source for costs of recent projects.

**Table 1 Sample of museums studied and contact details**

<p><b>BRISTOL</b>  <b>Gail Boyle</b>, Curator Archaeology,  Bristol City Museum &amp; Art Gallery, Queen's Road, Bristol BS8 1RL</p>
<p><b>EXETER</b>  <b>John Allan</b>, Curator of Antiquities, and <b>Alison Hopper Bishop</b>, Specialist Services Officer  Royal Albert Memorial Museum, Queen Street, Exeter EX4 3RX</p>
<p><b>FISHBOURNE</b>  <b>David Rudkin</b>, Director  Fishbourne Roman Palace, Sussex Archaeological Society, Salthill Rd, Fishbourne, W Sussex PO19 3QR</p>
<p><b>HAMPSHIRE</b>  <b>David Allen</b>, Curator &amp; Keeper of Archaeology,  Hampshire County Council Museums Service, Andover Museum, 6 Church Close, Andover SP10 1DP</p>
<p><b>HEREFORDSHIRE</b>  <b>Kate Andrew</b>, Principal Heritage Officer, and <b>Judy Stevenson</b>, Collections &amp; Access Officer  Hereford Museum &amp; Art Gallery, Broad Street, Hereford HR4 9AU</p>
<p><b>NATIONAL MUSEUMS LIVERPOOL</b>  <b>Margaret Warhurst</b>, Head of Humanities,  NMGL, PO Box 33 Dale Street, Liverpool L69 3LA</p>
<p><b>OXFORDSHIRE</b>  <b>Lauren Gilmour</b>, Senior Museums Officer (Archaeology &amp; Outreach)  Oxfordshire Museums, Cotswold Dene, Standlake, Oxfordshire OX29 7QG</p>
<p><b>SAFFRON WALDEN</b>  <b>Carolyn Wingfield</b>, Curator,  Saffron Walden Museum, Museum Street, Saffron Walden CB10 1JL</p>
<p><b>SOUTHAMPTON</b>  <b>Karen Wardley</b>, Curator of Archaeology,  Southampton City Council, Arts &amp; Heritage, Civic Centre, Southampton SO14 7LP</p>
<p><b>TYNE &amp; WEAR MUSEUMS</b>  <b>Nick Hodgson</b>, Principal Keeper (Archaeology),  Tyne &amp; Wear Museums, Arbeia Roman Fort and Museum, Baring Street, South Shields, NE33 2BB</p>

**WALTHAM FOREST**

**Kirstie Briody**, Curator, then **Anna Smith**, Acting Curator,  
Vestry House Museum, Vestry Road, Walthamstow, London E17 9NH

**WINCHESTER**

**Ken Qualmann**, Head of Museum Service,  
Winchester Museums Service, 75 Hyde Street Winchester SO23 7DW

## Access to archaeological archives

### 1 Introduction

- 1.1 This study was commissioned by Resource, working with the Archaeological Archives Forum. Its purpose was to investigate the costs involved in caring for and making accessible to researchers the archaeological archives deposited within museums.
- 1.2 The project was carried out by Val Bott MA FMA, a museums and heritage consultant, and supervised by a steering group whose members were Peter Winsor, Hedley Swain and Kathy Perrin. The project ran from February to September 2003.
- 1.3 Special thanks must go to the curators and administrators of the museums which made up the sample of museums studied. Their efforts provided the necessary financial and practical information which have made this study possible.

### 2 The brief

#### 2.1 The brief required the consultant to:

- identify a representative sample of museums that hold archaeological archives (up to 10 in the first instance)
- develop a methodology to determine the total initial and annual running costs of housing and caring for archaeological archives
- use the methodology developed to determine these costs for each of the representative sample of museums
- analyse the returns and use the data gathered to compile an initial report, and
- liaise with a project steering group

#### 2.2 The scope of the project was defined as follows:

- The museums selected for review must be located in England.
- The costs must include all actual costs, including rent, business rates, insurance, purchase of storage furniture, packing materials, staff salaries and on-costs, building and services upkeep and maintenance, depreciation, energy and other services, environmental monitoring and control. Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff.
- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers. The costs associated with putting some of all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.
- The research should cover the costs of preserving the electronic records, paper archives and excavated material
- The report should also detail initial set-up costs and annual running costs (2002-3). The latter should also be reported as a percentage of the overall annual expenditure on museums (excluding major projects).

### 3 Methodology

#### 3.1 Identifying the sample of museums to be studied

- 3.1.1 Using information from *A Survey of Archaeological Archives in Museums* (Hedley Swain, MGC 1999) and *English Museums and the Collecting of Archaeological Archives* (Val Bott, SMA 2003) a list of museums was agreed by the steering group. This included a wide range of institutions, large and small, with different forms of governance and different levels of specialist expertise. Approaches were made to all of them and twelve (see Table 1, p 4) agreed to try to provide the information required.
- 3.1.2 In order to obtain full data, it has been necessary to proceed much more slowly than originally planned. Changes in staffing, work pressures relating to other projects for which the curators concerned were responsible, and financial systems which did not easily reveal the kind of information required, all contributed to making this a complex and rather slow process. In addition, some needed advice on how to provide costings. In the event all twelve have provided information for the project.
- 3.1.3 Despite the willingness to take part of officers in the sample museums, obtaining the relevant information has proved difficult. A number of the respondents have gone to great lengths to work out detailed costings which were not previously available to them in the form required for the project. Several were motivated to become involved because this process was likely to be of value to them in planning future developments to their services and in preparing funding bids.

#### 3.2 Defining the information required through range statements

- 3.2.1 The project brief listed a number of areas upon which information was required. In order to obtain information from the whole sample which would be capable of analysis and comparison, simple range statements were drawn up against which storage and access provision in each museum or museum service could be defined. This confirmed that the sample included a suitable range of levels of provision. A summary of the issues covered in these range statements appears in Table 2. All of the participating museums have provided information by means of this format; where a respondent has more than one store, separate descriptions have been provided. This material has been summarized in Tables 3 and 4.
- 3.2.2 Subsequently, a list of costs on which information was required was sent to the sample museums. Accurate costings proved more difficult to obtain as most of the respondents do not have easy access to financial information in a form which allows them to give specific figures under the required headings. Intelligent estimates have been used where necessary, enabling all respondents to provide usable financial details.
- 3.2.3 Finally, it became clear that comparisons between services would be more effective if the volume of space occupied by the archaeological archives was known for each institution. Estimated volumes in cubic metres have been listed in Table 5 and generally relate to volume of space occupied rather than the size of a building.

#### 3.3 Nature and completeness of returns

- 3.3.1 The report is based on a useful range of information relating to levels of provision, 2002/3 running costs and likely plans for the future. In analysing this information many

questions have been asked of it and the limitations of the findings made clear where relevant.

**Table 2 Range statements on type/quality of storage**

					√
<b>Premises</b>	Purpose built	date of construction			
	Conversion/adaptation	date of conversion			
	Other building not converted				
	Temporary not converted				
<b>Ownership</b>	Freehold				
	Leasehold	Length of lease?			
	Licence	Terms of licence?			
	Shared				
<b>Location</b>	Within museum				
	Near to museum				
	At some distance from museum				
<b>Expertise/information</b>	Collections management expertise				
	Archaeological curatorial expertise				
	Digital data curatorial expertise				
	Archaeological conservation expertise				
	Handling staff/equipment				
	Access to collections data on site				
<b>Control</b>	Directly managed by museum staff				
	Managed by another related organization				
	Operated on behalf of museum by contractor				
<b>Environment</b>	Environment monitored? How? = types of equipment				
	Full environmental control and management for entire contents				
	Monitored, special conditions for vulnerable items				
	Digital data – fireproof safe/temperature control/backup & archive regime?				
	no environmental control, relatively stable				
	no environmental control, unstable				
<b>Levels of access</b>	Open storage/study collection with visible/accessible collections				
	Electronic access to digital archives				
	Fully managed, staff on site, handling/study facilities at store				
	Staff and occasional public use: tours, handling, study				
	Staff only, archives well used				
	Staff only, but material used from time to time				
	Staff only, but material rarely used				
<b>Future plans</b>	Planning relocation	Soon	2 yrs	5yrs	
	Planning rebuilding	Soon	2 yrs	5yrs	
	Planning extension	Soon	2 yrs	5yrs	
	Planning refurbishment	Soon	2yrs	5yrs	
	Planning small improvements	Soon	2 yrs	5yrs	
	Funding obtained?	Yes/no	Funding bid in	Yes/no	
	Looking at joint storage?	Yes/no		With whom?	
	No plans for change/improvement				

3.3.2 Some returns provide exact figures for all revenue expenditure headings while others are estimated percentages from broad budget headings. Very few respondents have been able to provide details of relevant capital expenditure. Some figures are missing from the calculations. For example, Hampshire, Liverpool, Saffron Walden and Southampton have not been able to provide an insurance figure, and while Liverpool has not been able to provide a figure for the business rates on its store, Fishbourne, as a charitable body, has 100% rate relief on its premises. The uneven nature of the costings has, however, been taken into account in the discussion of the findings.

### **3.4 Analysis of returns**

3.4.1 This report presents a general description of the information collected, both as text, where the nature and limitations of the information are also discussed, and as a series of tables. The costs questionnaires returned by respondents are included in Appendix 2.

3.4.2 The wide variation of sizes and levels of provision between respondents make analysis of the information collected difficult. Wherever possible comparisons have been made between similar services with the aim of providing results in which there can be reasonable confidence.

3.4.3 With such a small sample percentages have not been calculated as part of the analysis.

### **Accuracy**

The information used in this study has been supplied entirely by the respondents; the resources available for the project did not allow for visits by the researcher in order to verify the information supplied. Only one visit was made to assist a respondent with calculating proportionate costs but a number of follow-up phone conversations and e-mail exchanges have provided opportunities to check and evaluate the data supplied. Any errors which remain are the responsibility of the consultant.

## 4 Type and quality of storage premises

Information relating to this aspect of the study is summarized in Table 4. The findings are considered in general terms across the whole group of twelve before considering them in their smaller groups in Section 6.0.

### 4.1 Type and age of premises

- 4.1.1 The first stage of the study involved a simple survey of the type and quality of premises which house the archaeological archives held by the respondents. This was intended to provide common ground for comparison. Most of the information was collected against the headings set out in the range statements in Table 2; a summary analysis of these is provided in Table 3. A number of respondents provided additional information, however, and this has been used where relevant in the discussion which follows.
- 4.1.2 Seven of the twelve respondents house archaeological archives in more than one store. The information collected therefore covers 22 buildings. Where appropriate these are identified in the tables and dates of their construction or adaptation for this purpose are given.
- 4.1.3 Seven of the twenty-two premises considered are in purpose-built museums or were purpose-built as stores. Another thirteen are in converted buildings and two have been described as “unconverted”, that is they are being used for storage but have not been adapted or improved for the purpose. Seven of the stores are within the museum, nine are nearby and five are recorded as being “at a distance”.
- 4.1.4 Very few of these storage buildings date from before 1980. The oldest building in use for storing archaeological archives is Saffron Walden’s purpose-built museum of 1835 but this is supplemented by a 1993 off-site store. Bristol uses old buildings dating from 1905, 1912 and 1951. Herefordshire has one store dating from the 1950s but this is supplemented by another high quality store from 2001. Winchester has some storage space at Fort Brockhurst, created in 1967, and Fishbourne’s two stores, one within the museum, one converted but on the same site, date from 1968.
- 4.1.5 Fourteen of the storage buildings in the sample were built or converted in the last 20 years or so, representing a significant capital investment during that period. Exeter, Waltham Forest and Winchester have premises from the 1980s and 1990s, Hampshire and Southampton each have two stores from the 1980s, Oxfordshire Museums Service’s Standlake Store was completed in 1993, that of the National Museums in Liverpool in 1999 and Herefordshire has a store which it began upgrading in 2001-2. Bristol, Exeter, Fishbourne and Winchester are planning relocation and/or rebuilding in the next few years and Oxfordshire is planning an extension to its 1993 store.

### 4.2 Ownership and control of premises

- 4.2.1 All the respondents but one have direct control and management of their stores.
- 4.2.2 The respondents own the freehold in the case of eighteen of the twenty-one premises covered by the study. Two, Southampton and Winchester, have leasehold property. Only Vestry House Museum shares a store, in this case with other sections of the same local authority department.

- 4.2.3 In none of these stores is management the responsibility of an external agent or contractor.

### 4.3 Environmental management

- 4.3.1 While only one respondent, Bristol, described a store as fully controlled, the majority of the rest are monitored and known to be environmentally stable or can provide special conditions for particularly sensitive objects. Only one respondent described a store as having no controls and being environmentally unstable; this is Winchester's storage at Fort Brockhurst for which it is already seeking an alternative.
- 4.3.2 When it comes to management of digital materials, however, the picture is less favourable. Herefordshire, National Museums Liverpool, Oxfordshire, Southampton and Winchester all have fireproof safes. Only Liverpool, Oxfordshire and Winchester provide controlled temperature storage for such material and have backup regimes to ensure preservation of the data.

### 4.4 Size of stores

- 4.4.1 The sample of museums was selected to represent a variety of scales of operation. The volumes of storage occupied by archaeological archives are listed in the table below. Hampshire (marked \* in the table) has not been able to provide exact current volumes of holdings within the timescale of this project, so the figures which they calculated for the 1997 *MGC/EH Survey* (Swain) have been used instead. (The figure which appears below was obtained by adding the volume held in 1997 to the amount predicted as likely to arrive in the subsequent three years.)

<b>Table 3 Volume of stored archives</b>	
<b>Museum or Museum Service</b>	<b>Volume in m<sup>3</sup></b>
Bristol City Museum & Art Gallery	2,167
Royal Albert Museum, Exeter	458
Fishbourne Roman Palace	40
Hampshire County Council Museum Service	1,095*
Herefordshire Museums	252
National Museums Liverpool	75
Oxfordshire Museums	1,280
Saffron Walden Museum	300
Southampton City Museum Service	2,810
Tyne & Wear Museums (Arbeia)	600
Vestry House Museum, L B Waltham Forest	60

- 4.4.2 The table shows a considerable variation in size with the smallest, Fishbourne, occupying 40 m<sup>3</sup> and the largest, Southampton and Winchester, almost 3000 m<sup>3</sup>. (It should be noted that Tyne & Wear Museums hold more archaeological archives than are listed here; the figures on which this study has been based relate to those stored at Arbeia for which data was readily available.)
- 4.4.3 It is clear that a small volume of archaeological holdings in this sample is not necessarily an indicator of their low significance. At Fishbourne, with 40 m<sup>3</sup>, archaeological material provides the primary purpose of the museum; the substantial mosaics and other material displayed on site are the visible and significant elements of the finds, making up a single entity. Vestry House represents the opposite end of the scale. Here the 60 m<sup>3</sup> of archaeological archives comprise material from Waltham Forest sites transferred after the demise of the Newham Archaeology Service which had for many years excavated in the NE London Boroughs. These archives are stored off-site and almost never used.

<b>Table 4</b>		<b>Type</b>				<b>Ownership</b>				<b>Management</b>			<b>Environmental monitoring</b>						<b>Location</b>				
<b>PREMISES</b>		Purpose built store	Converted building	Unconverted	Temporary	Freehold	Leasehold	Licence	Shared	Museum staff only	Other related staff	Contractor	Fully controlled	Monitored, special conditions	No control, stable	No control, unstable	Fireproof safe	Temperature control	Backup regime	Within museum	Near museum	At a distance	
<b>Bristol City Museum &amp; Art Gallery</b>	<b>M&amp;AG 1905</b> <b>L-Shed 1951</b> <b>B-Bond 1912</b>																						
<b>Royal Albert Memorial Museum, Exeter</b>	<b>Museum stores 1985</b> <b>Bulk Store 1995</b>																						
<b>Fishbourne Roman Palace</b>	<b>Sensitive store 1968</b> <b>Bulk store 1968</b>																						
<b>Hampshire County Council Museum Service</b>	<b>1985</b> <b>1980s</b>																						
<b>Herefordshire</b>	<b>1950s</b>																						

<b>Museums</b>	<b>2001</b>								
<b>National Museums Liverpool</b>	<b>1999</b>								
<b>Oxfordshire Museums</b>	<b>1993</b>								
<b>Southampton City Council Arts &amp; Heritage</b>	<b>Main store 1985</b> <b>Bulk store 1985</b>								
<b>Tyne &amp; Wear Museums</b>	<b>Arbeia 1986-1990</b>								
<b>Saffron Walden Museum</b>	<b>Museum 1835</b> <b>Off-site 1993</b>								
<b>Vestry House Mus Waltham Forest</b>	<b>Sainsbury's 1980s</b>								
<b>Winchester Museums Service</b>	<b>Bar End 1983</b> <b>HRC 1980</b> <b>Fort Brockhurst 1967</b>								

NB – partially shaded boxes represent partial fulfillment of criterion

## 5 Access and expertise

Information gathered in relation to this aspect of the study is summarised in Table 5 below. The discussion which follows considers the findings in general across the whole group.

### 5.1 Levels of access

- 5.1.1 The range statements relating to access offered seven levels of access, from open storage with visible and accessible collections to rarely used closed stores accessed only by staff. Only one respondent has stored archives which operate at the lowest level of access. This is Vestry House Museum. No respondents met the second lowest level of accessibility.
- 5.1.2 Two respondents – Herefordshire (1 of 2 stores) and Oxfordshire – have indicated that they provide storage which fulfills the highest level of accessibility in the range statements. The Oxfordshire County Council web-site includes a welcoming page in jargon-free language about the museum store at Standlake which makes clear how to obtain access to the collections. This has been included in this report at Appendix 1.
- 5.1.3 Four respondents – Bristol (at 2 of 3 stores), Hampshire, Herefordshire and Winchester (1 of 3 stores) – have staff on site and provide on-site study and handling facilities. Six respondents – Exeter (2 stores), Fishbourne(1 of two stores), Herefordshire, Liverpool, Oxfordshire and Winchester (1 store) – offer occasional public tours.
- 5.1.4 At one of the Bristol stores and at Saffron Walden Museum, Arbeia (Tyne & Wear Museums) and Winchester (Fort Brockhurst) access is for staff only but collections are said by the respondents to be well used.

### 5.2 Access to collections information

- 5.2.1 All respondents apart from Saffron Walden (1 of 2 stores), Waltham Forest and Winchester provide access to collections data on site.
- 5.2.2 The respondents offer relatively limited electronic access to digital data in their archaeological archives. Only three of them - Bristol, Oxfordshire and Southampton – offer full access while in Herefordshire and at Liverpool some access to digital data can be provided. All respondents except Fishbourne and Arbeia (Tyne & Wear) have curatorial expertise in managing digital data within their staff teams
- 5.2.3 A lack of expertise in caring for and making available digital data was identified as a significant issue in the *MGC/EH Survey of Archaeological Archives*. However, five respondents to the current study – Herefordshire, Liverpool, Oxfordshire, Southampton (main store) and Winchester (3 of 4 stores) – provide a fireproof safe for digital materials, and Liverpool, Oxfordshire and Winchester also have temperature controlled storage and a backup regime. As such material becomes an increasingly significant element in archaeological archives it will be important for museums to increase their expertise in this field and provide appropriate accessible storage.

### **5.3 Care and use of collections**

- 5.3.1 All museums in the sample have collections management expertise and all but one (Vestry House) have specialist archaeological expertise within their curatorial team.
- 5.3.2 Seven of the twelve respondents also have expertise in curating digital archives and another two, Exeter and Saffron Walden, have limited expertise in this field. Fishbourne and Tyne & Wear have no specialist curatorial expertise in digital data.
- 5.3.3 Eight of the twelve respondents have archaeological conservation expertise, while one, Herefordshire, has limited conservation expertise, Fishbourne buys it in and two – Tyne & Wear and Vestry House – have none.
- 5.3.4 Seven of the respondents have staff or handling equipment on site while one – Exeter – has limited availability and four – Fishbourne, Saffron Walden, Vestry House and Winchester – have none. The lack of this latter facility may not be a serious limitation on use of collections, however, as in some stores equipment is not needed and in other staff can be made available as and when needed.

### **5.4 Levels of accessibility**

- 5.4.1 The final element of the range statement survey covered levels of access to stored collections. A hierarchy of seven options was provided. Herefordshire was the only respondent to state that it had openly accessible visible storage, while Oxfordshire can offer partial open access. Three respondents – Bristol, Oxfordshire and Southampton – can provide complete electronic access to digital archives, while two – Herefordshire and Liverpool – can provide some access to archives of this kind.
- 5.4.2 Only 5 of the 22 stores have staff on site to provide study and handling facilities at their stores. Six respondents with 8 stores offer occasional public use with study facilities, handling and tours.
- 5.4.3 Three categories were provided in relation to stores where there is no public access to the premises. Four respondents with 6 stores report that collections in these stores are well used despite staff only access, while none reported staff only access and limited use. No public access is provided to the archaeological archives in Waltham Forest or at Winchester's Fort Brockhurst store.

### **5.5 Summary of access across all respondents**

- 5.5.1 To identify the quality of access provided, a simple scoring system has been devised grading the levels of access in the range statements from 7 (open storage/visible/accessible archives) to 1 (staff only/rarely used). The scores obtained by this method are shown in the right hand column of Table 5 below.

5.5.2 The respondents' stores may then be ranked as follows:

Herefordshire	16.5	Exeter museum store	4
Oxfordshire	13.5	“ bulk store	4
Bristol M&AG	11	Fishbourne 1	4
Winchester Resource Centre	8	Bristol B Bond	3
Liverpool	7	Saffron Walden mus store	3
Winchester Bar End	7	“ “ off site	3
Southampton main store	6	Tyne & Wear, Arbeia	3
“ bulk store	6	Fishbourne 2	2
Bristol L Shed	5	Waltham Forest	1
Hampshire store 1	5	Winchester Fort Brockhurst	1
Hampshire store 2	5		

Table 5		Expertise/information					Levels of access							score	
Access and expertise		Collections management	Archaeological curatorial	Digital data curatorial	Archaeological conservation	Handling staff/equipment	Collections data on site	Open storage, visible/ accessible archives	Electronic access to digital archive	Staff on site, study/ handling facilities	Staff/occasional public use, tours, study, handling	Staff only, archives well used	Staff only, limited use of archives		Staff only, archives rarely used
Bristol City Museum & Art Gallery	M&AG 1905														11
	L-Shed 1951														5
	B-Bond 1912														3
Royal Albert Memorial Museum, Exeter	Museum stores 1985														4
	Bulk store 1995														4
Fishbourne Roman Palace	Sensitive store 1968														4
	Bulk store 1968														2
Hampshire County Council Museum Service	1985														5
	1980s														5
Herefordshire Museums	1950s														16.5
National Museums Liverpool	1999														7



## 6 Costs of Care and Access

The detailed information gathered in relation to this aspect of the study is presented in Appendix 2 in the respondents' questionnaires.

### 6.1 Context

- 6.1.1 The preceding sections of the report have outlined the information assembled in order to define the scale of the archaeological archives held by museums in the sample and the levels of access to these archives. This element of the study has served to demonstrate the great variety of operations even within a small sample of this kind. This section of the report now considers the costings provided by the respondents, taking into account this context.
- 6.1.2 The brief specified that the costs investigated "must include . . . rent, business rates, insurance, purchase of storage furniture, packing materials, staff salaries and on-costs, building and services upkeep and maintenance, depreciation, energy and other services, environmental monitoring and control. Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers. The research should cover the costs of preserving the electronic records, paper archives and excavated material". It also made clear that the costs associated with putting some of all of the archaeological archive on exhibition, of additional research or conservation work should not be included. This specification has informed the questions asked of the sample museums.
- 6.1.3 The respondents' returns with financial information have been included in this report in Appendix 2. Some respondents were not able to provide the detail requested and others have omitted some headings while providing detailed figures for others. This means that the figures are not wholly comparable in detail across the complete sample. Some categories of information have been particularly hard to obtain; none makes any allowance for depreciation in their budgets, for example, so this has been omitted from the averages even though indicative figures were offered by one or two respondents. Some provided details of insurance costs while others have recorded no expenditure under this heading. Capital costs have been harder to obtain than revenue budget details, in part because few respondents had been involved in development projects but also because full files on such projects appear not to have been retained.
- 6.1.4 When detailed figures were proving difficult to obtain in the early stages of the study, some respondents were asked instead to submit general totals under the three broad headings of premises, supplies and services, and staffing, rather than providing no figures at all. A simple approach to calculating these costs was agreed with them, so that percentages of staff time spent on this work and proportionate volumes of space occupied by the material could be compared. This proved more successful in establishing evidence of costs.

## 6.2 Premises costs

- 6.2.1 The simplest method of calculating the cost of premises housing archives for comparison is to divide the overall cost by the volume to produce a figure per cubic metre. This is shown in the list below; the average cost across the sample is £14.15 per m<sup>3</sup>, within a range from £5.42 per m<sup>3</sup> to £41.95 per m<sup>3</sup>.

<b>Table 6 Premises Costs</b>			
<b>Museum</b>	<b>Storage volume in cubic metres</b>	<b>Premises costs</b>	<b>Cost per m<sup>3</sup></b>
<b>Bristol</b>	2,167	£29,375	£13.55
<b>Exeter</b>	458	£8,715	£19.02
<b>Fishbourne</b>	40	£550	£13.75
<b>Hampshire</b>	1,095	£12,070	£11.02
<b>Herefordshire</b>	252	£7,700	£30.55
<b>Liverpool</b>	750	£9,940	£13.25
<b>Oxfordshire</b>	1,280	£18,700	£14.60
<b>Saffron Walden</b>	300	£2,960	£9.86
<b>Southampton</b>	2,810	£15,440	£5.49
<b>Tyne &amp; Wear</b>	600	£25,170	£41.95
<b>Waltham Forest</b>	60	£2,000	£33.33
<b>Winchester</b>	2,915	£15,800	£5.42
<b>Average cost per cubic metre over entire sample</b>			<b>£14.15</b>
<b>Average cost for stores over 1,000 m<sup>3</sup></b>			<b>£10.01</b>
<b>Average cost for stores between 100 and 1,000 m<sup>3</sup></b>			<b>£22.98</b>
<b>Average cost for store under 100 m<sup>3</sup></b>			<b>£23.54</b>

- 6.2.1 The average cost across the whole sample does not take into account the quality or size of the premises concerned. The respondents have therefore been grouped by size and averages within these groups have been calculated for the table. The groups are as follows:

*Over 1,000 m<sup>3</sup>*: Bristol, Hampshire, Oxfordshire, Southampton, Winchester

*Between 100 and 1,000 m<sup>3</sup>*: Exeter, Herefordshire, Liverpool, Saffron Walden, Tyne & Wear

*Under 100 m<sup>3</sup>*: Fishbourne, Waltham Forest

- 6.2.2 The averages for the groups suggest that there may be some economies of scale for bigger stores but a greater sample would be needed to confirm this conclusion. The average for the small stores is based on a sample of only two very contrasting operations and may therefore not be a fully representative figure.

### 6.3 Additional costs: supplies, services and staffing

6.3.1 The additional costs upon which information was gathered contribute to an understanding of the level of activity and the quality of access at respondent museums. These have been listed and added to premises costs in Table 7.

6.3.2 All sums given under the headings of supplies and services and staffing have been included, though there are some variations which should be noted in interpreting these figures. No depreciation costs have been included as none are included in the respondents' budgets. For some respondents transport and travel has been included because their stores are at some distance from the museum; for others, where staff are on site or because stores are within the museum, no transport costs are shown. Some respondents have not been able to identify those elements of some service charges, especially computing and technical support, which apply to the archaeological archives and no sum is shown.

<b>Table 7 Overall Expenditure on Archaeological Archives</b>				
<b>Museum</b>	<b>Supplies &amp; services</b>	<b>Staffing</b>	<b>Premises costs</b>	<b>Overall Expenditure</b>
<b>Bristol</b>	£2,144	£17,000	£29,375	<b>£48,520</b>
<b>Exeter</b>	£2,000	£10,605	£8,715	<b>£21,320</b>
<b>Fishbourne</b>	£700	£6,090	£550	<b>£7,340</b>
<b>Hampshire</b>	£1,510	£45,485	£12,070	<b>£59,065</b>
<b>Herefordshire</b>	£2,000	£16,000	£7,700	<b>£25,700</b>
<b>Liverpool</b>	£115	£5,500	£9,940	<b>£15,555</b>
<b>Oxfordshire</b>	£9,240	£22,000	£18,700	<b>£49,940</b>
<b>Saffron Walden</b>	£340	£2,710	£2,960	<b>£6,010</b>
<b>Southampton</b>	£5,050	£18,765	£15,440	<b>£39,255</b>
<b>Tyne &amp; Wear</b>	£1,600	£8,210	£25,170	<b>£34,980</b>
<b>Waltham Forest</b>	0	0	£2,000	<b>£2,000</b>
<b>Winchester</b>	£16,000	£58,900	£15,800	<b>£90,700</b>
<b>Average cost across all respondents</b>				<b>£33,365</b>
<b>Average cost for stores over 1,000 m<sup>3</sup></b>				<b>£57,496</b>
<b>Average cost for stores between 100 and 1,000 m<sup>3</sup></b>				<b>£20,713</b>
<b>Average cost for store under 100 m<sup>3</sup></b>				<b>£4,670</b>

6.3.3 The range of expenditure is considerable, from a maximum of £90,700 to a minimum of £2,000. The average expenditure across all respondents is £33,365. Averages have also been calculated for the same groups of museums used in Table 6. In this case, the variations in expenditure appear more closely aligned to the scale of operations.

## 6.4 Volunteers

- 6.4.1 In addition to providing information about paid staff, respondents were asked to submit information about voluntary, unpaid workers and, if possible, to put a value on their contribution.
- 6.4.2 Unpaid volunteers are not used by every service surveyed. However, seven of the eleven museums in the sample do use them and they are listed below. Their valuations varied from suggested hourly rates to daily rates. The relatively low figure of £50 a day used by Tyne & Wear Museums has been used to recalculate all of these for comparison across the sample.
- 6.4.3 Although the value added to archaeological archives provision by the use of volunteers is of interest, there is little benefit in including this in the overall costing from which averages have been calculated. Only actual expenditure on volunteers has been included.

<b>Respondent</b>	<b>Uses volunteers?</b>	<b>Time given</b>	<b>Respondent's valuation</b>	<b>Valuation @ £50 a day</b>
<b>Bristol</b>	Yes	6 hrs a week	None given	£43 x 52 = <b>£2,236</b>
<b>Exeter</b>	Yes	Not quantified – mainly access	None given	
<b>Fishbourne</b>	Yes	4 days a week	Actual expenses £2,500. Est = £12,000	£200 x 52 = <b>£10,400</b>
<b>Hampshire</b>	No	None		
<b>Herefordshire</b>	No	None		
<b>Liverpool</b>	Yes	Not quantified	Included in overall staff costs of £5,500	
<b>Oxfordshire</b>	Yes	1 day a week	None given	
<b>Saffron Walden</b>	No	None		
<b>Southampton</b>	Yes	250 days a yr	£50 a day = £12,500	£50 x 250 = <b>£12,500</b>
<b>Tyne &amp; Wear</b>	Yes	481 hrs	£7.75 per hr = £3727.25	£50 x 69 = <b>£3,450</b>
<b>Waltham Forest</b>	No	None		
<b>Winchester</b>	No	None		

## 6.5 Expenditure on archives as proportion of overall budget

- 6.5.1 The brief sought an indication of the expenditure on archives as a percentage of the overall museum budget for each respondent. This is shown in Table 9 below.
- 6.5.2 The percentage spent on archaeological archives ranges from a minimum of 0.87% at Tyne and Wear to a maximum of 8.67% at Winchester. Averaging these figures does not provide useful guidance as each case is very different from the other. The quality of premises, staffing and levels of access vary considerably as does the significance of the archives in relation to the rest of the collections held.
- 6.5.3 Archives expenditure represents 0.09% of the overall National Museums Liverpool budget of £17,523,000. As archives are managed as part of the Liverpool Museum collection, expenditure on them has been recalculated as a percentage of the £1,466,126 budget for this museum. At 1.22% this may give a more appropriate figure for comparison.

<b>Museum</b>	<b>Expenditure on archaeological archives</b>	<b>Overall museum budget</b>	<b>Percentage on archives</b>
<b>Bristol</b>	<b>£48,520</b>	£2,000,000	2.43%
<b>Exeter</b>	<b>£21,320</b>	£1,561,330	1.36%
<b>Fishbourne</b>	<b>£7,340</b>	£400,000	1.8%
<b>Hampshire</b>	<b>£59,065</b>	£2,274,753	2.6%
<b>Herefordshire</b>	<b>£25,700</b>	£500,000	5.14%
<b>Liverpool</b>	<b>£15,555</b>	£17,523,000	0.09%
<b>Oxfordshire</b>	<b>£49,940</b>	£650,000	7.7%
<b>Saffron Walden</b>	<b>£6,010</b>	£254,710	2.36%
<b>Southampton</b>	<b>£39,255</b>	£1,677,600	2.34%
<b>Tyne &amp; Wear</b>	<b>£34,980</b>	£4,544,000	0.87%
<b>Waltham Forest</b>	<b>£2,000</b>	£185,170	1.08%
<b>Winchester</b>	<b>£90,700</b>	£1,045,000	8.67%

## 6.6 Ranking the stores by size and by expenditure

- 6.6.1 Table 10 shows a simple ranking of the respondents by size of store and by budget, using 1 for the largest volume and highest expenditure and 12 for the smallest and lowest. This ranking indicates the relatively close correlation between the scale of operations and expenditure amongst the respondents. There are no variations of more than four positions between the two categories for any single respondent and three are the same.

<b>Table 10      Ranking of respondents</b>		
<b>Respondent</b>	<b>by size of archive</b>	<b>by expenditure</b>
<b>Bristol</b>	<b>3</b>	<b>3</b>
<b>Exeter</b>	<b>7</b>	<b>7</b>
<b>Fishbourne</b>	<b>12</b>	<b>10</b>
<b>Hampshire</b>	<b>5</b>	<b>2</b>
<b>Herefordshire</b>	<b>9</b>	<b>6</b>
<b>Liverpool</b>	<b>10</b>	<b>8</b>
<b>Oxfordshire</b>	<b>4</b>	<b>7</b>
<b>Saffron Walden</b>	<b>8</b>	<b>11</b>
<b>Southampton</b>	<b>2</b>	<b>4</b>
<b>Tyne &amp; Wear</b>	<b>6</b>	<b>5</b>
<b>Waltham Forest</b>	<b>11</b>	<b>12</b>
<b>Winchester</b>	<b>1</b>	<b>1</b>

## 7 Future plans and capital budgets

### 7.1 Plans for the future

7.1.1 The table of range statements sent to respondents sought information about their plans over the next 5 years. Several respondents also provided useful descriptions of their aspirations and proposals and these are described in Table 11.

Table 11 Future plans																		
Museum	Plans																	
	Relocate			Rebuild			Extend			Refurbish			Small improvements			joint store considered?	Funding?	
	soon	2 years	5 years	soon	2 years	5 years	soon	2 years	5 years	soon	2 years	5 years	soon	2 years	5 years			Obtained?
Bristol																		
Exeter																		
Fishbourne																		
Hampshire																		
Herefordshire																		
Liverpool																		
Oxfordshire																		
Saffron Walden																		
Southampton																		
Tyne & Wear																		
Waltham Forest																		
Winchester																		

7.1.2 Ten out of twelve respondents are considering some form of improvement or change within the next 5 years. Tyne & Wear hopes for relocation in 5-10 years. Winchester urgently needs a replacement for its Fort Brockhurst store which is no longer suitable and is at some distance from the museum, as the lease from English Heritage expires in 2.5 years.

7.1.3 Bristol, Exeter, Fishbourne and Herefordshire are involved in bids for funding or implementing grant-aided projects. Bristol's plans include relocation to and refurbishment of one of the buildings currently used which has room for expansion. In addition small improvements are planned for its City Museum stores. Herefordshire has already allocated additional space for archaeological archives due for transfer from the Hereford Archaeological Unit,

and is submitting a bid to HLF to complete the development of its new stores. Exeter is in Stage 1 of an HLF grant, and a Stage 2 bid is in preparation for a joint store to be shared by Fishbourne and the Chichester District Museum.

- 7.1.4 Only Southampton and Waltham Forest are not planning major changes. Southampton is completing an overflow store at Unit 1 Paget Street, a project which began in 2002-3 and has continued into 2003-4. Waltham Forest has no plans for improvement, having completed a substantial extension in recent years with HLF funding. The aim with this was not to house archaeological archives, much of which have arrived fairly recently. The present storage within a Sainsbury's development, is not sufficiently secure for the long term, but modest staffing levels, recent staff changes and an impending restructuring mean that no current staff member has the expertise to make judgements about the future of the archive.
- 7.1.5 Four of the eleven respondents are considering or have considered joint storage. Shared storage has been proposed for Bristol's museums, libraries and record office. Fishbourne's proposals are mentioned above. Oxfordshire is considering sharing storage with regimental collections, the National Trust (indefinitely) and Oxford University museums (temporarily). Tyne & Wear hopes for space in an extended North East of England Large Object Store.

## 7.2 Capital budgets

- 7.2.1 Information obtained about capital expenditure was very limited; most respondents had no capital allocation in their budget for 2002-3. Winchester's capital budget carries debt charges totalling £39,000 of which £17,000 relates to archaeological archives; other respondents did not provide details of such charges in relation to their services.
- 7.2.2 Southampton's overflow store cost £17,098 over two financial years. This comprised £10,500 on initial building works, £1,000 on security and fire alarm systems, £4,498 on racking and £1,100 on transport for boxes of objects to the store. The annual cost for the rent will be £5,750 and rates £1,000. Herefordshire's capital project is providing a new collections facility. £400,000 was spent on the purchase in 2000 and initial refit in 2001-2 of the premises and a further grant of £545,000 is being sought from HLF to complete it.

## 7.3 Previous capital developments

- 7.3.1 Most respondents have no files relating to earlier developments so information is very limited; Bristol's storage was created over 30 years ago and Fishbourne's in 1967-8.
- 7.3.2 Oxfordshire's major store for the county's collections was completed in September 1993 at a cost of £2 million (including £600,000 for the site. A pioneer in this type of provision, the project was written up in the *Museums Journal* (November 1994). Saffron Walden's off-site store, a small industrial unit, was already in council ownership when new storage had to be found at short notice in 1993-4. Modest refurbishment cost in the region of £10-15,000.
- 7.3.3 Liverpool's stores were refurbished in 1998-99. A total of £1.72million was spent on replacement of part of the roof structure and refurbishment of 2 of the 6 units on the upper floor, covering approximately 2000 sq m. Hampshire has spent capital totalling £18,000 on developing its facilities during 2001-2 and 2002-3.

7.3.4 The fact that a majority of the respondents has been actively considering the future is encouraging, with plans and funding bids underway. The information that has been provided on capital developments over the last decade shows an admirable ability to achieve much on modest funding, apart from the substantial upgrading of Liverpool's stores, and the important development in Oxfordshire, which represented a major investment in a new resource centre with public access.

## 8 Conclusions

- 8.1 The museums which have been involved in this project have understood the significance of the exercise in costing the care of and provision of access to archaeological archives. They have been exceptionally helpful in investigating costs and attempting to present them in a form which relates to the requirements of this study.
- 8.2 Overall museums find it difficult to allocate specific costs to areas of activity, unless these are already calculated as a routine part of budget management. This presents few problems in their day to day work but can present difficulties when figures need to be obtained in relation to cost-cutting exercises, to underpin a bid for grant aid – or to support a research project of this kind. The result is that the project has taken a considerable time to complete and that some figures which it was hoped would be obtained remain vague or incomplete.
- 8.3 The respondents have, however, provided useful information on a wide range of services and a variety of levels of revenue budgets from which it has been possible to assess the costs incurred in relation to archaeological archives. The analysis shows the correlation between the scale of operations and the level of expenditure, as might have been expected.
- 8.4 However, it has also been possible to ask many questions of the figures and to record the balance between expenditure on premises, supplies and services, and staffing. It seems possible that there are economies of scale to be had from larger operations, though a further sample of both larger stores and very small stores might need to be investigated to confirm this.
- 8.5 Information from respondents on capital projects has been limited by their experience but the detail that has been provided from recent projects has been useful. It is heartening to know that there are numerous plans for the future for which funding bids have been or are being prepared. For more detail on likely costs for future development information should be sought from outside this sample. The most likely source of information will be the Heritage Lottery Fund. However, the Cambridgeshire County Council store, currently being developed for archaeological archives and the county's record office, as a project funded through the Public Finance Initiative, should also be investigated once it has been completed.

Appendix 1

Oxfordshire Museums Store, Standlake

## The Oxfordshire Museums Store

The Oxfordshire Museums Store was designed and built by Oxfordshire County Council in 1992 to house the County's large and important collections of Archaeology, History and Natural History.

### Open Days

On Open Days, workrooms and storage areas are opened to the public, who are guided through and introduced to the work and collections by the small team of specialist curators and conservators who work at the Store.

### Next Open Days 2003:

**Saturday 16th August - focus on objects from the Carterton area**

**Saturday 18th October - focus on the 1960s**

Families and children welcome!

### To Visit the Store

The Store is open to the public by appointment – please contact the Store direct to make an appointment. We welcome individual requests or group bookings and can arrange to open the Store in the evening or at weekends for booked parties.

### Location and Contact Details

The Store is alongside the A415 approximately four miles south of Witney.

The Oxfordshire Museums Store  
Cotswold Dene  
Standlake  
Witney OX29 7QG

**Tel** 01865 300972

**Fax** 01865 300519

**E-mail:** [museum.store@oxfordshire.gov.uk](mailto:museum.store@oxfordshire.gov.uk)

### About the Collections

Oxfordshire Museum Service collects and preserves a wide range of objects carefully selected to reflect life in Oxfordshire, and to be capable of being used or appreciated educationally. The collections fall into three main categories:

- Archaeology (the most ancient objects, usually found underground),
- History (objects from the 17th century to the present day)
- Natural Sciences (including specimens of Oxfordshire's plants and animals).

### About the Building

The unique, tent-like structure has a roof designed to recall a Medieval pavilion. The weather vanes were made by artist Ray Smith, and were inspired by museum objects housed in the Store.

Inside, the atmosphere alters gently with the seasons, buffering collections from the sudden

variations in humidity and temperature that can cause objects to crack. A computerised air-handling system constantly filters the air, monitoring and adjusting conditions.

## Appendix 2

### Cost returns from respondents; costs of access to archaeological archives

#### Bristol City Museum & Art Gallery

CONTACT: Gail Boyle

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some of all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS

1. Rent **None – Council-owned property**
2. Business rates – **Whole building £181, 355 but obviously our stores here are only a proportion of that amount – and this does not take into account 2 other buildings we occupy space in – would guesstimate we occupy approximately 5% so therefore = £9,067.75**
3. Insurance – **Building - £3055 pa, Collections as a whole £54,000pa – we are but one of 9 disciplines with one of the two largest collections – what proportion attributable to us? = £3,055 + £6,000 = £9,055**
4. Building maintenance - **Total budget of £156,530, say 5% = £7,826.50**
5. Energy and other services **Total cost £66,388, say 5% = £3,319.40**
6. Environmental monitoring and control – **Total cost for museum-wide service for 2002/3 = 500.00 + VAT pa for servicing equipment. £1400.00 + VAT for Hanwell monitors + calibration costs of £60.00 + VATpa. 5% of £2,058 = £102.90**

**Total : £29,371.55**

#### B MATERIALS AND SUPPLIES

7. Furniture (for storage and study facilities) – **2 cabinets purchased 2002/3 at a cost of £200?. New dexion racking/shelves purchased 2002/3 at a cost of £800. Equipment - ladder at a cost of £50 £1,050**
8. Packing materials **boxes purchased at a cost of £193; plastazote at a cost of £101 ( NB not all used and other materials – bags, labels, tissue etc. kept in house and already available) – most materials supplied in format we require by depositors and so we use limited amounts ourselves £294**

9. Computing - purchase costs, maintenance contracts, technical assistance etc for management of electronic records and collections management – **One new PC purchase for use in the Archaeology Store at a cost of c. £800 – doesn't only relate to collections access – other contracts hard to calculate as we use a corporate-wide service.** £800
10. Depreciation
11. Transport costs between store and study facilities – **Not applicable, stores on-site or within walking distance**

**Total: £2,144**

### **C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc)

**1 x full-time equivalent curator @ £29k per annum inc. employers oncosts - would guesstimate that 50% of time has been spent on collections access in last final year as we have been working on a new database** £14,500

**2 x volunteers, 3 hours per week**

**6 hours per week**

### ***Security staff – unknown cost – museum-wide service***

Information systems officer?

Conservation officer?

**Allow £2,500**

**Total: £17,000**

### **D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**Sorry our storage areas were set up over 30 years ago and none of the costs are available**

### **E PROPORTION OF OVERALL EXPENDITURE**

The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.

TOTAL SUM SPENT IN 2002-3 – **Approximately £2,000, 000**

ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES **£48,515.55**

PERCENTAGE **2.43%**

## Costs of access to archaeological archives

### Royal Albert Memorial Museum, Exeter

CONTACT: Alison Hopper Bishop 01392 665307

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some of all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS

- 1 Rent
- 2 Business rates
- 3 Insurance
- 4 Building maintenance
- 5 Energy and other services
- 6 Environmental monitoring and control

**Premises budget 2002-3 £232,500  
Proportion for Archaeology approx  
£8,715**

#### B MATERIALS AND SUPPLIES

- 7 Furniture (for storage/ study facilities)
- 8 Equipment
- 9 Packing materials
- 10 Computing
- 11 Depreciation?
- 12 Transport costs store/study facilities

**Curatorial budget under supplies &  
services 2002-3 is £13,000, of which  
Archaeology uses approx £2000**

**C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc

**curatorial post Grade 8 £24,726 + 29% oncosts £7,417.80 = £32,143.80  
25-50% (calculated at 33%) of this post = £10,607.45**

**supported by several volunteers almost impossible to quantify as most of their time is spent on access.**

**D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**N/A**

**E PROPORTION OF OVERALL EXPENDITURE**

**The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.**

TOTAL SUM SPENT IN 2002-3	<b>£1,561,330</b>
ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES	<b>£21,320</b>
PERCENTAGE	<b>1.36%</b>

## Costs of access to archaeological archives

### Fishbourne Roman Palace

CONTACT: **David Rudkin**

#### PLEASE NOTE

- **The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.**
- **The costs associated with putting some of all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.**

#### **A PREMISES COSTS**

- |    |                                      |  |
|----|--------------------------------------|--|
| 1. | Rent                                 | <b>Nil – owner/occupier</b>                                      |
| 2. | Business rates                       | <b>Nil – 100% charity relief</b>                                 |
| 3. | Insurance                            | <b>estimated at £100 (proportion of total insurance premium)</b> |
| 4. | Building maintenance                 | <b>c £200</b>  |
| 5. | Energy and other services            | <b>c.£50</b>   |
| 6. | Environmental monitoring and control | <b>c.£200</b>  |

**Total £550**

#### **B MATERIALS AND SUPPLIES**

- |     |  |                |
|-----|--|----------------|
| 7.  | Furniture (for storage and study facilities)       | <b>c.£50</b>   |
| 8.  | Equipment  | <b>c.£50</b>   |
| 9.  | Packing materials                                  | <b>c.£100</b>  |
| 10. | Computing  | <b>c. £500</b> |
| 11. | Depreciation?                                      | <b>nil</b>     |
| 12. | Transport costs between store and study facilities | <b>Nil</b>     |

**Total £700**

**C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc

**Director/curator c 2% of time. . . . . £540**  
**SecretaryAdmin c.0.5% of time. . . . . £50**  
**Cataloguing coordinator. . . . . £3,000**  
**Volunteers(av 4 dpw) expenses. . . £2,500 (equiv in curatorial time £12,000)**

**Actual total . . . . . £6,090**  
 (Equiv total. . . . . £15,590)

**D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**Initial setup costs incurred in 1967-8 - no records available**

**E PROPORTION OF OVERALL EXPENDITURE**

**The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.**

TOTAL SUM SPENT IN 2002-3	<b>£400,000</b>
ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES	<b>£7,340</b>
PERCENTAGE	<b>1.835%</b>

## Costs of access to archaeological archives

### Hampshire County Council Museums Service

CONTACT David Allen, Andover Museum

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some or all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS

	£
1. Rent	0
2. Business rates	4,754
3. Insurance	0
4. Building maintenance	4,054
5. Energy and other services	3,165
6. Environmental monitoring and control	93

**Total 12,066**

#### B MATERIALS AND SUPPLIES

7. Furniture (for storage and study facilities)	435
8. Equipment	246
9. Packing materials	249
10. Computing	0
11. Depreciation?	0
12. Transport costs between store and study facilities	580

**Total £1,510**

**C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc

<b>CURATORIAL TIME</b>	<b>£41,005 (1.5 FTE's)</b>
<b>ADMIN TIME ETC</b>	<b>£ 4,480 (0.3 FTE's)</b>
<b>TOTAL</b>	<b>£45,485 (1.8 FTE's)</b>

**D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**No initial set up costs, but development expenditure of £18,000 has been invested over the two financial years. Namely 2001/02 and 2002/03.**

**E PROPORTION OF OVERALL EXPENDITURE**

**The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.**

TOTAL SUM SPENT IN 2002-3	<b>£ 2,274,753</b>
ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES	<b>59,061</b>
PERCENTAGE	<b>2.6%</b>

## Costs of access to archaeological archives

### Herefordshire Heritage Service

CONTACT: Kate Andrew, Principal Heritage Officer

#### A PREMISES COSTS

1. Rent - **not rented, owned**
2. Business rates - **£18,000 pa**
3. Insurance – **covered centrally by council for all buildings and collections, so not known**
4. Building maintenance - **£867 pa, grounds maintenance £431pa Cleaning £1,240 pa also have these figures per square metre which are respectively 96p, 20p and £1.37**
5. Energy and other services **water - £133 (15p m-2) , electricity £approx £2,000 pa, oil approx £3,000 pa – bill not going to correct budget for long enough yet.**
6. Environmental monitoring and control **use Humbug dataloggers and small portable de-humidifiers. Capital about £150 per logger, about £250 per de-humidifier**

Archaeological collections take up about 30% of the completed new store and approximately 15% of the entire new build, so figures above can be proportioned accordingly

**so allow one third of £25,671 for archives = £7,701.30**

#### B MATERIALS AND SUPPLIES

7. Furniture (for storage and study facilities) – **approx £40,000 for new archaeology compactor racking (capital)**
8. Equipment
9. Packing materials – **about £1.50 per cardboard box plus acid-free tissue and individual boxes, Stewart boxes etc**
10. Computing - purchase costs, maintenance contracts, technical assistance etc for management of electronic records and collections management **Approx £1,500 per pc per annum in connections, software and maintenance contract etc. I do have a detailed figure somewhere but it changes regularly**
9. Depreciation?
10. Transport costs between store and study facilities

**Most now at the same site, but a round trip to central museum is 4 miles so £1.20 in mileage fees**

**Allow £2,000**

### **C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc)

**Approx 50% of senior collections officer's time is spent on archaeology curation, archives ids etc. so about £12K**

**No active volunteers in this area at the moment, but hoping to recruit one soon for a day a week on archive re-boxing.**

**Also have support of documentation post to undertake data entry and collection management. May be a further £3-£5K from this post depending on which collections are being worked on.**

**Admin and caretaker time – due to increase next year to 75% time post for the collections site, currently only about £1K of admin and caretaker support pa**

**Allow £16,000**

### **D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**Approx £400K spent to date on purchase (in 2000) and initial retrofit ( 2001-2002) of new collections facility. Further £545K grant offered by HLF to complete this phase of the project.**

**See also racking above (B1)**

### **E PROPORTION OF OVERALL EXPENDITURE**

**The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.**

**TOTAL SUM SPENT IN 2002-3 £500,000**

**ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES £25, 701**

**PERCENTAGE 5.14%**

## Costs of access to archaeological archives

### National Museums Liverpool: Liverpool Museum

CONTACT: Margaret Warhurst

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some or all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS

**Please note:** the store is used by a number of departments across National Museums Liverpool . There is approx 7,700sq metres of floor space. Of these some 3,000 sq metres is on the upper floor & divided into 6 units. The archaeological archives occupy part of a mezzanine within one unit. (c. 72 bays at 1 meter long)

**All the costs given below are for the store as a whole except for the environmental costs.**

- |    |   |                          |               |
|----|---|--------------------------|---------------|
| 1. | Rent  | n/a                      |               |
| 2. | Business rates                              | no info                  |               |
| 3. | Insurance                                   | n/a                      |               |
| 4. | Building maintenance                        | £22,378                  |               |
| 5. | Energy and other services (e.g. fire alarm) | £36,056                  |               |
|    | Total for premises = 58434 –                | one sixth for archives = | 9,739         |
| 6. | Environmental monitoring and control        | for the specific area c. | £200 pa.      |
|    |   | <b>Total</b>             | <b>£9,939</b> |

#### B MATERIALS AND SUPPLIES

7. Furniture (for storage and study facilities)- we have very ancient tables, chairs & dexion racking. The racking would cost c. £7,200 to renew.
8. Equipment Only item is a microscope bought 10 years ago (?£200).
9. Packing materials Acid free boxes = £100 per year (for sorting backlog; current NML guidellnes require units to use these boxes for transferring archives to us). Bags: about £15 per year.

10. Computing - purchase costs, maintenance contracts, technical assistance etc for management of electronic records and collections management  
**Laptop bought about 3 years ago for c.£1,000. Because of the nature of NML I have not been able to establish the other costs.**
11. Depreciation? **n/a**
12. Transport costs between store and study facilities **Not relevant.**

**Total = £115**

### **C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc)

**Staff costs & volunteer expenses currently running at c. £5,500 per year.**

### **D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**£1.72m (replacement of part of roof structure & refurbishment of 2 of upper floor units of c. 1,000 square metres each). 1998-99.**

### **E PROPORTION OF OVERALL EXPENDITURE**

**The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.**

TOTAL SUM SPENT IN 2002-3

**£17,523,000 (for National Museums Liverpool)**

ESTIMATED SUM SPENT ON ACCESS TO ARCHAEOLOGICAL ARCHIVES  
**£15,555.**

PERCENTAGE **0.09%**

(For Liverpool Museum alone: Salaries & wages for LM = £1,272,126;  
Running costs & collection purchases £194,000 total c. £1,466,126 – **1.22%**)

Please note: the store is run by the Conservation Division.

## Costs of access to archaeological archives

### Oxfordshire Museums

CONTACT: Lauren Gilmour

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some or all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS

1. Rent
2. Business rates
3. Insurance **20% of £93,700 = £18,700  
(all premises costs)**
4. Building maintenance
5. Energy and other services
6. Environmental monitoring and control

#### B MATERIALS AND SUPPLIES

7. Furniture (for storage and study facilities)
8. Equipment
9. Packing materials **20% of £46,200 = £9,240  
(all supplies/services costs)**
10. Computing
11. Depreciation?
12. Transport costs between store and study facilities

**C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc

**Salary + oncosts £32,000 – 50% = £16,000**  
**+ two day a week asst, say £6,000** **total £22,000**

Experienced volunteer, 1 day a week

**D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**Nil**

**E PROPORTION OF OVERALL EXPENDITURE**

**The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.**

TOTAL SUM SPENT IN 2002-3 **£650,000**

ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES **£49,940**

PERCENTAGE **7.7%**

## Costs of access to archaeological archives

### Saffron Walden Museum (Uttlesford District Council)

CONTACT: Carolyn Wingfield 01799 510333

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some or all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS 2002-03

Costs are proportion of off-site store (50%) used for archaeological archives

1.	Rent	<b>1,005</b> (internal recharge, UDC)	
2.	Business rates	<b>950</b>	
3.	Insurance	<b>(included in policy for all collections and premises)</b>	
4.	Building maintenance maintenance building)	<b>55</b> (repairs carried out 'as and when' – basic, low	
5.	Energy and other services	<b>705 total</b> (energy monitoring £15, electricity £250, alarm systems intruder + fire £440)	
6.	Environmental monitoring and control	<b>£242.50 total</b> (thermo hygrograph charts and pens £22-50, dehumidifier filters £20 and maintenance £200)	
		<b>Total</b>	<b>£2,957.50</b>

#### B MATERIALS AND SUPPLIES

7.	Furniture (for storage and study facilities)	<b>none</b>
8.	Equipment	<b>none</b>
9.	Packing materials	<b>estimate £100</b> (from existing stock)
10.	Computing - purchase costs, maintenance contracts, technical assistance etc for management of electronic records and collections management	<b>none</b>
11.	Depreciation?	<b>none</b>
12.	Transport costs between store and study facilities	<b>240 total</b> (Curator 30 trips and Conservation Officer 45 trips £3.20 per trip)

**Total £340**

**C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc

<b>Curatorial time</b>	<b>total 2,708.50</b>	<b>(incl. on-costs)</b>
calculated as follows:		
<b>Curator</b>	<b>estimated 5% of time over whole year</b>	<b>1,822.50</b>
<b>Conservation Officer</b>	<b>estimated 4% of time over whole year</b>	<b>886.00</b>

**D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**No accurate records found; store (a small industrial unit) was already in Council ownership when Museum collections had to be re-housed at short notice c. 1993-1994, and the building was refurbished accordingly. Rough 'guesstimate' from recollections of staff involved at time is £10,000 - £15,000, which covers installation of flooring (block-board), standing racking, electrical wiring, alarms, phone line, storage heater, dehumidifiers.**

**E PROPORTION OF OVERALL EXPENDITURE**

**The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.**

TOTAL SUM SPENT IN 2002-3 **net budget whole service £254,710**

ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES **£6,006** (total A – C)

PERCENTAGE **2.36%**

Note: this is probably artificially low because

- Relative 'lull' in archive deposition activity (but an awful lot to come eventually from major projects – Stansted Airport, A120 construction, TRANSCO pipeline...)
- Store pretty basic, e.g. no plumbing, PCs, minimal heating and needs upgrading
- Restrictions on staff time to spend down at store (always more work to be done with archaeological archives than Curator has time for, no dedicated archaeological post)
- In 2002-03 no major expenditure on packing materials or equipment – this fluctuates year-on-year.

## Costs of access to archaeological archives

### Southampton City Council, Arts and Heritage, Archaeology Collections

CONTACT: Karen Wardley, Curator of Archaeology

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some of all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS

1.	Rent	<b>£5,750</b>
2.	Business rates	<b>£1,300</b>
3.	Insurance	
4.	Building maintenance	<b>£5,770</b>
5.	Energy and other services	<b>£1,750</b>
6.	Environmental monitoring and control	<b>£100</b> , Security <b>£770</b>
		<b>Total £15,440</b>

#### B MATERIALS AND SUPPLIES

7.	Furniture (for storage and study facilities)	<b>£500</b>
8.	Equipment	<b>£1,000</b>
9.	Packing materials	<b>£500</b>
10.	Computing - purchase costs, maintenance contracts, technical assistance etc for management of electronic records and collections management	<b>£3,000</b>
11.	Depreciation?	
12.	Transport costs between store and study facilities	<b>£50</b>
		<b>Total: £5,050</b>

**C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc

10% Curator £2,855  
 100% DCF assistant (2003/4) £15,880 Total: £18,765  
 volunteers @ £50/day £12,500

**D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**Setting up of new “overflow” store at Unit 1, Paget St. 2003/4 and start of 2003/4**

Annual rental	£5,750	
Rates	£1,000	
Initial building works	£10,500	
Security alarm/fire alarms	£1,000	
Installation of racking	£4,498	
Transport of boxes of objects to new store	£1,100	
		Total: £23,848

**E PROPORTION OF OVERALL EXPENDITURE**

The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.

TOTAL SUM SPENT IN 2002-3 **£1,677,600**

ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES **£39,255**

PERCENTAGE **2.34%**

## Costs of access to archaeological archives

### Arbeia Roman Fort, Tyne & Wear Museums

CONTACT: Nick Hodgson

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some of all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS

1.	Rent	none	
2.	Business rates	£5,620	
3.	Insurance	£1,310	
4.	Building maintenance	£5,720	
5.	Energy and other services	£11,720	
6.	Environmental monitoring and control	£800	
			<b>Total £25,170</b>

#### B MATERIALS AND SUPPLIES

7.	Furniture (for storage and study facilities)	none in 2002/3	
8.	Equipment	£800	
9.	Packing materials	£800	
10.	Computing - purchase costs, maintenance contracts, technical assistance etc for management of electronic records and collections management	N/A	
11.	Depreciation?	N/A	
12.	Transport costs between store and study facilities	none	
			<b>Total £1,600</b>

**C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc)

<b>10% of curator</b>	<b>£3,688</b>
<b>10% keeper of Archaeology</b>	<b>£2,515.77</b>
<b>10% archaeological technician</b>	<b>£2,006.68</b>
<b>Total</b>	<b>£8,210.45</b>

**Volunteers – 481 hours @ £7.75 per hour = £3,727.75**

**D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**None in 2002-3**

**E PROPORTION OF OVERALL EXPENDITURE**

The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.

<b>TOTAL SUM SPENT IN 2002-3</b>	<b>£4,544,000</b>
<b>ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES</b>	<b>£34,980</b>
<b>PERCENTAGE</b>	<b>0.87%</b>

## Costs of access to archaeological archives

### Vestry House Museum, L B Waltham Forest

CONTACT: Anna Smith, Acting curator

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some of all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS

1.	Rent	
2.	Business rates	
3.	Insurance	<b>Store shared with libraries and others, cost covered by another dept. – est £2,000</b>
4.	Building maintenance	<b>Store shared with libraries and others, cost covered by another dept. – est £2,000</b>
5.	Energy and other services	
6.	Environmental monitoring and control	<b>none</b>

#### B MATERIALS AND SUPPLIES

7.	Furniture (for storage and study facilities)	<b>Nil</b>
8.	Equipment	<b>Nil</b>
9.	Packing materials	<b>Nil</b>
10.	Computing	<b>Nil</b>
11.	Depreciation?	<b>Nil</b>
12.	Transport costs between store and study facilities	<b>Nil – not used</b>

**C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc

**Nil - no work done on archive**

**D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**None available**

**E PROPORTION OF OVERALL EXPENDITURE**

The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.

TOTAL SUM SPENT IN 2002-3	<b>£185,170</b>
ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES	<b>£2,000</b>
PERCENTAGE	<b>1.08%</b>

## Costs of access to archaeological archives

### Winchester Museums Service

**CONTACT:** Ken Qualmann, Head of Museums

#### PLEASE NOTE

- The costs should cover all aspects of housing the archaeological archive and making this accessible to staff and researchers.
- The costs associated with putting some of all of the archaeological archive on exhibition, or of additional research or conservation work, should not be included.

#### A PREMISES COSTS

1.	Rent	<b>£ 5,000</b> (Fort Brockhurst) [ £14,000 (Bar End – see cover note)]
2.	Business rates	<b>£10,800</b>
3.	Insurance	<b>£ 1,900</b>
4.	Building maintenance	<b>£ 5,800</b>
5.	Energy and other services	<b>£ 3,100</b>
6.	Environmental monitoring and control	
	<b>Total</b>	<b>£15,800</b> (and £14,000 notional)

#### B MATERIALS AND SUPPLIES

7.	Furniture (for storage and study facilities)	<b>£ 1,500</b>
8.	Equipment	<b>£ 1,000</b>
9.	Packing materials	<b>£ 1,500</b>
10.	Computing	<b>£12,500</b>
11.	Depreciation?	<b>£12,300</b>
12.	Transport costs between store and study facilities	<b>£ 500</b>
	<b>Total</b>	<b>£16,000</b> ( and £12,300 notional))

**C STAFF SALARIES AND ON COSTS OF ALL RELEVANT STAFF**

Staff costs should include an element for the value of all work carried out by both paid and unpaid (volunteer) staff. Please indicate how this figure was arrived at (ie proportions of curatorial and admin time, security staff, driver etc

<b>Principal Curator, 35% of time,</b>	<b>£11,900</b>
<b>Curator of Archaeology, 70% of time,</b>	<b>£19,600</b>
<b>Archive Officer, 80% of time,</b>	<b>£</b>
<b>22,400</b>	
(Education Officer, 15% of time,	£4,200 not applicable in this study
<b>Admin support,</b>	<b>£5,000</b>
<b>Total</b>	<b>£58,900</b>

**D CAPITAL COSTS**

If possible, please provide any details of initial setup costs which you can, and let us know which financial year this relates to.

**No significant recent work, but we have an annual (debt?) charge of about £39,000 (£17,000 relevant to archaeological archives) which I'm told is a statutory requirement for local authorities.**

**E PROPORTION OF OVERALL EXPENDITURE**

The brief seeks an indication of the percentage of annual expenditure on your museum/museum service (excluding major projects) in 2002-3 which this represents. I am happy to calculate this if you provide the total sum spent.

TOTAL SUM SPENT IN 2002-3	<b>£1,045,000</b>
ESTIMATED SUM SPENT ON ACCESS TO ARCHIVES (excluding Capital)	<b>£121,200</b>
PERCENTAGE (excluding Capital)	<b>8.67%</b>

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Resource: The Council for  
Museums, Archives and Libraries  
16 Queen Anne's Gate  
London SW1H 9AA  
Tel: 020 7273 1444  
Fax: 020 7273 1404  
Email: [info@resource.gov.uk](mailto:info@resource.gov.uk)  
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