



## **West Berkshire Museum**

# **Procedures for the Transfer of Archaeological Archives**

**2018**



WEST BERKSHIRE  
**MUSEUM**

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## 1. Contact Information

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## 2. Introduction

The West Berkshire Museum, referred to from herein as the 'Museum', is an integral part of West Berkshire Council's Culture Team. Opened in 1904, the Museum is housed in the 17<sup>th</sup> Century Cloth Hall and old Granary Stores in Newbury's historic wharf area. Entrance to the Museum is free and there is a rich programme of temporary exhibitions alongside permanent displays which tell the story of West Berkshire's fascinating past.

The Museum is the collecting museum for archaeological archives from West Berkshire. It aims to preserve, enhance, and promote access to these archives for the benefit of all those who live and work, visit, or have an interest in West Berkshire.

The procedures described in this document are intended to guide the transfer and deposition of archaeological archives from archaeological contractors, local research groups, or individuals, referred to as 'Depositors', to the Museum. Failure to follow these procedures may result in the Museum being unable to accept an archive.

The Museum and the Archaeology Service<sup>1</sup> strongly recommend that anyone wishing to transfer an archive contact the Curator in advance of deposition. Depositors must contact the Museum at least four weeks in advance of a planned deposit, but it is also recommended that Depositors discuss selection and retention policies and conservation matters with the Curator at an earlier stage.

Responsibility for keeping the Museum and Archaeology Service updated of changes and decisions rests with the depositors. In the same instance, the Museum and Archaeology Service will endeavour to provide support when requested in issues relating to the preparation of the archive.

Once a deposition date has been arranged, Depositors are required to provide the Museum with a list of boxes to be deposited so that preparations for transfer and storage can be made. Depositors should note that transfers will only be accepted in person, not by post, and that sufficient time should be allocated for this process.

Before attending a deposit, Depositors should ensure the following:

- The Archive is complete
- Transfer of Title documents and Contracts are signed
- Paper and finds archive boxes have been properly packaged and labelled
- Archaeological metalwork, where appropriate, has been x-rayed and included within the archive
- A digital record of the paper archive has been created, stored on an appropriate CD (see below), and metadata included
- A record of the site has been deposited with the OASIS

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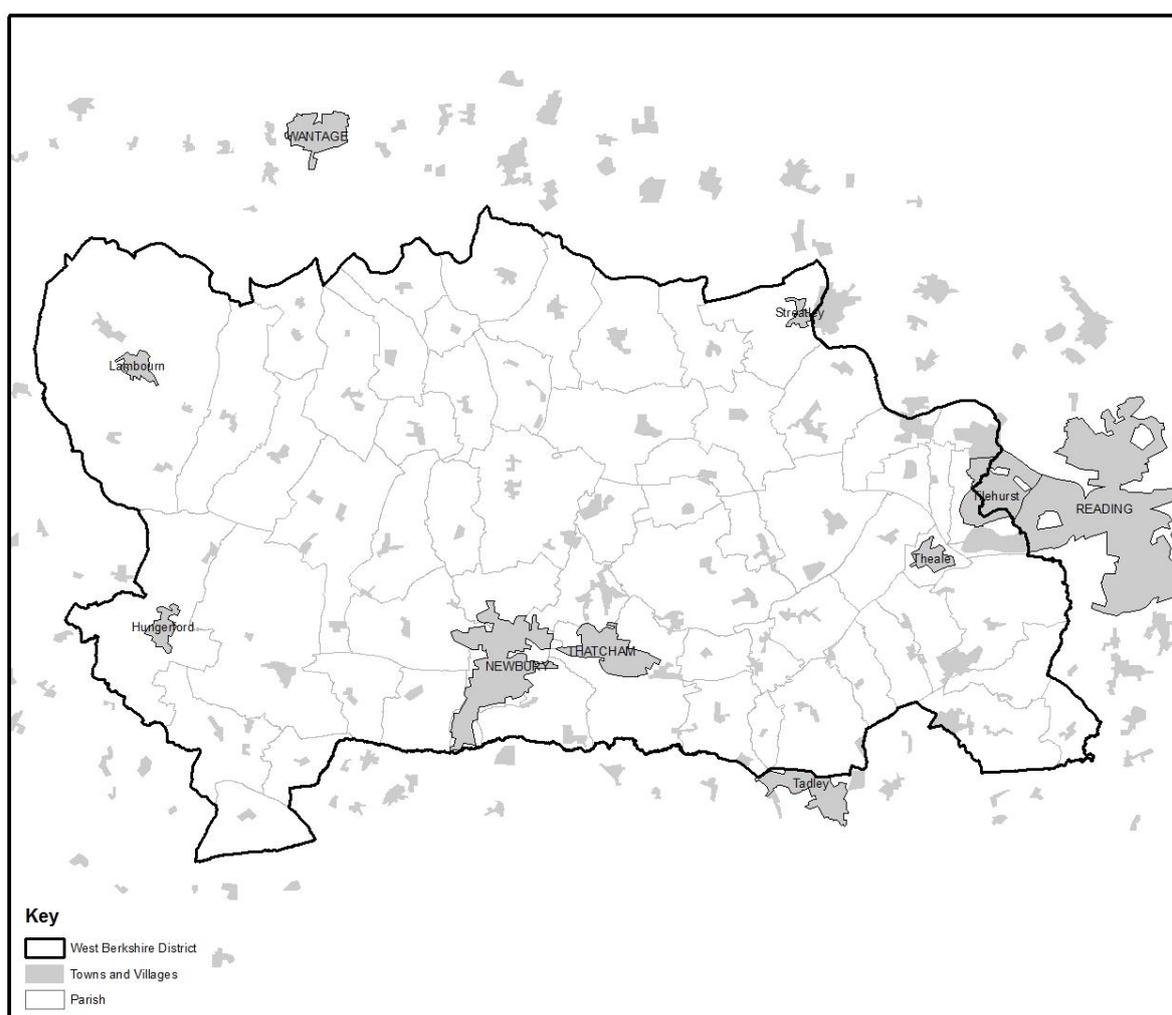
<sup>1</sup> The West Berkshire Archaeology Service maintains the local Historic Environment Record and provides archaeological expertise. Their contact details can be found above.

### 3. Collection Area

West Berkshire Museum collects within the unitary authority boundary of West Berkshire Council. In cases where fieldwork crosses a local authority boundary, for example road or pipeline schemes, the Museum will make arrangements with the relevant neighbouring local authorities. In these circumstances, the Museum would still expect to be consulted.

For material found within the local authority boundaries of Reading, Reading Museum Service is the collecting museum and any archaeological archive from this area should be referred directly to their curator.<sup>2</sup>

The Museum will not collect archaeological material from outside West Berkshire, unless it significantly adds to material already in the collection (i.e. a single specific site).



<sup>2</sup> For more information about Reading Museum's deposition procedures, visit <http://www2.readingmuseum.org.uk/collections/archaeology/archaeological-archives/>

## 4. Notification of Fieldwork

Notification of all archaeological fieldwork conducted within the Museum's collecting area should be made ahead of the commencement of any new work.

A standard Notification Form (see Appendix 1) should be completed and returned to the Curator, preferably by email. A separate Notification Form should be completed for each distinct archaeological site. However, it is understood that when an initial evaluation is to be carried out over a large area, it is unclear in advance how many sites will be encountered, and so a single notification may suffice for this stage of the project. A list of parishes covered by the evaluation should be reported. If the project should then continue to an excavation stage, separate notification will be needed for each site to be excavated.

Upon receipt of a Notification Form, the Museum will issue a unique Accession Number for the site. The Accession Number should be quoted on all subsequent correspondence and in all publications. It should also appear on all archive labels (see below for labelling instructions). The Museum's Accession Numbers take the form NEBYM:2018.1...

The Museum will endeavour to share the Accession Number with the Archaeology Service.

The Notification Form with Accession Number will be returned to the sender along with a Contract (Appendix 2) and two Transfer of Title forms (Appendix 3 and 4), one for the documentary archive and the other for the finds archive.

Please note, archives without signed Transfer of Title forms and Contract will not normally be accepted.

### 4.1 'Blank' Sites

In the event that, upon investigation, a site reveals no archaeological record of any kind,<sup>3</sup> but an Accession Number has already been issued, the Museum should be informed. A digital report detailing the location and dates of the project and a statement explaining that no archaeology was identified should be sent to the Curator. There will be no charge for the deposition of this report.

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<sup>3</sup> No archaeological features, deposits, or finds.

## 5. Contract

Transfer of Archaeological Archives is dependent on the fulfilment of the conditions of the Contract between the Depositors and the Museum. Failure to present a signed Contract will result in the rejection of an archive. An example of a Contract can be found in Appendix 2.

The Contract will be returned to the Depositor along with the Notification Form, Accession Number, and Transfer of Title forms. The Contract should be signed by the Depositor and returned to the Museum, preferably ahead of deposition. The Depositor should keep a copy of the Contract for their own records.

The Contract states that the Museum will undertake to store and make available the archive for posterity as per the Museums' Association Code of Ethics.

The Depositor agrees to the following terms:

- To pay agreed charges to the Museum within one calendar month of invoicing
- To return the relevant signed Transfer of Title forms
- To deposit the complete archive unless previously agreed with the Museum
- To package and label the archive as per the procedure outlined in this document
- To include a digital copy of the paper archive, site photographs, and any necessary x-rays
- To undertake to provide the Museum with a full hard copy of all existing *and future* reports for the site
- To provide specialist advice concerning retention and conservation where appropriate
- To ensure that the West Berkshire Museum is named as the repository and public contact for the archive and the Accession Number quoted in any reports, publications, and publicity
- To ensure that all parties (contractor, landowner, specialists etc) are aware that the site archive may be published online, either in its entirety or in part
- To include, where copyright has been retained by the Depositor, a statement of copyright.

## 6. Transfer of Title

### 6.1 Paper Archive

A copy of the Transfer of Title form for the paper archive will be sent to the Depositor upon Notification of Fieldwork. An example of a Transfer of Title form for paper archives can be found in Appendix 3.

Depositors must provide a signed Transfer of Title form for the transferal of the paper archive to the Museum. Depositors should keep a copy of the Transfer of Title form for their own records.

Copyright of the archive will be transferred to the Museum upon deposit of the archive with the Museum unless other arrangements are made beforehand by the archaeological contractor. Where copyright remains with the archaeological contractor it is their responsibility to ensure that this is clearly marked on each sheet. The only circumstances where copyright may be expected to remain with the archaeological contractor are reconstruction illustrations of buildings or general views of the site in the past.

Paper Archive checklist:

Item	Required?	Format
Transfer of Title	Yes	Paper
Contract	Yes	Paper
Site Location Plan(s)	Yes	Paper + Digital recommended
Site Report (x2)	Yes	Paper + Digital
Security Copy disk	Yes	Digital
Site Notes/Diaries	If applicable	Paper
Context Register	If applicable	Paper + Digital recommended
Context Records	If applicable	Paper
Context Matrix	If applicable	Paper
Trench Records	If applicable	Paper
Site Drawings and Registers	If applicable	Paper + Digital recommended
Photographs	Yes	Paper or Digital
Photographic Index	Yes	Paper or Digital
Finds Record	If applicable	Paper + Digital
Environmental Records	If applicable	Paper + Digital
Exhumation License	If applicable	Paper

Table 1 Paper Archive Checklist

### 6.1.1 Paper Archive Contents

The paper archive should comprise both paper and digital documents and should be prepared to the minimum standards as defined by English Heritage (1991 & 2006) and UKIC (1992).

Copies of all records compiled during the project should be included, whether as text, drawings, photographs, videos, or CD/DVD. Post-excavation records, such as site phasing details, interpretative plans, artefact analyses, specialist reports, conservation records and publication drawings should be included, as should documentation of the sampling strategies applied to the site and finds.

The Museum will not accept an archive where trench plans, section drawings, and photographs are only included in the Site Report. Original copies must be included.

#### 6.1.1.1 Packaging

Site records and post-excavation records should be stored in archival flat document cases with dimensions of either 387 x 260 x 76 mm or 387 x 260 x 44 mm. Within these cases, documents and photographs should be held in archival envelopes or sleeves.

The first case must include a list of contents for the documentary archive and a clear list of all the material held in the finds archive and of any finds which may have been retained by landowners or otherwise dispersed.

All cases, envelopes, and sleeves must be clearly marked with the Accession Number and the Depositor's Site Code.

Large site plans and section drawings should be suitable for storage in A0 (841 x 1189 mm) sized plan chests. Each sheet should be clearly marked with the Accession Number and the Depositor's Site Code. They should be provided in suitable archival quality sleeves (eg PEL 75 micron archival polyester pockets).

#### 6.1.1.2 Site Report

Two hard copy, bound site reports should be deposited with the archive. Pages should be numbered and a contents, summary, and bibliography included.

The Accession Number and Depositor's Site Code must appear on the front cover.

#### 6.1.1.3 Paper Records

Illegible or unclear records will not be accepted and all records must be clearly marked with the Accession Number and Depositor's Site Code.

Recycled paper should not be used as is not recognised as permanent for archival purposes.

Where papers need to be fastened together this should be done using plastic treasury tags or plastic paperclips. Metal fastenings of any sort should not be used, including staples.

#### 6.1.1.4 Digital Records

These may include CAD files, databases, geophysical and other survey data, GIS files, spreadsheets and text files.

All born-digital material must be included in the digital archive.

All digital records should be in an open access format compatible with Microsoft products. Details of the hardware and software used to generate computerised records should be included.

Digital records should be in a format which provides for long-term accessibility of data. Suitable formats are: PDF/A, ASCII, DXF, RTF, CSV, XML, TIF, JPEG

For any site with archaeological finds the Depositor should include a database of these in the digital archive. This can be in the form of a spreadsheet in a CSV format. The database should include the following fields for each bulk finds box and registered find:

- Box Number
- Simple Name<sup>4</sup>
- Material
- Date/Period(s)
- Dimensions
- Number of Items
- Context

A digital archive index must be deposited with the digital archive.

The digital archive should be supplied on gold/gold archival standard CD-R or DVD-R and housed in rigid jewel cases.

All disks must be marked with the Accession Number and Depositor's Site Code and the content should be described, e.g. 'Digital data'.

Where space permits, the Digital data disks and Photographic Record disks can be combined.

#### 6.1.1.5 Photographic Records

Digital photographs should be provided whilst negatives, contact prints, slides and original photographs should only be included where they are the only photographic records.

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<sup>4</sup> Simple Names should be defined using the MDA Archaeological Object Thesaurus available online at [http://thesaurus.english-heritage.org.uk/thesaurus.asp?thes\\_no=144&thes\\_name=MDA%20Object%20Type%20Thesaurus](http://thesaurus.english-heritage.org.uk/thesaurus.asp?thes_no=144&thes_name=MDA%20Object%20Type%20Thesaurus)

Digital photographs should be supplied on gold/gold archival standard CD-R or DVD-R and housed in rigid jewel cases.

Where included, negatives, contact prints, slides, and original photographs should be separated by media type and placed in suitable envelopes or sleeves.

Site photographs must include a chalk board, or other similar means of identification, marked with the Depositor's Site Code or Accession Number and a north arrow, and a scale.

Artefact photographs must include a label marked with the Depositor's Site Code or Accession Number, the context or registered find number, and a scale.

All metal objects, other than those identified as 'frag' or 'scrap' etc. should be X-Rayed and the X-Rays included with the archive. These are required for ongoing conservation monitoring as well as object identification.

A photographic index must be included with the paper archive.

All disks, sleeves, and envelopes must be marked with the Accession Number and Depositor's Site Code. The content of any disk must also be shown, e.g 'Photographic Record'.

Where space permits, the Digital data disks and Photographic Record disks can be combined.

#### 6.1.1.6 Human Remains

The documentation of human remains must include the identifying number, the number of remains, physical nature, date, provenance and context information.

A copy of the Exhumation License(s), where necessary, should be included in the paper archive.

If human remains were excavated, but are not being deposited with the Museum there should be an explanatory statement included within the paper archive.

#### 6.1.1.7 Security Copy of Paper Archive

The entire paper site archive, including photographs, site plans, drawings, context sheets, indexes, etc. must be digitally scanned in open document format.

Digital records should be in a format which provides for long-term accessibility of data. Suitable formats are: PDF/A, ASCII, DXF, RTF, CSV, XML, TIF, JPEG

The Museum recommends that all original paperwork be scanned to PDF/A or JPEG/TIF.

The Security Copy should be supplied on gold/gold archival standard CD-R or DVD-R and housed in rigid jewel cases.

All disks must be marked with the Accession Number and Depositor's Site Code and the content should be described, e.g. 'Security Copy'.

The Security Copy is not intended to replace any part of the original archive. It is a back-up copy which will ensure none of the data is lost should the original copy be lost due to fire, flood or any other reason.

#### 6.1.1.8 Building Recording Archives

Where drawings and plans have been created as part of a programme of Building Recording it is expected that a paper archive be deposited with the Museum.

The archive should include all required documentation (see Table 1), two copies of the site report, all original drawings, digital photographs, and a security copy of the archive. Please see the standards set out above for each of these items.

Where no original drawings have been created it will be sufficient to deposit the Building Recording report with West Berkshire's HER, so long as an acceptable number of photographs have been included within the report, as judged by the HER.<sup>5</sup>

#### 6.1.1.9 OASIS Report

The Museum expects a record of the site to be deposited with OASIS <http://oasis.ac.uk/pages/wiki/Main>

A copy of the OASIS form should be included in the Paper Archive.

## 6.2 Finds Archive

In English law all material collected in archaeological projects belongs to the landowner (except Treasure as defined in The Treasure Act 1996 and Treasure (Designation) Order 2002). Therefore, finds can only legally be transferred to the Museum with the written permission of the landowner.

Landowners should be notified by the Depositors when they first contact them about the project that the authorised repository for the archaeological archive is the Museum and obtain their agreement in principle to deposit.

A copy of the Transfer of Title form for the finds archive will be sent to the Depositor upon Notification of Fieldwork. It is the responsibility of the Depositor to contact the Landowner regarding the completion of these forms. An example of a Transfer of Title form for paper archives can be found in Appendix 4.

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<sup>5</sup> <http://info.westberks.gov.uk/her>

Ideally, Transfer of Title should be agreed with the Landowner during the initial phases of the project and a detailed list of finds sent for their inspection upon completion. In circumstances where the Landowner will not sign a Transfer of Title until completion, the list of finds and Transfer form should be mailed to and signed by the Landowner at this stage.

The Landowner should sign and date the forms and retain the receipt copy for their own records, returning the second copy to the Depositor. This second copy should be placed with the paper archive and deposited with the Museum.

If the Landowner does not respond to the Depositor's request for Transfer within two months, an additional letter should be sent by the Depositor as a recorded delivery. If there is still no reply after a total of three months, the archive can be transferred to the Museum, although replies received subsequently should be forwarded. Evidence of trying to reach the Landowner should be included in the paper archive. The Museum accepts the responsibility of clarifying the legal ownership of material received, as long as archaeological contractors follow these procedures.

#### 6.2.1 Shared Title

The integrity of the archive is paramount and all efforts will be made to discourage the division of a site archive. Where Landowners choose to retain some finds, it is only under exceptionally circumstances that the Museum would accept the remaining material. In such an event the Curator must be consulted and a list of all material retained included within the archive.

The Museum will not normally accept an incomplete or split archive.

If the Landowner has decided from the outset to retain all finds, Notification of Fieldwork and an Accession Number are still required and the paper archive should still be deposited with the Museum.

#### 6.2.2 Loaned Material

The Museum will not accept material on long-term loan, unless the owner takes full financial responsibility for its care and curation. Short-term loans may be considered for temporary display purposes. Any loan will be for a pre-determined fixed period, which may be renewed on expiry.

Loans will only be accepted through consultation with the Curator in advance of deposition. It is still expected that a paper archive be deposited with the Museum.

#### 6.2.3 Finds Archive Contents

For information on the selection, retention, and dispersal of finds prior to deposit please consult the *Pre-Deposition Selection, Retention, and Dispersal of Archaeological Finds 2018* policy produced by West Berkshire Museum.

For Finds Archives being deposited, the Museum requires the following:

- Finds are accompanied by a paper archive which must include Finds Record(s), a digital finds database, and Context data
- First aid and analytical work is completed prior to deposit
- All objects are physically and chemically stable
- Waterlogged material should be treated for storage in a dry state
- All objects are strong enough to be handled or have appropriate supportive packaging which allows them to be examined
- All deposited material should be free from pests and infestations
- All material is packaged, boxed, and labelled as per the instructions below.

Each finds box must contain a Box List detailing the number of bags, material, and context numbers present.

#### 6.2.3.1 Conservation Requirements

All conservation work in addition to first aid and analytical work should only be carried out in consultation with the Museum Curator. Conservation work must be done to the satisfaction of the Museum Curator.

Conservation work should only be conducted by a conservator accredited through the PACR scheme administered by ICON.

All conservation work carried out should be recorded in accordance with SPECTRUM: The UK Museum Documentation Standard for Conservation and Collection Care and a record provided to the Museum.

This record should include:

- Conservator's name(s) and organisation
- Organisation's authoriser
- Dates of work (start, finish)
- Type of work (e.g. conservation treatment, preventive measures, condition report)
- Action carried out (procedure, method, materials used, duration, result)
- Reference numbers of reports, photographs, drawings, X-radiographs or other types of image produced
- New or revised handling, packing, storage and display recommendations
- Packing/support instructions, if required

#### 6.2.3.2 Labelling

##### 6.2.3.2.1 Finds Labelling

Where practical to do so, all objects should be marked with the Site Code prior to deposition.

##### 6.2.3.2.2 Boxes and Finds Bags Labelling

All finds packing must be labelled with the Museum accession number.

All labels must be written with permanent inks. Polythene bags are best labelled with a good ball-point pen (such as Uniball Micro deluxe waterproof rollerball) which makes an indentation in the polythene and so remains legible even if the ink fades. The larger bags may also be labelled with a suitable thick black permanent marker such as Staedtler Lumocolor 317. Cardboard should be marked with a reliable lightfast ink such as Edding 1800 Profipen.

Boxes should be labelled with a permanent pen or marker on one end. Write directly on to the box and not onto a sticky label which may fall off (except for plastic boxes).

Boxed items of stone, pottery, or tile which have not been placed in plastic bags must be labelled using a heavy-duty paper label tied or fastened securely around the object with string.

Please use the following templates to label your bags and boxes:

Paper Archive Boxes:

The outside of each Paper Archive box should be labelled with the Parish, Site Name and Code, Accession Number, Box ? of ? Paper Archive Boxes

PARISH	SITE CODE
SITE NAME	
ACCESSION No.	BOX ? OF ?

INKPEN	ICB 18
COPSE BARN	
NEBYM : 2018.3	BOX 1 OF 2

Finds Archive Boxes:

The outside of each Finds Archive box should be labelled with the Parish, Site Name and Code, Material(s), Context(s), Small Find(s), Accession Number + Box Number, Box ? of ? Finds Archive Boxes

PARISH	SITE CODE
SITE NAME	
MATERIAL (CONTEXTS)	
SMALL FINDS	
ACCESSION NO. + BOX NO.	BOX? OF ?

<b>INKPEN</b>	<b>ICB 18</b>
COPSE BARN	
POTTERY (200=400)	
SF 1, 4, 9	
<b>NEBYM:2018.3.BOX 1</b>	<b>BOX 1 OF 6</b>

### Finds Bags:

Each bag should be labelled with Site Code, Context (one per bag), Material, Period (if known), Accession Number + Box Number

SITE CODE	(CONTEXT)
MATERIAL	
PERIOD	
<b>ACCESSION NO. + BOX NO.</b>	

ICB 18	(201)
POTTERY	
IRON AGE	
<b>NEBYM:2018.3.BOX 1</b>	

\*Context numbers should be in brackets or within circles

### Finds Bags and boxes containing Small Finds:

Each bag/box should be labelled with Site Code, Context (one per bag/box), Small Find Number (one per bag/box) Description, Date (if known), Accession Number + Small Find Number

SITE CODE	(CONTEXT)
	<SF NO.>
DESCRIPTION	
DATE	
<b>ACCESSION NO. + SF NO.</b>	

ICB 18	(201) <SF2>
FRAGMENT OF SAMIAN	
4TH CENTURY	
<b>NEBYM:2018.3.SF1</b>	

\*Small Finds numbers should be within triangles

### 6.2.3.3 Packaging

Only correctly packaged material will be accepted by the Museum.

It is the responsibility of the Depositor to ensure the packaging standards described by Walker (1990) and Watkinson (1998) are met. In addition, Depositors should meet the requirements of West Berkshire Museum as set out in this document.

All boxes and bags must be appropriately labelled (see above).

#### 6.2.3.3.1 Bulk Boxes

All bulk finds should be placed in wire-stitched archival quality cardboard boxes with lids with a depth between 60mm and 100mm. The Museum will only accept boxes of the size 470mm x 270mm x 170mm or fractions (quarters or halves) of this. See Appendix 5

Bulk finds should be separated according to material, with only one type of material in each box. The exception to this is if all finds from a site can be contained within one bulk box (this box must not contain Human Remains, Metals, or Organics).

Human Remains, metal objects, and organic material must always be packaged separately from all other materials.

Registered Finds may be placed within bulk boxes, so long as the following conditions are met:

- They are individually bagged and labelled with the Registered Find number
- They are placed on top of bulk finds within the box
- They are not at risk of being damaged by the bulk finds
- Registered Finds numbers are written on the front of the box in which they are placed (see labelling below).

Boxes must not exceed 7kg in weight and will be weighed on deposit. Boxes exceeding this will be refused.

Heavier material should be placed in the bottom of the box with lighter material above and cushioned if necessary.

Boxes containing few objects should have cushions of acid-free paper to prevent movement.

Particularly fragile objects or fragments should be boxed separately, for example, complete or reconstructed pots.

#### 6.2.3.3.2 Metals Boxes

Metal finds must be deposited in sealed plastic Stewart boxes and contain an appropriately conditioned pack of silica gel, the size of which will be dictated by the objects.

Silica gel must be contained in sealed polythene bags.

#### 6.2.3.3.3 Human Remains Boxes

Human Remains must be placed in boxes. The Museum will not accept un-boxed skeletal material.

If it is possible to identify individuals these should be placed in their own box.

Human remains should be placed in wire-stitched archival quality cardboard boxes measuring 600mm x 250mm x 250mm. Skulls can be placed separately in boxes measuring 250mm high x 200mm x 200mm .

Heavier elements should be placed at the bottom of the box and pathological bones and maxillae should be wrapped in acid-free paper.

Skeletal elements should be grouped by type and bagged accordingly, e.g. cranial fragments, loose teeth, ribs, vertebrae, and long bones.

Care should be taken to package human remains to minimise damage during long-term storage.

#### 6.2.3.3.4 Environmental Samples

Depositors should discuss Environmental Sampling strategy with the Curator prior to the completion of fieldwork.

The retention of Environmental Samples within the archive must be agreed with the Curator prior to deposition.

Waterlogged Environmental Samples cannot be accepted.

All samples must be deposited with the Museum in a stable condition.

#### 6.2.3.3.5 Un-boxed Finds

Large items, such as masonry and sculptural elements, which cannot be placed within a Museum approved archive box may be deposited un-boxed.

Un-boxed items should have a tie on label. This should be waterproof, e.g. Tyvek, written in permanent ink, and secured with strips of Tyvek or cotton tape.

#### 6.2.3.3.6 Bags

All finds placed in boxes should first be placed within a re-sealable polythene bag with write-on panels.

Bag sizes should be dictated by the size of the objects they are to contain.

Fragile material such as metals and worked organic material should be placed in pierced bags which may be padded with Jiffy foam or acid free tissue.

Very small, fragile items may be placed in individual crystal boxes.

Bags must be able to be closed and should not be over-filled.

Finds from only one context should be included within each bag.

## 7. Deposition

Deposits will not be accepted unless a signed copy of the Contract has been received by the Museum.

The Museum requires a minimum of four weeks' notice for deposits. This should be arranged with the Curator.

Deposits may be arranged between April 1<sup>st</sup> and December 20<sup>th</sup>.

When arranging a deposit with the Curator, the Depositor should submit the following for each site, either by post or by email:

- Signed Transfer of Titles
- Signed Contract
- Excel spreadsheet of list of boxes/items being deposited – including their size, number, and content. For example,

Quantity	Size	Content
2	Full Box	Animal Bone
1	Half Box	Animal Bone

Partial archives will not be accepted.

The invoice will be processed upon deposit and payment is due within 30 days of the deposit date.

The Unit is responsible for providing transport, and for the safe-keeping of the archive in transit.

Please expect to assist the Museum with shelving boxes and stonework, and please bring additional assistance for large deposits.

Please allow time for the archive to be checked against the itemised list of boxes provided and for packaging and labelling to be approved.

## 8. Costs

The new rate will be subject to annual increments which may be above inflation.

See the table below for a summary of the charges.

A flat rate of £100 will be charged for any deposit.

This fee includes the deposit of three boxes/plans (any combination of document box, finds box or plan).

Additional boxes will be charged as below:

<b>Finds box deposit charges*</b>	<b>Wire stitched acid free archival quality cardboard boxes, with lids with a depth of at least 75 mm. (external dimensions)</b>	<b>EXCLUDING VAT</b>
Full Box (1)	0.4 x 0.25 x 0.22 m = 0.022m <sup>3</sup>	£65.00
Half Box (2)	0.4 x 0.25 x 0.11 m = 0.011m <sup>3</sup>	£32.50
Quarter Box (3)	0.4 x 0.125 x 0.11 m = 0.0055m <sup>3</sup>	£16.25
Eighth Box (4)	0.2 x 0.125 x 0.11 m = 0.00275m <sup>3</sup>	£8.12
Sixteenth Box (5)	0.1 x 0.125 x 0.11 m 0.2 x 0.63 x 0.11 m = 0.001375m <sup>3</sup>	£4.06
Skull Box = ½ Box	0.2 x 0.2 x 0.25 = 0.012m <sup>3</sup>	£32.50
Human bone = 1½ Box	0.6 x 0.25 x 0.25 = 0.039m <sup>3</sup>	£97.50
Maps	per 100 grams	£1.42
<b>Archive box deposit charges</b>	<b>Hinged lid acid free archival flat document cases</b>	<b>EXCLUDING VAT</b>
Full Box (1)	0.4 x 0.075 x 0.27m = 0.0081 m <sup>3</sup>	£23.93

Half Box (2)	0.4 x 0.045 x 0.27m = 0.0049 m <sup>3</sup>	£14.47
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\* Non-standard boxes will be charged to the nearest standard box size

Please note all our standard box sizes are kept on file by G Ryder & Co Ltd. Other suppliers can be used.

## **9. Access to the Archives**

Long term public access to the archive is guaranteed by the Museum.

Please contact the Curator to arrange a visit to the collection.

## **Appendix 1 – Notification Form**



## Notification of Fieldwork

West Berkshire Museum  
 The Wharf, Newbury, RG14 5AS  
 Tel 01635 30511  
[museum@westberks.gov.uk](mailto:museum@westberks.gov.uk)  
[www.westberkshireremuseum.org.uk](http://www.westberkshireremuseum.org.uk)

<b>Depositor Name:</b>	<b>Site Name:</b>
<b>Address:</b>	<b>Site Address:</b>
<b>Site Manager/Main Contact:</b>	<b>Parish:</b>
<b>Tel:</b>	<b>Site Code:</b>
<b>Email:</b>	<b>Grid Reference:</b>
<b>Planning Reference Number:</b>	<b>OASIS Record ID:</b>

<b>Start Date:</b>	<b>Expected Deposition Date:</b>
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<b>Type of Fieldwork:</b> (please delete)	Evaluation / trenching / watching brief / field walking / excavation / survey / building recording
<b>Type of site expected:</b> (please delete)	Prehistoric / Roman / Medieval / Post-Medieval / Modern
<b>Quantity of boxes expected:</b> (please delete) <b>Paper Archive:</b> 1 / 2-5 / >5 <b>Finds Archive:</b> <5 / 5-20 / >20	<b>Waterlogged material anticipated?</b> Y/N <b>Conservation problems anticipated?</b> Y/N

### TO BE COMPLETED BY MUSEUM

<b>Museum Accession Number:</b>	<b>Archaeology Event Record Number:</b>
<b>NEBYM:</b>	<b>EWB</b>
<b>Signed for Museum:</b>	
<b>Date:</b>	
<b>Contract forwarded?</b> Y/N	<b>Signed contract returned?</b> Y/N

### TO BE COMPLETED BY DEPOSITOR

<b>Number of Paper Archive Boxes:</b>	<b>Itemised Box List?</b> Y/N
<b>Number of Finds Boxes:</b>	<b>ToT for Paper Archive?</b> Y/N
<b>Number of Stewart Boxes:</b>	<b>ToT for Finds Archive/Landowner Consent Letter?</b> Y/N/NA
<b>Number of Plans:</b>	<b>Digital Archive Included?</b> Y/N
<b>Number of Unboxed Finds:</b>	<b>Security Copy Included?</b> Y/N
<b>Signed for Depositor:</b>	
<b>Date:</b>	

### TO BE COMPLETED BY MUSEUM

<b>Charge:</b>	<b>Archive Received in Satisfactory State:</b>
<b>Invoice Sent:</b> (date)	<b>Signed for Museum:</b>
<b>Paid/agreed:</b> (date)	<b>Date:</b>

## **Appendix 2 – Contract**



## Contract

West Berkshire Museum  
 The Wharf, Newbury, RG14 5AS  
 Tel 01635 30511  
[museum@westberks.gov.uk](mailto:museum@westberks.gov.uk)  
[www.westberkshireremuseum.org.uk](http://www.westberkshireremuseum.org.uk)

Depositor Name:	Site Name:
	Site Address:
	Parish:
	Grid Reference:
Accession Number:	
Start Date:	
Expected Deposition Date:	

This contract is between West Berkshire Museum of West Berkshire Council and the above organisation or individual wishing to deposit an archaeological archive. It concerns the archive produced at the site listed above and on the dates given.

West Berkshire Museum agrees to accept the archive for permanent storage and to provide access and promote dissemination, so long as the criteria below are satisfied.

The Depositor agrees to supply the following as part of the archive in accordance with the standards set out in the Transfer of Archaeological Archives policy:

- Completed Transfers of Title for the paper archive and, where applicable, for the finds archive
- Digital archive
- Box contents list
- Core information on all archive boxes and bags

The Depositor also agrees to supply West Berkshire Museum with a copy of any future publication relating to the site that it may produce.

### Copyright

The Depositor licences West Berkshire Museum or its successor body or individuals or organisations approved by West Berkshire Museum or its successor, at no charge, to research, study, display, copy, publish and provide public access to the excavation archive, including photographs, plans and drawings, digital files and, where relevant, the accompanying finds for a period of 150 years or the term of copyright, whichever is the longer. The Depositor maintains the right to be identified as the author of the work.

TO BE COMPLETED BY MUSEUM	
Signature:	Date:
Print Name:	Position:

TO BE COMPLETED BY DEPOSITOR	
Signature:	Date:
Print Name:	Position:

*Please sign two copies and retain one, returning the other to West Berkshire Museum.*

## **Appendix 3 – Transfer of Title (Paper)**

		<b>Transfer of Title - Paper Archive</b>	
		West Berkshire Museum The Wharf, Newbury, RG14 5AS Tel 01635 30511 <a href="mailto:museum@westberks.gov.uk">museum@westberks.gov.uk</a> <a href="http://www.westberkshireremuseum.org.uk">www.westberkshireremuseum.org.uk</a>	
West Berkshire Museum accepts the acquisition of the described paper archive into its collection			
Depositor Name & Address:		Site Name:	
		Site Address:	
		Parish:	
		Grid Reference:	
Accession Number:			
Start Date:		Type of Fieldwork:	
Acquisition Type: GIFT			

TO BE COMPLETED BY DEPOSITOR	
Brief description of the contents of the paper archive:	
Special Conditions? (Please describe)	
I confirm the details recorded on this form are correct and agree to deposit the paper archive in accordance with the conditions stated here	
Signature:	Date:
Print Name:	Position:

TO BE COMPLETED BY MUSEUM	
I confirm receipt of the described paper archive	
Signature:	Date:
Print Name:	Position:

*Please sign two copies and retain one, returning the other to West Berkshire Museum.*

### Terms and Conditions

The owner of the Archive confirms that they were the absolute owner of said Archive and all parts thereof, and that it is given to the Museum as an absolute and perpetual gift.

There is a presumption against the dispersal of archives from the Museum's Collection. However, West Berkshire Museum reserves the right to loan or transfer the archive, or parts thereof, to other suitably conditioned institutions to whose Collection Policy the archive is relevant, or to dispose of the archive, or parts thereof, subject to the Museum's Selection, Retention, and Dispersal policy.

West Berkshire Museum undertakes to act in accordance with the Data Protection Act 1998. Contact details of donors will not be made publicly available, but will be kept along with the names of donors indefinitely, for the sole purposes of West Berkshire Museum's Collection. The names of donors may be published, unless specifically instructed not to do so.

## **Appendix 4 – Transfer of Title (Finds)**

	<b>Transfer of Title - Finds Archive</b>	
	West Berkshire Museum The Wharf, Newbury, RG14 5AS Tel 01635 30511 <a href="mailto:museum@westberks.gov.uk">museum@westberks.gov.uk</a> <a href="http://www.westberkshireremuseum.org.uk">www.westberkshireremuseum.org.uk</a>	
West Berkshire Museum accepts the acquisition of the described Finds archive into its collection		
<b>Landowner's Name &amp; Address:</b> <i>(Depositors, please insert contact details and obtain their signature at the bottom of the page)</i>	Site Name:  Site Address:  Parish:  Grid Reference:	
Accession Number:		
Start Date:		Type of Fieldwork:
Acquisition Type: GIFT		

TO BE COMPLETED BY DEPOSITOR & LANDOWNER	
<b>Brief description of the contents of the finds archive:</b>	
<b>Special Conditions?</b> (Please describe)	
I, the <b>Landowner</b> , confirm the details recorded on this form are correct and agree to deposit the finds archive in accordance with the conditions stated here	
<b>Signature:</b>	<b>Date:</b>
<b>Print Name:</b>	<b>Position:</b>

TO BE COMPLETED BY MUSEUM	
I confirm receipt of the described finds archive	
<b>Signature:</b>	<b>Date:</b>
<b>Print Name:</b>	<b>Position:</b>

*Please sign two copies and retain one, returning the other to West Berkshire Museum.*

### Terms and Conditions

The owner of the Archive confirms that they were the absolute owner of said Archive and all parts thereof, and that it is given to the Museum as an absolute and perpetual gift.

There is a presumption against the dispersal of archives from the Museum's Collection. However, West Berkshire Museum reserves the right to loan or transfer the archive, or parts thereof, to other suitably conditioned institutions to whose Collection Policy the archive is relevant, or to dispose of the archive, or parts thereof, subject to the Museum's Selection, Retention, and Dispersal policy. Items accepted into the Museum's handling collection may be disposed of at any time.

West Berkshire Museum undertakes to act in accordance with the Data Protection Act 1998. Contact details of donors will not be made publicly available, but will be kept along with the names of donors indefinitely, for the sole purposes of West Berkshire Museum's Collection. The names of donors may be published, unless specifically instructed not to do so.

## Appendix 5 – Box Sizes

<b>Finds box sizes*</b>	<b>Wire stitched acid free archival quality cardboard boxes, with lids with a depth of at least 75 mm. (external dimensions)</b>
Full Box (1)	0.4 x 0.25 x 0.22 m = 0.022m <sup>3</sup>
Half Box (2)	0.4 x 0.25 x 0.11 m = 0.011m <sup>3</sup>
Quarter Box (3)	0.4 x 0.125 x 0.11 m = 0.0055m <sup>3</sup>
Eighth Box (4)	0.2 x 0.125 x 0.11 m = 0.00275m <sup>3</sup>
Sixteenth Box (5)	0.1 x 0.125 x 0.11 m 0.2 x 0.63 x 0.11 m = 0.001375m <sup>3</sup>
Skull Box = ½ Box	0.2 x 0.2 x 0.25 = 0.012m <sup>3</sup>
Human bone = 1½ Box	0.6 x 0.25 x 0.25 = 0.039m <sup>3</sup>
Maps	per 100 grams
<b>Archive box sizes</b>	<b>Hinged lid acid free archival flat document cases</b>
Full Box (1)	0.4 x 0.075 x 0.27m = 0.0081 m <sup>3</sup>
Half Box (2)	0.4 x 0.045 x 0.27m = 0.0049 m <sup>3</sup>

\* Non-standard boxes will be charged to the nearest standard box size

Please note all our standard box sizes are kept on file by G Ryder & Co Ltd. Other suppliers can be used.