Museums Collecting Archaeology (England)
REPORT YEAR 1: November 2016

Historic England

Prepared by:

- Gail Boyle
- Nick Booth
- Anooshka Rawden

Society for Museum Archaeology

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"It is important that the position of all museums, especially small museums, is recognised: lack of space, expertise and communications with archaeology community. This is a crisis!!"
Charitable Trust museum, South West
Still collecting archaeological archives, and charging a deposition fee

"Our collecting area was reduced…to just the Borough boundary. We have been hoping to deaccession material from the wider area, but no-one has space to take it."
Local Authority museum, South East
Still collecting archaeological archives, and not charging a deposition fee

"We are heavily reliant on volunteers who work specifically with the archaeology collection. They have a background in amateur archaeology and are very knowledgeable in relation to our specific material."
Independent museum, South East
We have stopped collecting archaeological archives, but intend to do so again

"Museum team decreased from 3 to 1 person. Other archaeologist on staff was made redundant. None of the Archaeological work I do would be possible without the support and assistance of [the local] Archaeological Society. If they did not exist or were not willing to help, the archive would be totally moribund."
Local Authority museum, London & East
Still collecting archaeological archives, and not charging a deposition fee

Contents

1 SUMMARY

This report is the first of three annual reports commissioned by Historic England to be executed and produced by the Society for Museum Archaeology (SMA), the Subject Specialist Network for British Archaeology in the UK.

For a number of years Historic England has supported the gathering of information on local authority staffing levels in planning and HER services but there has been no concomitant survey of museums, despite such institutions supporting archaeological project work through the curation of archive material. In addition, the Society for Museum Archaeology has been receiving unprecedented numbers of requests for support from museums and museum professionals concerning service and staff cuts. An assessment of the challenges that museums collecting archaeology are facing, and monitoring these over time, will help to complete the picture provided by research into other aspects of local authority heritage support.

The report has been compiled using quantitative and qualitative data gathered by online survey from 200 respondents in England that represent museums which collect or hold archaeological material. The results relate to the capacity to collect, staff resource and expertise. The main results are as follows:

1. 119/200 (59.5%) of respondents are still actively collecting archaeological archives, 65/119 (54.6%) of which charge for deposition.
2. 35/154 (22.7%) of respondents that have previously collected archaeological archives have stopped collecting – 46/200 (23%) respondents to the survey have never collected archaeological archives.
3. Lack of space was the most cited reason for ceasing to collect archaeological archives, referenced by 32/35 (91.4%) of respondents, followed by shortage of expertise and staff resource 18/35 (51.4%).
4. 21/35 (60%) of those respondents that have stopped collecting archaeological archives are provided by local authorities.

5. 135/200 (67.5%) respondents have collecting policies which specifically refer to British Archaeology.

6. 135/200 (67.5%) respondents have a set of standards or guidelines for the deposition of archaeological archives.

7. 66/93 (71%) of respondents that provided estimates for their remaining storage capacity reported they had 20m³ or less space available for archaeological archives.

8. 61/96 (63.5%) of respondents that provided estimates will run out of space in 5 years or less.

9. 45/154 (29.2%) of museums that hold archaeological archives reported a drop in the number of museum staff with archaeological collections care responsibilities since 2010.

10. 99/200 (49.5%) of respondents employ a curator with specialist expertise.

11. 56/99 (56.6%) of those with specialist museum archaeological expertise are employed by local authorities (almost twice as many as any other type of provider).

12. 166.3 FTE posts with specialist expertise are currently provided for by the respondent organisations but 39 of these relate to just 4 organisations.

The statistics have demonstrated that many of the fears raised through anecdotal testimonies are based on real, on-the-ground reductions in resource and capacity, with some regional variance evident (the West Midlands having witnessed a significant reduction in archaeological collecting). Of the museums continuing to collect many were also charging a deposition fee, but not all, so income from the development process remains a potentially untapped source for these institutions. There have been some stories of proactive regional collaborations and initiatives to explore shared expertise, facilities and county-wide standards, but many of the additional comments made by contributors conveyed exasperation – where staff reductions have not taken place, many have instead taken on additional responsibilities to cover cuts in other areas of the museum service; some museums still collecting have reduced collecting areas, while others are facing uncertainty over future collecting capacity. The large number of museums provided by local authorities, and which continue to actively collect archives, highlights the continuing vulnerability of archaeological archive provision in the face of continuing reductions and demands placed on

local authority spending – the clear message from these museums was "we are expecting more cuts to come".

Despite a number of museums implementing a deposition charge, many find the potential to raise commercial income from developer funded archives insufficient when compared with already stretched resources. By far the greatest resource issues facing archaeological collecting is lack of space and lack of staff resource. This does not come as a surprise to museum professionals working with archaeology collections; however we now have clear data to demonstrate the scale of these issues.

NB. All results are expressed as the results over the total number we are referring to with that figure expressed as a percentage - e.g. 119/200 (59.5%). The percentage is rounded to the closest decimal point.

2 Introduction

There has never been greater public interest in archaeology largely thanks to the wide range of exhibitions, public engagement activities, learning opportunities and socially inclusive community projects delivered by museums, and continuing positive coverage in the popular media. Museum archaeology professionals have promoted the contemporary relevance of archaeology, helping to foster meaningful connections between communities, landscapes and places: they support the wider archaeology sector in maintaining strong research objectives while promoting high levels of community inclusion. National organisations continue to promote care of, and interest in, the historic environment, funders are supportive of archaeology's learning potential and the health and wellbeing benefits of archaeology projects, whilst the sector has come together to actively encourage access to archaeological collections by promoting their intellectual and creative potential.

Archaeology offers unique and positive engagement opportunities - it brings communities together and provides innovative ways to understand our place in time. In addition to championing public participation and understanding, museum archaeology collections continue to support academic, commercial and community research, as well as school learning programmes and university study. The contribution this makes towards developing a better understanding of how people and places have developed over time, and dissemination of the results of innovative research, enables more people to share and benefit from new knowledge.

Despite the positive contribution museum archaeology makes it is recognised across the discipline that there is an annual decrease in the number of museums that are able to collect archaeological archives from commercial, community and research projects and that budget cuts across the sector have led to staff losses, and with that, loss of expertise. The extent of the impact of this has not been accurately measured, and there is a pressing need for detailed data to enable a full evaluation of the current state of the museum archaeology sector.

3   The Project

3.1   Aims

The overall aims of this project are as follows:

1. To produce baseline data relating to the current state of collecting in museums to inform discussions on the future of collecting, curation of museum archaeology collections and resolution of the problem of un-deposited archaeological archives.

2. To provide data to enable comparisons to be made with trends identified by other surveys relating to local authority staffing levels in planning and HER services, as well as museums, to create a broader and more complete picture across the sector.

3. To provide an invaluable resource to be used by key stakeholders working towards resolving the issues of non-deposited archives and the loss of expertise, so as to help shape a more resilient and sustainable future for museum archaeology.

3.2   Questions

The basic questions the survey addressed were as follows:

1. Which museums in England currently hold British archaeological material?

2. What level of provision – considering space for storage and staff time - currently exists in museums for the continuing collection of archaeological archives?

3. What level of archaeological expertise is being provided by museums responsible for curating archaeological material?

4. How many FTE staff are employed across the museums with archaeological collections?

5. What are the general trends with regard to provision of staff that can be identified

3.3   Rationale

Historic England has channelled significant resource into gathering data from across the archaeological sector in order to ascertain, for example, the impact of the economic downturn. It is important to be able to measure the rate of change with reference to major issues such as loss of expertise, lack of funding and reduced capacity for the storage for

archaeological archives. Comparing data contained within reports produced in different time periods can prove unreliable and there is a risk of arriving at misleading conclusions. However, the Archaeological Market Survey 2016[1] sought to analyse the state of archaeological services and the contribution of the sector to the UK economy. It is of interest to note that the Market Survey demonstrated that commercial archaeology is experiencing recovery and expansion after the recession of 2008/2009 and the commercial sector is also witnessing an increase in paid employees - 20.8% growth in paid staff is cited. Given the commercial sector is generating the archives that are – in theory at least – often finding a long-term home within museums, the growth in the commercial sector is certainly not being felt by museum curatorial archaeologists. As the results of this survey show, 45/154 (29.2%) of those respondents with responsibility for the curation of archaeological archives (whether actively collecting or not) reported a decrease in staff. However, whilst 21/154 (13.6%) of respondents did report an increase, most museums reported no change and qualitative evidence they supplied suggests a potentially more impactful and concerning situation, in which museum archaeologists have had to take on responsibility for additional non-archaeological collections, or for wider service delivery, thereby diluting the staff resource available. Some respondents reported that a serious loss of archaeological expertise in museums had occurred since 2010, with no recovery. For local authority museums, much of this appears to be due to "death by a thousand cuts", the result of sequential budget cuts and reduction in staff resource with retiring staff not being replaced or the deletion of posts as a consequence of wholesale staffing restructure.

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[1] Archaeological Market Survey 2016. Prepared by Landward Research Ltd. for the Charters Institute for Archaeologists and the Federation of Archaeological Managers and Employers (http://www.archaeologists.net/sites/default/files/Archaeological%20Market%20Survey%202016.pdf)

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4   The Report

The annual project report includes analysis of core data from an England-wide survey and incorporates:

- A list of museums in England that reported they are still collecting archaeological archives, together with those that are no longer doing so.
- An account of the estimated storage space that these museums have available for future depositions of archaeological archives.
- An account of the collecting policies of museums that are collecting archaeological archives.
- An account of the standards for archaeological archive transfer and curation that collecting museums work to, including arrangements for the care of digital material.
- An account of the numbers of curators, measured in Full Time Equivalents, with specialist archaeological expertise within those museums with archaeology collections.

5   Survey method statement

5.1   Previous survey work

In 2012, the SMA published a report entitled 'Archaeological Archives & Museums'[2]. The core of this project consisted of a survey of the 161 museums in England that at that time accepted, were believed to accept, or had previously accepted archaeological archives. Curators and staff from 134 museums responded to a questionnaire that sought to gather information at four distinct levels, from outline data to a comprehensive account of archaeological collecting history over the past fifty years. However, only 19/134 (14.2%) respondents completed the survey at all four levels of detail.

5.2   Revised approach

In light of the low total completion and return rate in 2012, SMA's project team felt that a simplified approach to data gathering was essential for this project, especially as an initial

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[2] http://socmusarch.org.uk/publications/

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trawl of the Museum Association's online database suggested there were in excess of 700 museums with archaeological collections. In order to address this, a custom 'design and build' survey was created using the online survey cloud-based software 'Survey Monkey' as the main way of gathering data (see Appendix 1).[3] England was then divided into seven regions and regional representatives were recruited from among the SMA membership to provide local 'on the ground' knowledge to develop and enhance mail-out lists, encourage institutions in their regions to complete the survey, and offer support and advice (including a site visit) if required. A mailing list was compiled utilising a variety of sources that was then enhanced and expanded by the SMA project regional representatives (see below).

5.3 SMA Project Team:

- Gail Boyle: Chair of SMA; Senior Curator (Archaeology), Bristol Culture
- Nick Booth: SMA Membership Secretary; Head of Collections, Brunel's ss Great Britain
- Anooshka Rawden: Vice Chair SMA, Collections Manager, Society of Antiquaries of London

5.4 Regional Representatives 2016:

- Philip Wise: Heritage Manager, Colchester and Ipswich Museums [London & East]
- Dr. Robert Symmons: Curator of Archaeology, Fishbourne Roman Palace [South East]
- Amy Roberts: Collections Officer, The Novium Museum [South East]
- Morag Clement: Archaeology Curator, Kendal Museum [North West]
- Dr. Kirsty McCarrison: Learning Officer, Durham University Museums [North East]
- Helen Parslow: Archives Officer, Albion Archaeology [East Midlands]
- Deborah Fox: Curator of Archaeology and Natural History, Museums Worcestershire [West Midlands]
- Stefanie Vincent: Museum Collections Project Manager, Swindon Museum and Art Gallery [South West]

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[3] https://www.surveymonkey.co.uk/

6 Promoting the project

6.1 Contact list

SMA's Project Team compiled a contact list of 493 museums identified as potentially holding British archaeological collections. The list was compiled by bringing together information from a variety of sources including:

- The Museums Association's 'Find a Museum' directory, which enables access to collections information and contact details for thousands of museums and staff across the UK.[4]

- SMA's list of c.250 individual and institutional members.

- The Archaeological Collections Areas Database and Map compiled by SMA and hosted by the Archaeology Data Service, which provides an interactive platform enabling access to a list of organisations and their contacts that are accepting archaeological archives, and also listing those that have ceased to collect. [5]

- Information and contacts provided by SMA committee members and the project Regional Representatives, through their own communication and contact networks.

- Information and contacts provided by Museum Development teams across England.

See Appendix 3 for the original survey distribution list.

6.2 Regional approach

Survey links were sent direct to the 493 museums divided by region. The regions were based upon the Arts Council England regions, with Yorkshire merged with the North East, and London and East merged together. The list of regions was as follows:

- North East (inc. Yorkshire)
- North West
- South West
- South East
- West Midlands
- East Midlands

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[4] http://www.museumsassociation.org/find-a-museum
[5] http://socmusarch.org.uk/projects/

- London & East

6.3   Stakeholders and dissemination

In order to promote awareness of the project, and encourage engagement with it, the Project Team also formulated a list of stakeholders, organisations, specialist networks and museum groups, as well as media outlets, which could disseminate information about the project through their own communication channels. Information about the project (background, aims, objectives and information about how to respond) was sent to the following stakeholders, who were also encouraged to comment on the draft survey prior to its dissemination:

- The Archaeological Archives Forum (AAF)
- Arts Council England (ACE)
- Association of Local Government Archaeological Officers UK (ALGAO)
- Museums Association (MA)
- Council for British Archaeology (CBA)
- University Archaeology UK
- University Museums Group
- Chartered Institute for Archaeology (CIfA)
- Federation of Archaeological Managers and Employers (FAME)

In addition, the following organisations, networks and specialist groups were also contacted to promote the project:

- Regional Museum Development Teams
- East Museum Development Team
- London Museum Development Team
- North West Museum Development Team
- South West Museum Development Team
- Yorkshire Museum Development Team
- East Midlands Museum Development Team
- North East Museum Development Team

- West Midlands Museum Development Team

- Association for Independent Museums (AIM)

- British Archaeological Jobs Resource (BAJR)

- Heritage Alliance

- Society of Antiquaries of London (SALON newsletter)

SMA utilised its social media platforms to promote the project, as did a number of the organisations listed above.

Appendix 2 lists some of the coverage the project received. After initial mail outs, the Regional Museum Development teams were asked to disseminate information about the project through their communication channels (websites, e-newsletters etc.) throughout the survey phase in order to encourage responses and capture any museums that may have been missed in the contact list. The Regional Representatives contacted non-responding museums, and maintained the contact list for their regions.

6.4 Survey timescale

The initial survey response period was set for 6 weeks, with a deadline of September 14th for responses. However, due to the amount of interest from museums in contributing to the survey, and the impact that summer leave had on the ability of many to respond within this timeframe, the deadline was extended to September 30th. A longer response window will be built into years 2 and 3 of the project given the experience from year 1 to ensure replication of the same project environment throughout the project lifespan.

6.5 Reporting

The whole process, from project design to implementation and reporting, was managed by the Project Team with advice from Duncan Brown at Historic England, who also acted as Project Assurance Officer. This Project Team also provided support and guidance to the SMA Regional Representatives, to whom they are indebted for their hard work and essential contribution. The findings have been collated by the Project Team in the form of this annual report.

7 RESULTS

7.1 Response rate

200 responses were received from an initial contact list of 493 museums that was updated and amended by the regional representatives, which is a response rate of just over 40%. All of those that responded completed the questionnaire in full, each offering up to 50 separate items of data relevant to local circumstance. The high quality and completeness of these responses indicates that the simplicity of the survey design enabled museums to engage more fully than had been the case in 2012. It is worth noting here that a small number of individual responses related to more than one museum, or site, and the data set that resulted therefore relates to more than 200 museums or sites. Of these responses, 154/200 (77%) came from organisations that currently accept or have previously accepted archaeological archives.

See Appendix 4 for a list of museums who returned survey responses.

7.2 Non-engagement

No one reason immediately presented itself for the lack of engagement by those that did not respond. Whatever the case this level of response would not have been achieved at all if had it not been for the direct action of the Regional Representatives who were tasked with both communicating the importance of participation as well as chasing non-responders. Many of the non-responding museums were contacted on several occasions, by email and by telephone, but still did not deliver responses despite many of these expressing both a desire and commitment to do so. There were cases where the project's regional representatives were able to provide more up-to-date contact information for museums initially sent the survey, and in relation to this, there is a possibility that some museums missed responding because initial contact was made to generic email addresses, which relied on the survey being forwarded within museums to an appropriate person to complete.

Although a comprehensive range of methods and channels of communication were also used to disseminate information about the survey, Project Team members are aware however of the extreme work pressures that many museum professionals are facing. Austerity measures have resulted in some situations where there is now no member of museum staff with direct responsibility for archaeological matters and this will have likely impacted on the ability of some to respond.

7.3   Comparison with the 2012 survey

The 2012 survey had attempted to gather comprehensive data from the 161 museums in England which at that time accepted, were believed to accept, or had previously accepted archaeological archives. The 2016 survey attempted to gather data from all museums in England believed to hold archaeological collections irrespective of whether they were responsible for collecting archives either in the past or the present. This is an important distinction to make since one of the questions the data from this project has the potential to address concerns the level of archaeological expertise that exists across the wider museum sector, where and who is providing it (if not in museums that currently collect archives) and therefore what opportunities or challenges this might present in the future. It is also worth noting that some respondents that had not collected archives in the past also commented that they have recently accepted "local [archaeology] archives" or would be willing to accept archives "depending on the size" (See page 19 below). A number of museums have merged or changed their names since 2012 which means that tracking which organisations responded to this survey when compared to the previous survey is problematic. This survey aimed to engage with more museums than were included in the 2012 survey. The data suggests that 41 museums that responded in 2012 did not respond to this survey, whereas 6 of the 2012 non-respondent museums did respond this time. Response rates by region are shown in Table 1 below.

Region	Organisations identified	Responses	% Responded
North West	46	19	41.3%
South West	87	27	31.0%
South East	101	43	42.6%
London & East	117	35	29.9%
West Midlands	30	22	73.3%
East Midlands	42	24	57.1%
North East & Yorks	70	30	42.9%
NATIONAL OVERALL	**493**	**200**	**40.6%**

Table 1

7.4   Respondents by provider-type

102/200 (51%) responses to the survey came from local authority provided museums. This demonstrates a relatively high rate of response and engagement with the project from this group when compared to the overall number of local authority provided museums identified within the initial contact list - 174/493 (35.3%). The survey revealed that 21/35 (60%) respondents that have ceased to collect archaeological archives are provided by local authorities. Table 2 below provides a breakdown by provider type by region.

Provider	NW	SW	SE	L&E	WM	EM	NE & Y	National*	TOTALS
Local Authority	9	13	20	16	15	14	15	0	102
Charitable Trust	7	10	14	11	6	5	9	2	64
Independent	0	4	8	6	1	5	2	0	26
Uni/Academic	3	0	1	2	0	0	2	0	8
Total	19	27	43	35	22	24	28	**2**	**200**

Table 2
*English Heritage

8 The collection of archaeological archives

A list of those museums that reported they were still actively collecting archaeological archives can be found at Appendix 5. Those marked with an asterisk charge for deposition. A list of museums that reported they were no longer collecting archaeological archives can be found at Appendix 6. Those marked with an asterisk hope to collect again in the future.

8.1 Collecting activity overview

119/200 (59.5%) respondents described themselves as are continuing to actively collect archaeological archives: 65/119 (54.6%) of which charge for deposition. 35/200 (17.5%) respondents said that they had stopped collecting archives irrespective of whether they intended to do so again in the future. However as 46/200 (23%) respondents reported having never collected archives, those that have stopped, when measured against the remaining 154, represent 22.7% of respondents.

8.2 Reasons for ceasing to collect

The reasons for museums having ceased to collect archaeological archives were given as follows by the 35 respondents that reported they had done so. The reason cited most often by 32/35 (91.4%) was lack space, followed by 18/35 (51.4%) citing shortage of staff resource and staff expertise in equal measure.

- Lack of space   32/35 museums (91.4%)
- Shortage of staff resource   18/35 museums (51.4%)
- Shortage of staff expertise   18/35 museums (51.4%)
- Lack of money   12/35 museums (34.3%)
- Change in collecting policy   11/35 museums (31.4%)
- Change in aims/vision   8/35 museums (22.9%)
- Other (various)   5/35 museums (14.3%)
- Change in governance   3/35 museums (14.3%)

The figures also show that:

- 21/35 museums (60%) of those that have stopped collecting are provided by local authorities.
- 16/35 museums (45.7%) hoped to be able to start collecting again at some point in the future but with the exception of one planning a new off-site store as a long-term project little or no detail was provided as to how this might be achieved

8.3 Ceasing to collect: regional variation

There is some regional variation in the percentage of institutions that have stopped collecting archives in comparison to those have or do collect: the highest percentage was reported in the North West.

- West Midlands   3/12 museums   (25%)
- East Midlands   3/19 museums   (15.8%)
- North West   6/16 museums   (37.5%)
- North East   4/26 museums   (15.4%)
- South East   10/36 museums   (27.8%)
- South West   2/22 museums   (9.1%)
- London & East   6/21 museums   (28.6%)

NB Two respondents represented dispersed sites across the country

8.4 Collecting activity: local authority museums (Table 3)

In total, 102 local authority museums in England responded to the survey.

Table 3 REGION	Collecting (No charge)	Collecting (charge)	Stopped collecting but intend to do so again	Stopped collecting do not intend to do so again	Have never collected archives	TOTAL
North West	3	1	0	4	1	9
South West	4	6	1	1	1	13
South East	4	11	2	1	2	20
London & East	3	6	1	3	3	16
West Midlands	2	5	0	2	6	15
East Midlands	4	6	0	2	2	14
NE & Yorkshire	5	6	1	3	0	14
National	25	41	5	16	15	**102**

8.5 Collecting activity: charitable trusts (Table 4)

There were 64 responses from organisations that described themselves as being provided by charitable trusts.

Table 4 REGION	Collecting (No charge)	Collecting (charge)	Stopped collecting but intend to do so again	Stopped collecting do not intend to do so again	Have never collected archives	TOTAL
North West	2	3	0	0	2	7
South West	3	3	1	0	3	10
South East	3	4	3	1	3	14
London & East	2	2	0	1	6	11
West Midlands	0	2	0	1	3	6
East Midlands	2	2	1	0	0	5
NE & Yorkshire	4	4	0	0	1	9
National	2	0	0	0	0	0
Total	18	20	5	3	18	**64**

8.6 Collecting activity: independents (Table 5)

26 respondents described themselves as being provided independently of which 13/26 (50%) have never collected archaeological archives. No respondents from the North West described themselves this way.

Table 5 REGION	Collecting (No charge)	Collecting (charge)	Stopped collecting but intend to do so again	Stopped collecting do not intend to do so again	Have never collected archives	TOTAL
South West	2	1	0	0	1	4
South East	2	2	2	0	2	8
London & East	1	0	0	0	5	6
West Midlands	0	0	0	0	1	1
East Midlands	2	0	0	0	3	5
NE & Yorkshire	1	0	0	0	1	2
Total	8	3	2	0	13	**26**

8.7 Collecting activity: universities (Table 6)

There were 8 respondents that described their institutions as being provided wholly or in part by a university or other academic body of which 4/8 (50%) had stopped collecting archives but expressed a general intention to do so again in the future.

Table 6 REGION	Collecting (No charge)	Collecting (charge)	Stopped collecting but intend to do so again	Stopped collecting do not intend to do so again	Have never collected archives	TOTAL
North West	1	0	2	0	0	3
South East	0	0	1	0	0	1
London & East	1	0	1	0	0	2
NE & Yorkshire	1	1	0	0	0	2
Total	3	1	4	0	0	**8**

9 Collecting and expertise: qualitative responses and observations

Qualitative responses that were supplied with regard to collecting gave cause for the Project Team to question the accuracy of the information provided by some museums. For example, where museums stated they were actively collecting archives but also stated they had no storage capacity to do so. One explanation might be that an 'official' status with regard to collecting was being presented but in reality, is not a viable option. Other qualitative responses largely related to changes in responsibilities, lack of staff resource and time pressures.

9.1 Regional observations: East Midlands

One museum actively collecting and charging for deposition, commented "We have no space so technically cannot collect anymore". It is presumed that this reflects a situation in which a museum is 'officially' still actively collecting, but in reality cannot continue to do so. The same museum has no guidelines in place for deposition. A second museum in the same area that stated it continues to collect archives appears from later responses to only collect material from its own excavations, which are led by volunteers. The collecting area in this case being very focused, and presumably not therefore connected to the developer-funded cycle of archive compilation and curation. In addition, two museums in the East Midlands stated they have an archaeology collection but have never collected archaeological archives (and do not intend to do so), but also commented that they had recently accepted "local [archaeology] archives" or would be willing to accept archives "depending on the size". This reveals a lack of clear policy approach towards collecting. Of those museums who stated they are actively collecting archives and charging for deposition, half have no capacity for the curation of digital data, and one third have no qualified staff with expertise in the curation of archaeological collections. In addition, the staffing picture – where an increase has been reported – is largely due to finite funded projects, allowing for short term contract staff to support work with collections. Increases are also reported in more general posts, such as one museum that has gained a Development & Liaison Officer, which represents an

increase in museum professional staff but no additional archaeological collections expertise. Reliance on the regional Museum Development Team was specifically mentioned in order to support staff with broader remits covering archaeological collections within which they have no expertise.

9.2   Regional observations: West Midlands

With regard to staffing levels, qualitative comments made it clear that cuts had hit a number of services hard in terms of collections expertise – reductions in curators were further exasperated by remaining curatorial staff being given greater professional remits, either covering additional collections, additional services (such as also managing front of house teams as well as collections) or a broader geographic area (where county and city staff resource has been combined in addition to an overall reduction in staffing capacity). One museum service also reported that had seen its curatorial team halved, and 50% of its remaining staff now included individuals with no previous curatorial experience. This raises questions about the ability of the curatorial archaeology sector to nurture early career professionals and provide adequate training and professional development in an environment where staff are stretched to the degree reported in some survey responses.

9.3   Regional observations: North East and Yorkshire

One museum reported a decrease in staff in addition to planning the development of new stores with public access to archives as part of a major capital build. Another museum reported that it was able to recruit a short-term post as a result of some project underspend, which would enable the employment of a 6-month FTC assistant curator post for the archaeology collections, working under a Collections Manager with a background in curatorial archaeology. However, there were additional comments relating to staff retirement with posts subsequently left unfilled – two museums had lost knowledgeable staff to retirement and this had subsequently led to a permanent decrease in staff. Time pressure was a major thread in responses across England, and staff in the North East and Yorkshire specifically cited time as having a major impact on their ability to curate archaeological collections. The presumption here is that this is likely to be due to increased

responsibilities or a growth in expected outputs such as public programmes, projects and exhibitions.

9.4   Regional observations: London & East

Over half of museums collecting archaeological archives in this region have no qualified staff but one of the major collectors is the Museum of London, covering a large geographic area. However, the Museum of London reported a reduction in staff, and two of the 13 staff responsible for curation and care of archaeological collections are funded by Arts Council England. Storage space is also an issue across the region. Of the 8 museums that reported they were actively collecting archaeological archives, half reported having 'zero space', so in reality no capacity to collect and with only one stating they currently have full capacity to do so.

9.5   Regional observations: South West

Half of the respondents in this region reported a reduction in staff numbers. One reported that its entire collections staff had been made part time, and this was not a unique story. Of those staff retained, most were covering broader remits, including the management of other collections. Three museums reported that they worked closely with retired museum archaeology professionals and/or with local archaeological societies, which appears to have slightly buffered staff losses and reductions in permanent staff, but these represent unique local responses to the situation and is wholly reliant on goodwill and strong community support.

9.6   Regional observations: South East

A large number of museums in this region are continuing to collect archaeological archives. However, of the fifteen respondents continuing to collect archaeological archives, just under half have no qualified staff as specified, and half had no deposition guidelines: one museum had neither a collecting policy nor deposition guidelines, but was actively collecting archaeological material. However, of those museums with guidelines in place, comments

suggest that this was largely due to efforts made by those seeking to work together to develop county wide guidelines. It was also clear that some guidelines had been shared by those with curatorial archaeological expertise. One respondent felt that it "should be mandatory for accredited museums to show that they have capacity for growth at their standard rate for the duration of the Accreditation period, and this growth should be factored into the requirements for museum provision by governing bodies." Although one museum stated its estimated timeframe for the exhaustion of its available space was 60 years, of those actively collecting, seven museums had 5 years left or less before reaching full capacity. Two museums mentioned storage projects such as rationalisation and disposal, or a move to a new store, as the means of tackling the space issues they currently face.

9.7   Regional observations: North West

Only nine museums responded from this region of which four are actively collecting archives. One of those four museums reported that "The Curator of Archaeology role has changed to now manage three additional collections so the time available to spend on archaeological collection has diminished. (The) Assistant Curator of Archaeology has also left and post has been deleted." The overall picture from museums that responded was one of a decrease in staff, or remaining staffing facing additional pressures in terms of job scope and outputs. No additional staffing was reported by any museum in this region. One museum reported that they benefitted from archaeological expertise from the local university but this did not represent any additional support to that which the museum had historically benefitted from.

Four museums that had previously collected, reported that they had ceased to do so and would not be collecting again in the future. Of those museums, a county museum reported that it expected to close in one year. Two museums reported relying on Portable Antiquity Scheme Finds Liaison Officers to assist them with management of museum archaeology collections due to decreases in staff resource. One of these was an organisation that reported the likely redundancy of its remaining staff and imminent closure (within 12 months).

10 Collecting Policies and Guidelines for Deposition

10.1 Collecting policies: general

135/200 (67.5%) respondents said they had a collecting policy that specifically referred to British Archaeology. 59/200 (29.5%) replied they did not, with 6/200 (3%) replying they did not know (see Table 7).

10.2 Museums with archives and policies

Of the museum respondents that hold archaeological archives 123/154 (79.9%) said they had a collecting policy that specifically referred to British Archaeology, 30/154 (19.5%) replied they did not, with 1/154 (0.6%) replying they did not know.

Of the museum respondents that are still actively collecting archaeological archives 103/119 (86.6%) replied that they had a collecting policy that referred to British Archaeology. 16/119 (13.5%) replied they did not.

Collecting Policy?	Provider	Total
Yes	operated by a charitable trust	43
	operated independently	7
	provided by a local authority	80
	provided by a university or other academic body	5
Yes Total		135
No	operated by a charitable trust	18
	operated independently	19
	provided by a local authority	19
	provided by a university or other academic body	3
No Total		59
Don't know/No Answer	operated by a charitable trust	3
	operated independently	0
	provided by a local authority	3
	provided by a university or other academic body	0
Don't know Total		6
Total		200

Table 7

10.3 Deposition guidelines: general

135/200 (67.5%) of respondents replied that their institution does have a set of standards or guidelines for the deposition of archaeological archives. 55/200 (27.5%) said they did not, with 10/200 (5%) saying they did not know (see Table 8).

10.4 Museums with archives and guidelines

Of those museum respondents that hold archaeological archives 119/154 (77.3%) replied that their institution does have a set of standards or guidelines for the deposition of archaeological archives, 32/154 (20.8%) replied they did not, with 3/154 (2%) replying they did not know.

Of the museum respondents that are still actively collecting archaeological archives 100/119 (84%) replied their institution does have a set of standards or guidelines for the deposition of archaeological archives. 19/119 (16%) replied they did not.

Set of guidelines for deposition?	Provider	Total
Yes	operated by a charitable trust	43
	operated independently	13
	provided by a local authority	75
	provided by a university or other academic body	4
Yes Total		135
No	operated by a charitable trust	17
	operated independently	13
	provided by a local authority	21
	provided by a university or other academic body	4
No Total		55
Don't know/No Answer	operated by a charitable trust	4
	operated independently	0
	provided by a local authority	6
	provided by a university or other academic body	0
Don't know Total		10
Total		200

Table 8

10.5 Sharing policies and guidelines

124/200 (62%) said they would be willing to share these documents with the survey team, 23/200 (11.5%) said they would not be willing, and 52/200 (26%) did not answer. 1/200 (0.5%) said yes and no - see Table 9.

Willing to share documents?	Provider	Total
Yes	operated by a charitable trust	36
	operated independently	10
	provided by a local authority	75
	provided by a university or other academic body	3
Yes Total		124
No	operated by a charitable trust	10
	operated independently	3
	provided by a local authority	9
	provided by a university or other academic body	1
No Total		23
Don't know/No Answer	operated by a charitable trust	17
	operated independently	13
	provided by a local authority	18
	provided by a university or other academic body	4
Don't know Total *1 Charitable Trust answered yes and no*		52*
Total		199*

Table 9

30 institutions submitted at least one of the documents detailed above. 13 sent both. One institution that did not complete the survey, citing lack of time, still submitted their guidelines governing deposition of archaeological archives.

Respondents by region:

- West Midlands   6
- East Midlands   6
- North West   2
- North East   4
- South East   5
- South West   2
- London & East   5

In total, 29/200 (14.5%) of survey respondents sent the documents requested. This is a very low success rate. In the next survey round (2017) it is proposed that the Regional Representatives and Project Team request documents directly from respondents, in particular those who replied this year and said they would be willing to share them but did not. It is also proposed that the institutions who replied to say that they would not be willing to share their documents be contacted to find out why. Anecdotally, this year the reasons given included 'data protection' and a fear from one museum that "so many answers would be negative" and that this would have a detrimental impact on the museum's accreditation application. A reticence to share policies may reflect a lack of confidence with the collecting and curation of archaeological material.

19/200 (9.5%) of institutions submitted documents relating to the subject 'a set of standards or guidelines that are used to govern the deposition of archives'.

23/200 (11.5%) of institutions submitted documents relating to their Collection Development Policies / Acquisition and Disposal Policies.

Two Institutions sent documents that were not Collections Development Polices / Acquisition or Disposal Polices or were not related to the deposition of archaeological archives – each institution sent two additional documents relating to Collections Care and Conservation and Documentation Plans and Policies. These documents were removed from the study.

10.6 Policy variation between types of provider:

- 6 Charitable Trusts gave documents - 4 gave Collections Development Policies only, 2 gave both.
- 1 Independent Institution submitted a document – their Collection Development Policy.
- 23 Local Authority Institutions submitted documents - 6 gave only archaeological deposition guidelines; 6 gave only collections policies; 11 gave both.

There was little difference in Collections Development Polices or Archaeological Deposition Documents between different types of institutions.

10.7 Collection Development Policies / Collection and Disposal Policies Details

All Collections Development Polices / Collection and Disposal Policies followed the template provided by Arts Council England for the Accreditation application/return process. This meant that all replicated the same wording relating to Human Remains, Spoliation, Repatriation etc., and referenced the same standard guidelines (e.g. 'Guidance for the Care of Human Remains in Museums' issued by the Department for Culture, Media and Sport in 2005). Most of the policies submitted referred to Museum Association guidelines, such as the 'Code of Ethics for Museums' (2007 or 2015). Only three institutions referred specifically to four different archaeological guidelines. Those four sets of guidelines referred to are listed below.

- 'Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland', Society of Museum Archaeologists (1993).

- 'Archaeological archives; a guide to best practice in creation, compilation, transfer and curation', Brown / Archaeological Archives Forum (2007) – Referenced by two different institutions.
- 'Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives', IfA (2009).
- 'Archaeological Archives: creation, preparation, transfer and curation', Internal document reference by one institution.

Of the three institutions, which referenced the works above, two are local authority museums (both of which have temporarily stopped collecting) and one is a charitable trust which was formerly run by a local authority. Two responded to say they have professional staff caring for the archaeological collections, one said they did not.

Two institutions which provided documents focused on either a particular time period or a historic individual; however they both said they would accept archaeology from any time period if it was excavated from within geographical boundaries set in their Collection Development Policies. This could be a whole county or civic area, or certain local areas associated with a historic person.

The other institutions all collected throughout human history, with one exception – one local authority museum stated that material dating from after 1600 should not be retained unless 'of archaeological interest'.

10.8 Archaeological Deposition Guidelines Details

The Archaeological Deposition Guidelines provided did not follow a set pattern. Many varied in length – from three pages to 39. There were no guidelines that were referenced by all 19 Institutions, although Brown (2007) was the most common, with 8/19 (42.1%) guidelines referencing this work.

17/19 (89.5%) archaeological deposition guidelines referred to box sizes. All who charged referred to their charges. Waterlogged material was referred to 4/19 (21.1%) times, soil samples 5/19 (26.3%) times, specimens preserved in alcohol once. Each reference was relating to the institutions refusal to accept them. 1/19 (5.3%) institution would not accept animal bone. One institution set a limit on the size of an archive that could be deposited - 'the maximum number of boxes to be deposited in a single deposition should not exceed 25 (finds boxes and documentary boxes). The Heritage Service may allow this figure to be raised in some circumstances, following discussion with the contractor'.

11 Digital archive

"This is an area we have no back ground in and would need further advice before curating digital material."

Museums were asked if they were capable and willing to curate digital material deposited as part of an archive. 107/200 (53.5%) of survey respondents – see Table 10 below - said that they were able to do this. It is far from clear, however, whether or not respondents were taking account of the specific challenges associated with, for example, the curation of the 'born-digital' elements of an archive. 17/200 (8.5%) museums that said 'no' referenced a recommendation or requirement to deposit digital archive components with the Archaeology Data Service. [6] Appendix 7 provides a sample digest of these comments with regards to digital material.

With regard to those institutions that continue to collect archives 74/119 (62.2%) said they were capable and willing to curate digital material deposited as part of an archive, and 88/154 (57.1%) of those that curate archives, whether still collecting or not, said the same. Of the latter 45/88 (51.1%) are provided by local authorities

Curate digital?	Provider	Total
No	operated by a charitable trust	29
	operated independently	8
	provided by a local authority	52
	provided by a university or other academic body	4
No Total		93
Yes	operated by a charitable trust	35
	operated independently	18
	provided by a local authority	50
	provided by a university or other academic body	4
Yes Total		107
Total		200

Table 10

Of the 19 archaeological deposition guidelines provided 4/19 (21.1%) did not reference digital archives. Of those that did 6/15 (40%) referenced the Archaeological Data Service (ADS). 2/15 (13.3%) required that digital archives be deposited with the ADS. One of that two required that the ADS be given a copy in addition to the institution getting one. Only one document stated that the institution could not care for digital archives long term and that they should be transferred to the ADS.

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[6] http://archaeologydataservice.ac.uk/

Museums Collecting Archaeology (England) REPORT YEAR 1: November 2016
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The other 9/15 (60%) institutions that referred to digital archives did so in the context of asking the depositor to provide a physical hard copy as well. The following quote is representative – "Digital media are rapidly becoming the preferred option for the production and storage of many elements of the archive, but submission of a fully digital archive is not acceptable'

One document, last updated in 2015, required that 'A microfilm copy of the Documentary Archive will be made by the project archaeologist and submitted by the latter to the English Heritage National Monuments Record'.

12 Space for the storage of archives

"It's hard to say as we will be moving to a new store in the next two years and I have not yet seen the plans. We have asked for 10% expansion space but this may not be available in the proposed building."

Respondents were asked to estimate volumes of storage space available for new archives and the number of years before they might run out of space at their current rate of collecting. It is worth noting that whilst a number of respondents were able to provide figures, some gave qualified answers and others found it impossible to do so at all because their stores were in a state of flux. Table 11 summarises the estimated volumes of space that 93/119 (78.2%) organisations that continue to actively collect archaeological archives provided estimates for.

Volume available (m³)	Number of museums
0	10
< 1	4
1-5	21
5-10	14
>10-15	10
>15-20	7
>20-25	0
>25-30	3
>30-35	3
>35-40	4
>40-50	4
>50-60	2
>60-70	1
>70-100	3
>100-200	2
>200-300	2
>700	1
>1000	2
NO ESTIMATE PROVIDED	26

Table 11

"We are aware of one large archive which we cannot accept because it would swallow up most of our remaining space. If we ignore this, we probably have room for another 5 years of collecting, providing no other large archive is generated."

"We have very little space for the existing archives, let alone future depositions. We are currently putting together an application for HLF funding for a major development project ……, which will include archaeological storage."

"Collection storage within the museum is currently at capacity. The museum is striving to move to larger premises in the anticipation that through the opportunity to display what is in store additional storage space will become available. The ability of the museum to continue to fulfil the desired objective of retaining and preserving the local archaeological archive will be dependent upon this future move."

The data shows that 66/93 (71%) museums have 20m³ of space available or less. At the other extreme one museum reported having unlimited amounts of space available to use in Deepstore[7]. It is worth noting that in some cases there were positive reasons for not being able to supply estimates, such as work being undertaken on museum redevelopment projects or the planning of new archaeological stores. Nevertheless, several respondents also described potential risks to their current stores. These risks included the fact that the space available was not earmarked solely for the storage of archaeological materials or that buildings may be sold for other purposes and the materials within them relocated into the space currently available for archives.

Only one Collections Development Policy referred to a halt to collecting – 'At time of writing, a collecting freeze was in place (as of May 2012) due to severely limited storage space for new objects. Exceptional items may occasionally still be accepted during this freeze'. The policy was approved by the governing body in December 2013.

> *"The resource available to curate archaeology archives is minimal and storage is off site at some distance (15 miles) from the museum with limited access. Shelving is full and archives are now stacking up on the floor due to a lack of storage space. There is also an accessioning backlog due to lack of curatorial resources…"*
>
> Local Authority museum, West Midlands
> Still collecting archaeological archives, and charging a deposition fee

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[8] Published by the Chartered Institute for Archaeologists
http://www.archaeologists.net/sites/default/files/Museum%20Archaeology%20specialist%20competence%20matrix_final.pdf

13 Capacity to collect: time

"We are running out of space currently, but with rationalisation of storage could continue to collect for around 5 years."

Museums that are still actively collecting archives were asked to estimate the number of years that might elapse until they ran out of space (based on their current rate of collecting). Table 12 below summarises the estimates of time that were provided by 96/119 museums that continue to collect archives (80.7%), although some degree of interpretation was required for some answers due to the variety of ways that respondents qualified their responses. Ranges of years were rounded up to the highest value to provide a best-case scenario. Since the rate of collecting varies between museums some respondents estimated filling very small volumes of space over long periods of time whilst others said they would be full almost immediately should all archives they had already agreed to take be deposited at once. Some respondents commented about the possibility of one large archive being deposited that would significantly reduce or remove their remaining storage capacity over a much smaller time frame if not all together. A number of respondents did not provide answers quantified in years, or could not provide answers due to current redevelopment projects, store moves or the competition for the use of shared storage space with other types of collections.

The data in Table 12 below shows that 61/96 (63.5%) of museums that provided estimates (and which are actively continuing to collect) believe they will run out of space in 5 years or less at their current rate of collecting.

Years before full	No of museums
0-1 (inc)	18
2	10
3	6
4	5
5	22
6	1
10	15
14	1
15	3
20	7
25	1
30	1
32	1
50	2
60	1
Unlimited	2
no estimate	23
TOTAL	**119**

Table 12

"We are at storage capacity and have no expertise on our permanent staff to understand the collections."
Local authority museum, East Midlands
No longer collecting archaeological archives

"We have recently set up a working group within [our region] to address some of the issues relating to the deposition of archives on a county wide basis."
Local Authority museum, London & East
Still collecting archaeological archives, and charging a deposition fee

"We have designs in place for a new offsite store with capacity for rolling shelving, that would allow us to open up to accepting archaeological archives once more…This is a long running project though and we don't expect it to come to fruition any time soon. This is frustrating as it means we are currently turning away archives we would like and should be accepting…"
Local Authority museum, South East
Currently not accepting archaeological archives

14 Staffing and expertise

"We are at storage capacity and have no expertise on our permanent staff to understand the collections."

The survey sought to determine whether or not members of museum staff with collections care responsibilities (Curators, Collections Managers etc.) have specialist museum archaeological expertise as per the CIfA Specialist Competence Matrix at the equivalent of ACIfA level.[8] 99/200 respondents (49.5%) said 'yes' and Table 13 summarises the overall results by type of provider.

Qualified?	Provider	Total
No	operated by a charitable trust	35
	operated independently	19
	provided by a local authority	46
	provided by a university or other academic body	1
No Total		101
Yes	operated by a charitable trust	29
	operated independently	7
	provided by a local authority	56
	provided by a university or other academic body	7
Yes Total		99
Grand Total		200

Table 13

The data shows that 56/99 (56.6%) of staff members with specialist museum archaeological expertise are employed by local authorities (almost twice as many as any other type of provider). When the responses are compared against the 154 museums that curate archaeological archives, 74/154 (48.1%) said they had staff with expertise whilst 57/119 (47.9%) of those that continuing to actively collect said the same.

The survey gathered data on how many posts with specialist museum archaeological expertise were provided across England measured as Full Time Equivalent (FTE): this equated to 166.3 posts in total. It is worth noting, however, that 39 of these posts represent the staff of just 4 large organisations whilst 15 museums have less than 1 FTE each. Many

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[8] Published by the Chartered Institute for Archaeologists
http://www.archaeologists.net/sites/default/files/Museum%20Archaeology%20specialist%20competence%20matrix_final.pdf

respondents commented that time that could be allocated to working with archaeology collections was severely reduced by other collection or management responsibilities.

Table 14 below expresses the breakdown of these FTE posts by type of provider and also whether or not these posts are permanent or fixed-term contract.

Provider	FTE Permanent	FTE Contract	FTE Unknown
operated by a charitable trust	55.9	11.3	1
operated independently	2.2	0.2	0.4
provided by a local authority	77.7	5	0.25
provided by a university / academic body	11.35	1	
Total	**147.15**	**17.5**	**1.65**

Table 14

In order to get a sense of the direction of travel with regard to staffing, museums were asked to report whether staff numbers with collections care responsibilities, had increased, decreased or stayed the same since 2010. The results are expressed in Table 15 below.

Collecting activity	Staff decreased?	Staff increased?	Staff same?	(blank)	Total
Actively collecting archives and charge for deposition	24	9	29	3	65
Actively collecting archives and do not charge for deposition	11	9	29	5	54
Have a collection (no archives)	4	1	34	7	46
Stopped collecting archives (no plans to do so again)	8	1	10		19
Stopped collecting archives (intend to do so again)	2	2	12		16
Total	49	22	114	15	**200**

Table 15

The data shows that 45/154 (29.2%) of museums with responsibility for the care of archaeological archives reported a drop in staff numbers, 21/154 (13.6%) reported an increase and 80/154 (52%) stayed the same.

Shortage of staff resource and staff expertise was also reported to be a factor in the number of museums that have ceased to collect archaeological archives, second only to space in the number of times it was cited (51.4%) – see 8.2 above.

> *"The collection has suffered a lack of dedicated curation since the loss of a full-time archaeological curator in the mid 2000s. At this point the post was replaced with a history curator who had no archaeological background so did not focus on the archaeological collection. This has led to a reduction in use and public access to this unique collection."*
> Local Authority museum, East Midlands
> Still collecting archaeological archives, and charging a deposition fee
>
> *"Post of Curator of Archaeology deleted as part of restructure in March 2016."*
> Charitable Trust, North West
> Still collecting archaeological archives, and charging a deposition fee

15 Future Reports

Two future reports will be produced as part of this study, in November 2017 and November 2018.

16 Acknowledgements

SMA would like to thank Historic England for funding the project and supporting the museum archaeology sector by providing a tool in the form of data that might be used for advocacy, the development of targeted directives and focused lobbying for the sector.

We would also like to thank all the project stakeholders, and other organisations that supported our by disseminating information about the project aims and objectives, and encouraging participation.

This project could not have been undertaken without the Regional Representatives and we thank them for their work in providing local knowledge and on-the-ground support during the survey phase of the project, as well as maintaining and developing the contact resource.

Finally, we would like to thank all the museums and museum employees who completed the survey, sent documents or otherwise took part in the project.

17 APPENDIX 1: Survey Monkey Questionnaire

Annual Survey of Museums Collecting Archaeology 2016

1. Background & Introduction

It's widely understood that budget cuts to local authority museums have resulted in staff losses and also led to a reduction in the number of museums collecting archaeological archives. The true extent of reductions in collecting and expertise is not accurately being measured. For a number of years Historic England has supported the gathering of information on local authority staffing levels in planning and HER services but there has been no concomitant survey of museums, despite such institutions supporting archaeological project work through the curation of archive material. SMA hopes to address this by gathering data via this survey that will inform discussions on the future of archaeological archive provision in England at a time when there is growing uncertainty over the role of museums and the ways they are resourced. The survey will be repeated each year for three years and a written report detailing the findings will be published by Historic England and SMA.

There are 22 questions in total plus an opportunity for you to make brief comments. It is possible that not all of the questions will apply to you - the vast majority of them are simple multiple choice questions or ask for a brief free text response and so do not require lots of research in order to be able to provide answers. You will be able to read all the questions on one page - NB please bear in mind Q13 will require a measured estimate of space to be made **before you start the survey** if your museum still has space available for archive deposition. The survey itself should take no more than 10 minutes to complete once you have this information.

2. Definitions

1. For the purposes of this survey we define archaeological archives by the Archaeological Resources in Cultural Heritage European Standard (ARCHES) as:

An archaeological archive comprises all records and materials recovered during an archaeological project and identified for long-term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and also written and visual documentation in paper, film and digital form.

2. For the purposes of this survey we define museum archaeological expertise as per the Chartered Institute for Archaeologists' Specialist Competence Matrix produced by SMA to support applicants who work in museum archaeology:

An individual with a high level of knowledge relating to one or more archaeological subject areas and their associated material cultures, who has demonstrated sustained commitment to the undertaking of museum training and CPD and delivers multiple aspects of curatorial practice whilst working in a museum or with museum archaeological collections

Questionnaire

* 1. Your name:

   2. Your job title

* 3. Name of your museum

* 4. Address & Contact Details (all boxes must contain text - repeat address in line 2 if necessary)

Museum	
Address	
Address 2	
City/Town	
County	
Post Code	
Email Address	
Phone Number	

* 5. In the main is your institution:

   ◯ provided by a local authority?

   ◯ operated by a charitable trust?

   ◯ operated independently?

   ◯ provided by a university or other academic body

   Other (please specify)
* 6. Are you responding on behalf of one museum/institution or multiple sites?

○ One

○ Multiple

If multiple please specify which sites and then complete a separate survey for each:

* 7. Which of the following statements best applies to your organisation?

○ We have a collection of archaeological objects but have never collected archaeological archives

○ We have never collected archives and do not intend to start

○ We have stopped collecting archaeological archives and have no plans to do so again

○ We have stopped collecting archaeological archives but intend to do so again

○ We are still actively collecting archives and charge for deposition

○ We are still actively collecting archives and do not charge for deposition

Other (please specify)

8. If your museum has stopped collecting archaeological archives was it because of (select all that apply):

☐ lack of space?

☐ lack of money?

☐ shortage of staff resource?

☐ shortage of staff expertise?

☐ change in collecting policy?

☐ change in governance?

☐ change of museum aims/vision?

Other (please specify)

* 9. Does your institution have a collecting policy that specifically refers to British archaeology?

○ Yes

○ No

○ Don't know

* 10. Does your institution have a set of standards or guidelines that are used to the govern the deposition of archives?

○ Yes

○ No

○ Don't know

11. If the answer to either Q9 or Q10 was 'yes' would you be willing to share a copy of these documents with us by email?

☐ Yes

   No

☐

* 12. Is your museum capable and willing to curate digital material deposited as part of an archive?

○ Yes

○ No

If not how is this problem addressed

* 13. Please provide us with an estimate of the volume of storage space you still have available for future depositions of archaeological archives in cubic metres. Please measure one standard shelf length x width x height in metres and then multiply by the number of shelves to estimate the space available.

* 14. If your museum is still collecting archaeological archives how long in years do you think it will be before you run out of space (based on the current rate of collecting?)

* 15. Do any of the members of your museum staff with collections care responsibilities (Curators, Collections Managers etc.) have specialist museum archaeological expertise as per the CIfA **Specialist Competence Matrix** at the equivalent of ACIfA level (the link will open in a new page for you to check)?

○ Yes

○ No

16. If the answer to Q15 is 'Yes' what are their job titles?

17. If the answer to Q15 is 'Yes' how many Full Time Equivalents are there?

18. If the answer to Q15 is 'Yes' are these post holders permanent staff?

○ Yes permanent

○ No fixed term contract

○ Mixture of provision

If mixed provision please provide more detail

19. If the answer to Q15 is 'No' who is responsible (if anyone) for curating the archaeology collection?

20.   If the answer to Q15 is 'No' what are their job titles?

21.   If the answer to Q15 is 'No' are these post holders permanent staff?

○ Yes permanent

○ No fixed term contract

○ Mixture of provision

If mixed provision please provide more detail

22. Since 2010, has the number of museum staff with collections care responsibilities for archaeological collections:

○ increased?

○ decreased?

○ stayed the same?

Please add brief comments here as to the nature of any changes

23. Please add any brief comments here that you feel are pertinent to this overall subject

4. Thank you!

Thank you for taking the time to answer our questions - we will be sure to let everyone who has participated have access to a copy of the report that will be produced based on the data we have gathered.

If you are happy to send us copies of your collecting policy and deposition guidelines, please email these to XXXXXXXXX. We will not share them without your written permission.

18 APPENDIX 2: Promoting the Project

A sample of the coverage the project received between July-September 2016

Museums Association
Website, "Archaeology Crisis to be Investigated" (26 August 2016)
http://www.museumsassociation.org/museums-journal/news/26072016-archaeology-crisis-to-be-investigated
A feature was also included in the Museums Journal in September 2016.

Chartered Institute for Archaeologists
Website, "Are museums running out of space, staff…and time?" (16 July 2016)
http://www.archaeologists.net/news/are-museums-running-out-space-staff%E2%80%A6and-time-1469102930

Association for Independent Museums (AIM)
Blog post, "Society for Museum Archaeology Survey: Are Museums Running out of Space…?" (14 September 2016)
https://aimuseums.wordpress.com/2016/09/14/society-for-museum-archaeology-survey-are-museums-running-out-of-space/

Museums Development North West
Blog post, "Annual Survey of Museums Collecting Archaeology" (18 July 2016)
https://museumdevelopmentnorthwest.wordpress.com/2016/07/18/annual-survey-of-museums-collecting-archaeology/
Blog post, "Survey of Museums Collecting and Holding Archaeology" (3 August 2016)
https://museumdevelopmentnorthwest.wordpress.com/2016/08/03/society-for-museum-archaeology-survey-of-museums-holdingcollecting-archaeology/

The Heritage Alliance
Website, "Society for Museum Archaeology survey to map impact of budget cuts" (19 August 2016)
http://www.theheritagealliance.org.uk/update/society-for-museum-archaeology-survey-to-map-impact-of-budget-cuts/

Cornwall Museums Partnership
Website, "Are museums running out of space, staff…and time?" (August 2016)
http://www.cornwallmuseumspartnership.org.uk/news/museums-running-space-staffand-time-press-release/

South Western Federation of Museums and Art Galleries
Website, "Are museums running out of space, staff…and time?" (10 August 2016)
http://www.swfed.org.uk/news/society-for-museum-archaeology-survey/

19 APPENDIX 3: Survey distribution list

	Museum	County/Area
1	The Higgins Art Gallery & Museum, Bedford	Bedfordshire
2	Luton Museums	Bedfordshire
3	Stockwood Discovery Centre	Bedfordshire
4	Ure Museum of Greek Archaeology, Reading	Berkshire
5	West Berkshire Museum	Berkshire
6	Windsor & Royal Borough Museum	Berkshire
7	Reading Museum	Berkshire
8	River and Rowing Museum	Berkshire
9	Slough Museum	Berkshire
10	University of Birmingham	Birmingham
11	Birmingham Museums	Birmingham
12	SS Great Britain	Bristol
13	Bristol Museum & Art Gallery	Bristol
14	Wycombe Museum	Buckinghamshire
15	Buckinghamshire County Museum	Buckinghamshire
16	Chiltern Open Air Museum	Buckinghamshire
17	Cowper and Newton Museum	Buckinghamshire
18	Buckingham Old Gaol Museum	Buckinghamshire
19	Pitstone Green Museum	Buckinghamshire
20	Thorney Heritage Museum	Cambridgeshire
21	University Museum of Archaeology and Anthropology	Cambridgeshire
22	University of Cambridge Museum of Zoology	Cambridgeshire
23	Whittlesey Museum	Cambridgeshire
24	Wisbech & Fenland Museum	Cambridgeshire
25	Burwell Museum of Fen Edge Village Life	Cambridgeshire
26	Cambridge University Air Photo Library	Cambridgeshire
27	Ely Museum	Cambridgeshire
28	Farmland Museum and Denny Abbey	Cambridgeshire
29	Museum of Classical Archaeology	Cambridgeshire
30	Norris Museum	Cambridgeshire
31	Peterborough Museum and Art Gallery	Cambridgeshire
32	St Neots Museum	Cambridgeshire
33	Stained Glass Museum	Cambridgeshire
34	Oundle Museum	Cambridgeshire
35	Warrington Museum & Art Gallery	Cheshire
36	West Cheshire Museums	Cheshire
37	Chester History Centre	Cheshire
38	Grosvenor Museum	Cheshire

39	Macclesfield Silk Museum Trust	Cheshire
40	Nantwich Museum	Cheshire
41	Norton Priory	Cheshire
42	Congleton Museum	Cheshire
43	West Park Museum, Macclesfield	Cheshire
44	Weaver Hall Museum and Workhouse	Cheshire
45	Dewa Roman Experience	Cheshire
46	Lion Salt Works	Cheshire
47	Bodmin Town Museum	Cornwall
48	Helston Museum	Cornwall
49	Lawrence House Museum	Cornwall
50	Mount Edgcumbe House and Country park	Cornwall
51	Looe Museum	Cornwall
52	Pendennis Castle	Cornwall
53	Penlee House Gallery and Museum	Cornwall
54	Royal Cornwall Museum	Cornwall
55	Saltash Heritage	Cornwall
56	Shaftesbury Abbey Museum and Gardens	Cornwall
57	Boscastle Museum of Witchcraft	Cornwall
58	Tees Archaeology	County Durham
59	Weardale Museum	County Durham
60	Arbeia Roman Fort & Museum	County Durham
61	Beamish Museum	County Durham
62	The Bowes Museum	County Durham
63	Durham Cathedral	County Durham
64	Museums Hartlepool	County Durham
65	Museum of Archaeology, Durham	County Durham
66	Oriental Museum, Durham	County Durham
67	South Shields Museum & Art Gallery	County Durham
68	The Herbert Museum & Art Gallery	Coventry
69	Lunt Roman Fort	Coventry
70	Coventry Watch Museum	Coventry
71	Priory Visitor Centre	Coventry
72	Birdoswald Roman Fort - Hadrian's Wall	Cumbria
73	Tullie House Museum & Art Gallery	Cumbria
74	Armitt Museum & Library	Cumbria
75	The Dock Museum	Cumbria
76	Furness Abbey	Cumbria
77	Kendal Museum	Cumbria
78	Penrith and Eden Museum	Cumbria
79	Ruskin Museum	Cumbria
80	Senhouse Roman Museum	Cumbria
81	The Beacon Museum, Whitehaven	Cumbria

82	Brougham Castle, Penrith	Cumbria
83	Keswick Museum and Art Gallery	Cumbria
84	Wirksworth Heritage Centre	Derbyshire
85	Buxton Museum and Art Gallery	Derbyshire
86	Erewash Museum	Derbyshire
87	Eyam Museum	Derbyshire
88	Peak District Mining Museum	Derbyshire
89	Cromford Mills	Derbyshire
90	Torquay Museum	Devon
91	Torre Abbey	Devon
92	Totnes Museum	Devon
93	Honiton All Hallows Museum	Devon
94	Seaton Museum	Devon
95	Brixham Heritage Museum	Devon
96	Combe Martin Museum	Devon
97	Dawlish Museum	Devon
98	Royal Albert Memorial Museum & Art Gallery	Devon
99	Fairlynch Museum	Devon
100	Lyn and Exmoor Museum	Devon
101	Museum of Barnstaple and North Devon	Devon
102	Museum of Branstaple and North Devon	Devon
103	Plymouth City Museum and Gallery	Devon
104	Quay House Visitor Centre	Devon
105	Sidmouth Museum	Devon
106	South Molton Museum	Devon
107	Ilfracombe Museum	Devon
108	Dorchester Abbey	Dorset
109	Wareham Town Museum	Dorset
110	Sutton Poyntz Education Centre	Dorset
111	Blandford Town Museum	Dorset
112	Bridport Museum	Dorset
113	Poole Museum	Dorset
114	Portland Museum	Dorset
115	Priest's House Museum and Garden	Dorset
116	Sherborne Museum	Dorset
117	Swanage Museum	Dorset
118	Gold Hill Museum	Dorset
119	Beaminster Museum	Dorset
120	Dorset County Museum	Dorset
121	Gillingham Museum	Dorset
122	Lyme Regis Museum	Dorset
123	Anne of Cleves House (Sussex Archaeological Society)	East Sussex
124	Battle Museum	East Sussex

125	Bexhill Museum	East Sussex
126	Seaford Museum	East Sussex
127	Hastings Museum and Art Gallery	East Sussex
128	Rye Castle Museum	East Sussex
129	Shipwreck Museum	East Sussex
130	Lewes Castle	East Sussex
131	Royal Pavilion & Museums, Brighton & Hove	East Sussex
132	Heritage Eastbourne	East Sussex
133	Thurrock Museum	Essex
134	Braintree District Museum	Essex
135	Burnham on Crouch and District Museum	Essex
136	Colchester Castle Museum	Essex
137	Central Museum	Essex
138	Chelmsford Museum and the Essex Regiment Museum	Essex
139	Earls Colne Heritage Museum	Essex
140	East Essex Aviation Society and Museum of the 40's	Essex
141	Epping Forest District Museum	Essex
142	Feering and Kelvedon Local History Museum	Essex
143	Leigh Heritage Centre & Plumbs Cottage	Essex
144	Mersea Island Museum	Essex
145	Harlow Museum	Essex
146	Saffron Walden Museum	Essex
147	Southend Museums Service	Essex
148	Redbridge Museum	Essex
149	Colchester & Ipswich Museum Service	Essex
150	Tewkesbury Museum	Gloucestershire
151	Thornbury & District Museum	Gloucestershire
152	Winchcombe Museum	Gloucestershire
153	Yate Heritage Centre	Gloucestershire
154	Chedworth Roman Villa	Gloucestershire
155	Cheltenham Art Gallery and Museum	Gloucestershire
156	Gloucester Museums	Gloucestershire
157	Corinium Museum	Gloucestershire
158	Dean Heritage Centre	Gloucestershire
159	Dr Jenner House, Museum and Garden	Gloucestershire
160	Museum in the Park	Gloucestershire
161	Whitworth Historical Society	Greater Manchester
162	Arts & Heritage Resource Centre, Rochdale	Greater Manchester
163	Bolton Museums	Greater Manchester
164	Gallery Oldham	Greater Manchester
165	Manchester Museum (The University of Manchester)	Greater Manchester
166	Rochdale Borough Cultural Trust	Greater Manchester
167	Saddleworth Museum	Greater Manchester

168	Stockport Museums	Greater Manchester
169	Staircase House	Greater Manchester
170	Museum of Wigan Life	Greater Manchester
171	Southampton Museums	Hampshire
172	Hampshire Cultural Trust	Hampshire
173	Andover Museum	Hampshire
174	Winchester Cathedral	Hampshire
175	Basing House	Hampshire
176	Bishops Waltham Museum	Hampshire
177	Hampshire Cultural Trust	Hampshire
178	The Mary Rose Museum	Hampshire
179	Petersfield Museum	Hampshire
180	Red House Museum and Gardens	Hampshire
181	Westbury Manor Musuem	Hampshire
182	Southampton Museums	Hampshire
183	St. Barbe Museum	Hampshire
184	Alton Museum	Hampshire
185	Maritime Archaeology Trust	Hampshire & Isle of Wight
186	Hereford Museums	Herefordshire
187	Kington Museum	Herefordshire
188	Verulamium Museum	Herfordshire
189	Dacorum Heritage Trust (Berkhamsted, Hemel Hempstead, Kings Langley and Tring)	Hertfordshire
190	Three Rivers Museum of Local History	Hertfordshire
191	Ware Museum	Hertfordshire
192	Watford Museum	Hertfordshire
193	Welwyn Hatfield Museum Service	Hertfordshire
194	Welwyn Roman Baths	Hertfordshire
195	Bushey Museum and Art Gallery	Hertfordshire
196	Hitchin Museum & Art Gallery	Hertfordshire
197	Lowewood Museum	Hertfordshire
198	Mill Green Museum and Mill	Hertfordshire
199	North Hertfordshire Museums Resource Centre	Hertfordshire
200	Potters Bar Museum	Hertfordshire
201	Roman Theatre of Verulamium	Hertfordshire
202	Royston & District Museum & Art Gallery	Hertfordshire
203	St Albans Archaeology	Hertfordshire
204	Stevenage Museum	Hertfordshire
205	Manx National Heritage	Isle of Man
206	Castle Rushen	Isle of Man
207	House of Manannan	Isle of Man
208	Manx Museum	Isle of Man
209	Manx National Heritage	Isle of Man

210	Cregneash	Isle of Man
211	Old Grammar School	Isle of Man
212	Peel Castle	Isle of Man
213	Rushen Abbey	Isle of Man
214	Isles of Scilly Museum	Isle of Scilly
215	Brading Roman Villa	Isle of Wight
216	Carisbrooke Castle Museum	Isle of Wight
217	Isle of Wight Museums	Isle of Wight
218	Isle of Wight Heritage Services	Isle of Wight
219	Isle of Wight Museum Service	Isle of Wight
220	Chiddingstone Castle	Kent
221	Tenterden Museum	Kent
222	Tunbridge Wells Museum	Kent
223	Woodchurch Village Life Museum	Kent
224	Ashford Museum	Kent
225	Cranbrook Museum	Kent
226	Dartford Borough Museum	Kent
227	Dover Museum	Kent
228	Eden Valley Museum	Kent
229	Faversham Society	Kent
230	Fort Amherst	Kent
231	Guildhall Museum, Medway	Kent
232	Hall Place and Gardens (Bexley)	Kent
233	Canterbury Museums & Galleries	Kent
234	Maidstone Museum	Kent
235	Milton Keynes Museum	Kent
236	Minster Gatehouse Museum	Kent
237	Quex Park and Powell Cotton Museum	Kent
238	The Beaney House of Art and Knowledge	Kent
239	Sandwich Guildhall Museum	Kent
240	Sevenoaks Museum	Kent
241	Sissinghurst Castle & Garden	Kent
242	Sittingbourne Heritage Museum	Kent
243	Bexley Heritage Trust	Kent
244	Crofton Roman Villa	Kent
245	Towneley Hall	Lancashire
246	Bacup Natural History Society	Lancashire
247	Lancaster City Museum	Lancashire
248	Clitheroe Castle Museum	Lancashire
249	Harris Museum	Lancashire
250	Lytham Hall	Lancashire
251	Museum of Lancashire	Lancashire
252	Pendle Heritage Centre	Lancashire

253	Ribchester Roman Museum	Lancashire
254	Smithy Heritage Centre	Lancashire
255	South Ribble Museum	Lancashire
256	Blackburn Museum	Lancashire
257	Immingham Museum	Lancashire
258	John Taylor & Company Museum	Leicestershire
259	Bosworth Battlefield Heritage Centre	Leicestershire
260	Charnwood Museum	Leicestershire
261	Donington le Heath	Leicestershire
262	Hallaton Museum	Leicestershire
263	Harborough Museum	Leicestershire
264	Hinkley & District Museum	Leicestershire
265	Melton Museum	Leicestershire
266	Leicester Museums	Leicestershire
267	Old Rectory Museum	Leicestershire
268	New Walk Museum and Art Gallery	Leicestershire
269	Jewry Wall Museum	Leicestershire
270	Spalding Gentlemen's Society	Lincolnshire
271	North Lincolnshire Museum	Lincolnshire
272	The Collection	Lincolnshire
273	Ayscoughfee Hall Museum and Gardens	Lincolnshire
274	Boston Guildhall Museum & Tourist Information Centre	Lincolnshire
275	Tattershall Castle	Lincolnshire
276	Museum of Lincolnshire Life	Lincolnshire
277	Louth Museum	Lincolnshire
278	Guardhouse Museum, Tattershall Castle	Lincolnshire
279	Temple, Wanstead Park	London
280	UCL Museums and Public Engagement	London
281	Upminster Tithe Barn Museum of Nostalgia	London
282	Valence House Museum	London
283	Westminster Abbey Museum	London
284	Whitehall	London
285	Museum of Wimbledon	London
286	All Hallows by the Tower Undercroft Museum	London
287	Barnet Museum	London
288	Benjamin Franklin House	London
289	British Museum	London
290	Bruce Castle Museum	London
291	Brunei Gallery, SOAS	London
292	Croydon Natural History and Scientific Society	London
293	Cuming Museum	London
294	Enfield Museum	London
295	Freud Museum London	London

296	Greenwich Heritage Centre	London
297	Guildhall Art Gallery / Guildhall Galleries	London
298	Gunnersbury Park Museum	London
299	HM Tower of London	London
300	Honeywood Museum	London
301	Kingston Museum and Heritage Service	London
302	Museum No. 1 (Economic Botany), Royal Botanic Gardens, Kew	London
303	Museum of Fulham Palace	London
304	Museum of London	London
305	Museum of Writing / Institute of English Studies	London
306	Old Speech Room Gallery, Harrow School	London
307	Petrie Museum of Egyptian Archaeology	London
308	Queen Elizabeth's Hunting Lodge	London
309	Science Museum	London
310	St Paul's Cathedral Collections Department	London
311	Sutton Museum and Heritage Service	London
312	UCL, Institute of Archaeology Collections	London
313	The View, Epping Forest	London
314	The Atkinson	Merseyside
315	Victoria Gallery and Museum (University of Liverpool)	Merseyside
316	Williamson Art Gallery	Merseyside
317	Liverpool Museums	Merseyside
318	The World of Glass, St. Helens	Merseyside
319	Birkenhead Priory	Merseyside
320	Garstang Museum	Merseyside
321	Museum of Liverpool	Merseyside
322	World Museum Liverpool	Merseyside
323	Spelthorne Museum	Middlesex
324	English Heritage	National
325	Bramtpon Museum	Newcastle-Upon-Tyne
326	Time and Tide: Museum of Great Yarmouth Life	Norfolk
327	Tolhouse Gaol	Norfolk
328	Ancient House, Museum of Thetford Life	Norfolk
329	Bishop Bonner's Cottage Museum	Norfolk
330	Cromer Museum	Norfolk
331	Gressenhall Farm and Workhouse: Museum of Norfolk Life	Norfolk
332	Lowestoft Museum	Norfolk
333	Lynn Museum	Norfolk
334	Norfolk Museums Service	Norfolk
335	Norwich Castle Museum and Art Gallery	Norfolk
336	Swaffham Museum	Norfolk
337	Lynn Museum	Norfolk
338	Norfolk & Suffolk Aviation Museum: East Anglia's Aviation Heritage Centre	Norfolk

339	Daventry Museum	Northamptonshire
340	Corby Heritage Centre	Northamptonshire
341	Wellingborough Museum	Northamptonshire
342	Wollaston Museum	Northamptonshire
343	Kettering Museum & Art Gallery	Northamptonshire
344	Northampton Museum & Art Gallery	Northamptonshire
345	Chester's Roman Fort and Museum	Northuberland
346	Roman Army Museum and Vindolanda	Northumberland
347	Berwick Museum and Archives	Northumberland
348	Corbridge Roman Town	Northumberland
349	Housesteads Roman Fort	Northumberland
350	Lindisfarne Priory	Northumberland
351	Alnwick Castle	Northumberland
352	Segedunum Roman Fort	Northumberland
353	National Civil War Centre	Nottinghamshire
354	The University of Nottingham Museum	Nottinghamshire
355	Bassetlaw Museum	Nottinghamshire
356	Nottingham Castle	Nottinghamshire
357	Galleries of Justice Museum	Nottinghamshire
358	Creswell Crags Museum & Visitor Centre	Nottinghamshire
359	Mansfield Museum & Art Gallery	Nottinghamshire
360	Newark & Sherwood Museums	Nottinghamshire
361	Museum of Nottingham Life at Brewhouse Yard	Nottinghamshire
362	Vale and Downland Museum, Wantage	Oxfordshire
363	Wallingford Museum	Oxfordshire
364	Waterperry Gardens	Oxfordshire
365	Abingdon Museum	Oxfordshire
366	Ashmolean Museum & Art Gallery	Oxfordshire
367	Oxfordshire Museum	Oxfordshire
368	Oxford City Museum	Oxfordshire
369	Museums Resource Centre, Oxford	Oxfordshire
370	Oxford University Museum of Natural History	Oxfordshire
371	Oxfordshire Museum	Oxfordshire
372	Pitt Rivers Museum	Oxfordshire
373	Oxfordshire Museums Services	Oxfordshire
374	Rutland County Museum	Rutland
375	Sandwell Museums & Art Gallery	Sandwell
376	Wednesbury Museum and Art Gallery	Sandwell
377	Clun Museum	Shropshire
378	Ironbridge Museum	Shropshire
379	Shrewsbury Museum & Art Gallery	Shropshire
380	Wroxeter Roman City	Shropshire
381	King John's Hunting Lodge (Axbridge and District Museum)	Somerset

382	Wells and Mendip Museum	Somerset
383	Cave Museum (Wookey Hole Caves)	Somerset
384	Bath Postal Museum	Somerset
385	Bath Royal Literary and Scientific Institute	Somerset
386	Bridgewater Museum	Somerset
387	Chedder Caves	Somerset
388	Frome Heritage Museum	Somerset
389	Glastonbury Abbey	Somerset
390	Museum of Somerset	Somerset
391	Weston-Super-Mare Museum	Somerset
392	Roman Baths	Somerset
393	Sally Lunns	Somerset
394	Clarks Shoe Museum	Somerset
395	South West Heritage Trust	Somerset & Devon
396	Stoke Museums	Staffordshire
397	Stafford Museums	Staffordshire
398	Tamworth Heritage Trust	Staffordshire
399	Redfern's Cottage - Museum of Uttoxeter Life	Staffordshire
400	Brampton Museum	Staffordshire
401	Dunwich Museum	Suffolk
402	West Stow Anglo-Saxon Centre	Suffolk
403	Woodbridge Museum	Suffolk
404	Aldeburgh Museum	Suffolk
405	Beccles and District Museum	Suffolk
406	Bungay Museum	Suffolk
407	Halesworth and District Museum	Suffolk
408	Ipswich Museum	Suffolk
409	Laxfield and District Museum	Suffolk
410	Mildenhall and District Museum	Suffolk
411	Southwold Museum	Suffolk
412	Lowestoft War Memorial Museum	Suffolk
413	Lowestoft Museum	Suffolk
414	Guildford Museum	Surrey
415	Bourne Hall Museum (Epsom Ewell Borough Council)	Surrey
416	Chertsey Museum	Surrey
417	East Surrey Museum	Surrey
418	Godalming Museum	Surrey
419	Haslemere Museum	Surrey
420	Hampton Court Palace	Surrey
421	Museum of Farnham	Surrey
422	Tyne & Wear Archives and Museum	Tyne & Wear
423	Bede's World	Tyne & Wear
424	The Castle	Tyne & Wear

425	Great North Museum Hancock	Tyne & Wear
426	North East Land Sea and Air Museum	Tyne & Wear
427	Walsall Museums	Walsall
428	Warwickshire Museum	Warwickshire
429	Leamington Spa Art Gallery & Museum	Warwickshire
430	Nuneaton Museum & Art Gallery	Warwickshire
431	Rugby Art Gallery & Museum	Warwickshire
432	Shakespeare Birthplace Trust	Warwickshire
433	Roman Alcester Heritage Centre	Warwickshire
434	Market Hall Museum	Warwickshire
435	Worthing Museum and Art Gallery	West Sussex
436	Fishbourne Roman Palace (Sussex Archaeological Society)	West Sussex
437	Arundel Museum	West Sussex
438	Bignor Roman Villa	West Sussex
439	The Novium	West Sussex
440	Crawley Museum	West Sussex
441	Henfield Museum	West Sussex
442	Horsham Museum	West Sussex
443	Littlehampton Museum	West Sussex
444	Marlipins Museum (Sussex Past)	West Sussex
445	Rustington Museum	West Sussex
446	Steyning Museum	West Sussex
447	Trowbridge Museum	Wiltshire
448	Wiltshire & Swindon History Centre	Wiltshire
449	Wiltshire Museum	Wiltshire
450	Avebury	Wiltshire
451	Athelstan Museum	Wiltshire
452	Cricklade Museum	Wiltshire
453	Purton Museum	Wiltshire
454	The Salisbury Museum	Wiltshire
455	Stourhead	Wiltshire
456	Swindon Museum and Art Gallery	Wiltshire
457	Chippenham Museum and Heritage Centre	Wiltshire
458	Warminster Museum	Wiltshire
459	Museums Worcestershire	Worcestershire
460	City Art Gallery & Museum	Worcestershire
461	The Almonry Evesham Museum & Heritage Centre	Worcestershire
462	Droitwich Spa Heritage & Information Centre	Worcestershire
463	Forge Mill Needle Museum	Worcestershire
464	Dorman Museum	Yorkshire
465	Kirkstall Abbey	Yorkshire
466	Thirsk Museum	Yorkshire
467	Tolson Museum	Yorkshire

468	Wakefield Museum	Yorkshire
469	Whitby Museum	Yorkshire
470	York Minster	Yorkshire
471	Yorkshire Museum	Yorkshire
472	Bagshaw Museum	Yorkshire
473	Barley Hall	Yorkshire
474	Beverley Museum and Art Gallery	Yorkshire
475	Bradford Museums	Yorkshire
476	Burton Constable Hall	Yorkshire
477	Victoria Jubilee Museum	Yorkshire
478	Clifton Park Museum	Yorkshire
479	Craven Museum and Gallery	Yorkshire
480	Yorvik	Yorkshire
481	Doncaster Museum and Art Gallery	Yorkshire
482	Elsecar Heritage Centre	Yorkshire
483	Hull City Council Museums and Galleries	Yorkshire
484	Harrogate Museums	Yorkshire
485	Hedon Museum	Yorkshire
486	Calderdale Museum	Yorkshire
487	Leeds City Museum	Yorkshire
488	Micklegate Bar	Yorkshire
489	Museums Sheffield	Yorkshire
490	York Army Museum	Yorkshire
491	Richmondshire Museum	Yorkshire
492	Ryedale Folk Museum	Yorkshire
493	Sewerby Hall	Yorkshire

20 APPENDIX 4: List of museums that returned survey responses

	Museum	Region/Area
1	Bath Abbey	Avon
2	Roman Baths Museum	Bath / Somerset
3	The Higgins Art Gallery and Museum	Bedfordshire
4	Reading Museum	Berkshire
5	Ure Museum	Berkshire
6	Bristol Museum	Bristol
7	ss Great Britain Trust	Bristol
8	University of Bristol Spelaeological Society	Bristol
9	Bucks County Museum	Buckinghamshire
10	Ely Museum	Cambridgeshire
11	Farmland Museum and Denny Abbey	Cambridgeshire
12	Museum of Archaeology and Anthropology	Cambridgeshire
13	Museum of Classical Archaeology	Cambridgeshire
14	The Farmland Museum & Denny Abbey	Cambridgeshire
15	Congleton Museum	Cheshire
16	Nantwich Museum	Cheshire
17	Grosvenor Museum	Cheshire
18	Anker's House Museum	Co. Durham
19	Beamish Museum	Co. Durham
20	Museum of Archaeology	Co. Durham
21	Culture and Information Services	Co. Durham
22	Old Guildhall Museum	Cornwall
23	Penlee House Gallery & Museum	Cornwall
24	Kendal Museum	Cumbria
25	Senhouse Roman Museum	Cumbria
26	The Dock Museum	Cumbria
27	The Ruskin Museum	Cumbria
28	Tullie House Museum and Art Gallery	Cumbria
29	Buxton Museum and Art Gallery	Derbyshire
30	Derby Museum & Art Gallery	Derbyshire
31	Erewash Museum	Derbyshire
32	Peak District Mining Museum	Derbyshire
33	Wirksworth Heritage Centre	Derbyshire
34	Royal Albert Memorial Museum	Devon
35	Plymouth City Museum & Art Gallery	Devon
36	Bridport Museum	Dorset
37	Dorset County Museum	Dorset
38	Poole Museum	Dorset

39	Sherborne Museum	Dorset
40	Hull and East Riding Museum	East Riding of Yorkshire
41	Barbican House Museum	East Sussex
42	Battle Museum of Local History	East Sussex
43	The Royal Pavilion & Museums, Brighton & Hove	East Sussex
44	Hastings Museum & Art Gallery	East Sussex
45	Heritage Eastbourne	East Sussex
46	Rye Castle Museum	East Sussex
47	Seaford Museum	East Sussex
48	Nautical Museums Trust (known as Shipwreck Museum)	East Sussex
49	Sewerby Hall	East Yorkshire
50	Burnham Museum	Essex
51	Chelmsford Museum	Essex
52	Museum Resource Centre	Essex
53	Mersea Island Museum	Essex
54	Thurrock Museum	Essex
55	Valence House Museum	Essex
56	Corinium Museum	Gloucestershire
57	Dean Heritage Centre	Gloucestershire
58	Museum in the Park	Gloucestershire
59	The Wilson	Gloucestershire
60	Gallery Oldham	Greater Manchester
61	Hampshire Cultural Trust	Hampshire
62	Mary Rose Museum	Hampshire
63	Southampton City Council Arts & Heritage	Hampshire
64	St Barbe Museum & Art Gallery	Hampshire
65	Herefordshire Museum Service	Herefordshire
66	Kington Museum	Herefordshire
67	Barnet Museum	Hertfordshire
68	North Hertfordshire Museum	Hertfordshire
69	Three Rivers Museum Trust	Herts
70	Ware Museum	Herts
71	Brading Roman Villa	Isle of Wight
72	Museum Service	Isle of Wight
73	Ashford Museum	Kent
74	Canterbury Heritage Museum	Kent
75	Dartford Borough Museum	Kent
76	Dover Museum and Bronze Age Boat Gallery	Kent
77	Minster gatehouse museum	Kent
78	Powell-Cotton Museum	Kent
79	Tunbridge Wells Museum & Art Gallery	Kent
80	Bury Art Museum & Sculpture Centre	Lancashire
81	Museum of Lancashire	Lancashire

82	Salford Museum & Art Gallery	Lancashire
83	South Ribble Museum & Exhibition Centre	Lancashire
84	Towneley Hall	Lancashire
85	Bosworth Battlefield Heritage Centre	Leicestershire
86	Hinckley and District Museum	Leicestershire
87	Jewry Wall Museum	Leicestershire
88	Collections Resources Centre	Leicestershire
89	Ayscoughfee Hall Museum	Lincolnshire
90	Louth Museum	Lincolnshire
91	North Lincolnshire Museum Service	Lincolnshire
92	Cuming Museum Collection	London
93	Guildhall Art Gallery	London
94	Museum of London	London
95	The Museum of Wimbledon	London
96	The View	London
97	Manchester Museum	Manchester
98	Garstang Museum	Merseyside
99	Museum of Liverpool	Merseyside
100	Enfield Museum	Middlesex
101	Spelthorne Museum	Middlesex
102	Gressenhall Farm and Workhouse	Norfolk
103	Norwich Castle Museum and Art Gallery	Norfolk
104	Whitby Museum	North Yorkshire
105	Corby Heritage Centre	Northamptonshire
106	Daventry Museum	Northamptonshire
107	Manor House Museum	Northamptonshire
108	Northampton Museums and Art Gallery	Northamptonshire
109	Oundle Museum	Northamptonshire
110	Wellingborough Museum	Northamptonshire
111	Piddington Roman Villa Museum	Northants
112	Prebendal Manor	Northants
113	Towcester Museum	Northants
114	Corbridge Roman Town	Northumberland
115	Roman Vindolanda Site and Museum	Northumberland
116	Bassetlaw Museum	Nottinghamshire
117	Mansfield Museum	Nottinghamshire
118	Nottingham Castle Museum & Art Gallery	Nottinghamshire
119	Museum of Oxford	Oxfordshire
120	Museums Resource Centre	Oxfordshire
121	River & Rowing Museum	Oxfordshire
122	Wallingford Museum	Oxon
123	Thorney Heritage Museum	Peterborough
124	Rutland County Museum	Rutland

125	Clun Town Trust Museum	Shropshire
126	Ironbridge Gorge Museum Trust	Shropshire
127	Shewsbury Museum & Art Gallery	Shropshire
128	Blake Museum	Somerset
129	Community Heritage Access Centre	Somerset
130	Glastonbury Abbey	Somerset
131	Somerset Heritage Centre	Somerset
132	Rotherham Heritage Services	South Yorkshire
133	Brampton Museum and Art Gallery	Staffordshire
134	Tamworth Castle	Staffordshire
135	The Potteries Museum & Art Gallery	Staffordshire
136	Unit 14 - Heritage Stores	Stockport
137	Ipswich Museum	Suffolk
138	Halesworth and District Museum	Suffolk
139	Lowestoft Museum	Suffolk
140	lowestoft war memorial museum	Suffolk
141	Norfolk & Suffolk Aviation Museum	Suffolk
142	Southwold Museum	Suffolk
143	West Stow Country Park and Anglo Saxon Village	Suffolk
144	Bourne Hall Museum	Surrey
145	Godalming Museum	Surrey
146	Guildford Heritage Services	Surrey
147	Haslemere Museum	Surrey
148	Museum and Heritage Service	Surrey
149	Royal Botanic Gardens, Kew	Surrey
150	The Museum of Farnham	Surrey
151	Arbeia Roman Fort and Museum	Tyne and Wear
152	Great North Museum: Hancock	Tyne and Wear
153	Leamington Spa Art Gallery & Museum	Warwickshire
154	Nuneaton Museum & Art Gallery	Warwickshire
155	Rugby Art Gallery and Museum	Warwickshire
156	Shakespeare Birthplace Trust	Warwickshire
157	Warwickshire Museum	Warwickshire
158	West berkshrie Museum	West Berkshire
159	Birmingham Museum & Art Gallery	West Midlands
160	Herbert Art Gallery & Museum	West Midlands
161	Wolverhampton Art Gallery	West Midlands
162	Crawley Museum	West Sussex
163	Fishbourne Roman Palace	West Sussex
164	Henfield	West Sussex
165	Horsham Museum and Art Gallery	West Sussex
166	Littlehampton Museum	West Sussex
167	Manor Cottage Heritage Centre	West Sussex

168	Steyning Museum	West Sussex
169	The Novium Museum	West Sussex
170	Worthing Museum & Art Gallery	West Sussex
171	Tolson Museum	West Yorkshire
172	Chippenham Museum	Wiltshire
173	National Trust Tisbury Hub	Wiltshire
174	Purton Museum	Wiltshire
175	Swindon Museum and Art Gallery	Wiltshire
176	Trowbridge Museum	Wiltshire
177	Wiltshire Museum	Wiltshrie
178	Bewdley Museum	Worcestershire
179	Droitwich Spa Heritage & Information Centre	Worcestershire
180	Forge Mill Needle Museum	Worcestershire
181	Malvern Museum	Worcestershire
182	Museums Worcestershire	Worcestershire
183	The Almonry Heritage Centre and TIC	Worcestershire
184	Bankfield Museum	Yorkshire
185	Bolling Hall Museum	Yorkshire
186	The Treasure House	Yorkshire
187	English Heritage	Yorkshire
188	English Heritage Trust	Yorkshire
189	Harrogate Museums and Arts	Yorkshire
190	Kirklees Museums and Galleries	Yorkshire
191	Leeds Museum Discovery Centre	Yorkshire
192	Malton Museum	Yorkshire
193	Weston Park Museum	Yorkshire
194	Ryedale Folk Museum	Yorkshire
195	Saddleworth Museum	Yorkshire
196	Scarborough Museums Trust	Yorkshire
197	Pontefract Museum	Yorkshire
198	York Minster	Yorkshire
199	Yorkshire Museum	Yorkshire
200	Dorman Museum	Yorkshire

21 APPENDIX 5: List of museum still actively collecting archaeological archives

(Those marked with a * are charging a deposition fee)

	SOUTH EAST	County
1	Reading Museum*	Berkshire
2	Bucks County Museum*	Buckinghamshire
3	Heritage Eastbourne*	East Sussex
4	Rye Castle Museum	East Sussex
5	Hastings Museum & Art Gallery	East Sussex
6	Nautical Museums Trust (Shipwreck Museum, Hastings)	East Sussex
7	Hampshire Cultural Trust*	Hampshire
8	Southampton City Council Arts & Heritage*	Hampshire
9	Isle of Wight Heritage Service*	Isle of Wight
10	Tunbridge Wells Museum & Art Gallery	Kent
11	Dartford Borough Museum	Kent
12	Canterbury Heritage Museum*	Kent
13	Dover Museum*	Kent
14	Spelthorne Museum*	Middlesex
15	Oxfordshire Museums Service*	Oxfordshire
16	Bourne Hall Museum	Surrey
17	Godalming Museum*	Surrey
18	Haslemere Museum*	Surrey
19	Museum of Farnham*	Surrey
20	West Berkshire Museum*	West Berkshire
21	Steyning Museum	West Sussex
22	Manor Cottage Heritage Centre	West Sussex
23	Littlehampton Museum*	West Sussex
24	Worthing Museum & Art Gallery*	West Sussex
25	The Novium Museum*	West Sussex
26	Crawley Museum	West Sussex
27	Fishbourne Roman Palace*	West Sussex

	SOUTH WEST	County
1	Bath Abbey	Avon
2	Old Guildhall Museum	Cornwall
3	Royal Albert Memorial Museum*	Devon
4	Plymouth City Museum & Art Gallery*	Devon
5	Poole Museum	Dorset
6	Dorset County Museum*	Dorset
7	The Wilson*	Gloucestershire
8	Dean Heritage Centre*	Gloucestershire
9	Corinium Museum*	Gloucestershire

10	Roman Baths Museum*	Somerset
11	University of Bristol Speleological Society	Somerset
12	Somerset Heritage Centre*	Somerset
13	Bristol Museum & Art Gallery*	Somerset
14	Blake Museum	Somerset
15	Glastonbury Abbey	Somerset
16	National Trust Tisbury Hub	Wiltshire
17	Chippenham Museum	Wiltshire
18	Trowbridge Museum	Wiltshire
19	Swindon Museum & Art Gallery*	Wiltshire
	LONDON & EAST	**County**
1	The Higgins Art Gallery & Museum*	Bedfordshire
2	Farmland Museum & Denny Abbey	Cambridgeshire
3	Museum of Classical Archaeology, University of Cambridge	Cambridgeshire
4	Chelmsford Museum*	Essex
5	Valence House Museum	Essex
6	Colchester & Ipswich Museum Service*	Essex
7	Museum of London*	Greater London
8	Ware Museum*	Hertfordshire
9	Barnet Museum	Hertfordshire
10	North Herfortshire Museum*	Hertfordshire
11	Enfield Museum	Middlesex
12	Norwich Castle Museum & Art Gallery*	Norfolk
13	Gressenhall Farm and Workhouse	Norfolk
14	Lowestoft Museum	Suffolk
	EAST MIDLANDS	**County**
1	Derby Museum & Art Gallery*	Derbyshire
2	Buxton Museum & Art Gallery*	Derbyshire
3	Peak District Mining Museum	Derbyshire
4	Erewash Museum	Derbyshire
5	Leicestershire County Council, Museum Resource Centre*	Leicestershire
6	Bosworth Battlefield Heritage Centre	Leicestershire
7	Leicester Arts & Museum Service (Jewry Wall Museum)*	Leicestershire
8	Louth Museum	Lincolnshire
9	Towcester Museum	Northamptonshire
10	Piddington Roman Villa Museum*	Northamptonshire
11	Northampton Museums & Art Gallery*	Northamptonshire
12	Wellingborough Museum	Northamptonshire
13	Nottingham Castle Museum & Art Gallery*	Nottinghamshire
14	Bassetlaw Museum	Nottinghamshire
15	Mansfield Museum	Nottinghamshire
16	Rutland County Museum*	Rutland

	WEST MIDLANDS	County
1	Herefordshire Museum Service*	Herefordshire
2	Shrewsbury Museum & Art Gallery*	Shropshire
3	The Potteries Museum & Art Gallery*	Staffordshire
4	Leamington Spa Art Gallery & Museum	Warwickshire
5	Rugby Art Gallery & Museum	Warwickshire
6	Warwickshire Museum*	Warwickshire
7	Birmingham Museum & Art Gallery*	West Midlands
8	Herbert Art Gallery & Museum*	West Midlands
9	Museums Worcestershire*	Worcestershire
	NORTH WEST	County
1	Grosvenor Museum*	Cheshire
2	Nantwich Museum*	Cheshire
3	Congleton Museum*	Cheshire
4	Tullie House Museum & Art Gallery*	Cumbria
5	Senhouse Roman Museum	Cumbria
6	Manchester Museum	Greater Manchester
7	Stockport Museums	Greater Manchester
8	Salford Museum & Art Gallery	Lancashire
9	Towneley Hall	Lancashire
10	Saddleworth Museum	Yorkshire
	NORTH EAST	County
1	Museum of Archaeology, Durham*	County Durham
2	Beamish Museum	County Durham
3	Museum of Hartlepool	County Durham
4	North Lincolnshire Museum Service*	Lincolnshire
5	Roman Vindolanda Site and Museum	Northumbria
6	Corbridge Roman Town Museum	Northumbria
7	Museums Sheffield (Weston Park Museum)*	South Yorkshire
8	Rotherham Heritage Services*	South Yorkshire
9	Great North Museum, Hancock	Tyne & Wear
10	Arbeia Roman Fort & Museum	Tyne & Wear
11	English Heritage	York
12	Hull and East Riding Museum*	Yorkshire
13	Sewerby Hall Museum & Art Gallery*	Yorkshire (East)
14	East Riding of Yorkshire Museums Service (The Treasure House)*	Yorkshire (East)
15	English Heritage	Yorkshire (North)
16	Malton Museum*	Yorkshire (North)
17	Whitby Museum	Yorkshire (North)

18	Ryedale Folk Museum	Yorkshire (North)
19	Scarborough Museums Trust*	Yorkshire (North)
20	Dorman Museum	Yorkshire (North)
21	Yorkshire Museum*	Yorkshire (North)
22	Wakefield Museums Service (Pontefract Museum)	Yorkshire (West)
23	Bankfield Museum	Yorkshire (West)
24	Leeds Museum Discovery Centre*	Yorkshire (West)

22 APPENDIX 6: List of museums no longer collecting archaeological archives

(Those marked with a *hope to collect again in the future)

	SOUTH EAST	County
1	Ure Museum of Classical Archaeology*	Berkshire
2	The Royal Pavilion & Museums, Brighton & Hove*	East Sussex
3	Barbican House Museum*	East Sussex
4	Seaford Museum	East Sussex
5	Horsham Museum & Art Gallery	East Sussex
6	Battle Museum of Local History*	East Sussex
7	Mary Rose Museum*	Hampshire
8	Powell-Cotton Museum*	Kent
9	Wallingford Museum*	Oxfordshire
10	Guildford Museum*	Surrey

An additional 7 museums not listed above do not collect archaeological archives, and only hold small collections of archaeological material that they have never sought to enhance or expand.

	SOUTH WEST	County
1	Stroud District (Cowle) Museum Service*	Gloucestershire
2	Community Heritage Access Centre	Somerset
3	Wiltshire Museum*	Wiltshire

An additional 5 museums not listed above do not collect archaeological archives, and only hold small collections of archaeological material that they have never sought to enhance or expand.

	LONDON & EAST	County
1	Museum of Archaeology and Anthropology, University of Cambridge*	Cambridgeshire
2	Thurrock Museum	Essex
3	Three Rivers Museum Trust	Hertfordshire
4	Cuming Museum	London
5	Ipswich Museum*	Suffolk
6	St Edmundsbury Heritage Service (West Stow Anglo Saxon Village & Moyse's Hall Museum)	Suffolk

An additional 14 museums not listed above do not collect archaeological archives, and only hold small collections of archaeological material that they have never sought to enhance or expand.

	EAST MIDLANDS	County
1	Wirksworth Heritage Centre*	Derbyshire
2	Corby Heritage Centre	Northamptonshire
3	Kettering Museum & Art Gallery (Manor House Museum)	Northamptonshire

An additional 5 museums not listed above do not collect archaeological archives, and only hold small collections of archaeological material that they have never sought to enhance or expand.

	WEST MIDLANDS	County
1	Brampton Museum & Art Gallery	Staffordshire
2	Shakespeare Birthplace Trust	Warwickshire
3	Nuneaton Museum & Art Gallery	Warwickshire

An additional 10 museums not listed above do not collect archaeological archives, and only hold small collections of archaeological material that they have never sought to enhance or expand.

	NORTH WEST	County
1	The Dock Museum	Cumbria
2	Kendal Museum*	Cumbria
3	Gallery Oldham	Greater Manchester
4	Museum of Lancashire	Lancashire
5	Bury Art Museum & Sculpture Centre	Lancashire
6	Garstang Museum*	Merseyside

An additional 3 museums not listed above do not collect archaeological archives, and only hold small collections of archaeological material that they have never sought to enhance or expand.

	NORTH EAST	County
1	Harrogate Museums and Arts	Yorkshire (North)
2	Kirklees Museums & Galleries	Yorkshire (West)
3	Tolson Museum (Kirklees Museums & Galleries)	Yorkshire (West)
4	Bolling Hamm Museum	Yorkshire (West)

An additional 2 museums not listed above do not collect archaeological archives, and only hold small collections of archaeological material that they have never sought to enhance or expand.

23 APPENDIX 7: Digest of comments regarding digital archives

A sample of comments made by museums that do not currently have the capability to curate digital archive (anonymised).

- We will take a copy of digital material for reference but request full printouts or deposition with ADS

- We require digital archives to be deposited with ADS

- Yes, however we do not have the resources to make repeat backup copies of material supplied on disc/digital files

- The XXXX does not have a formal digital preservation strategy, although we recognise that this is a need.

- It is hoped that we may have expertise in future among our volunteer force.

- Constantly changing digital formats and protocols however mean this is unlikely to be the case for us in the long term and is a general problem for archaeological archives.

- It is not currently addressed.

- Willing subject to having space and money for storage.

- Depositors are requested to produce hard copy of images and files

- We insist on either digital deposit with ADS or similar, or that there are paper copies in the archive.

- theoretically but so far limited to discs and CDs

- We have had no request to do this but it would cause issues on our server due to lack of space

- This is an area we have no back ground in and would need further advice before curating digital material.

- Not specifically - we have hard copies of all digital material

- Don't have the resources

- Not enough resources and archaeology is a small percentage of the museum collection. We follow SPECTRUM guidelines.

- A CD is sent as part of archive, but not actually input onto our database, although archive is catalogued. We have new XXXXX County guidelines coming out soon which stipulate use of ADS

- The deposition guidelines for XXXXX have addressed this by demanding that units deposit digital material with an appropriate alternative body

- We are currently in the process of compiling a digital archive- however this project has been put on hold due to shortage of staff time.

- We are currently not accepting archaeological related deposits as we need to move store.

- We have not had material deposited with us.

- Theoretically, yes, but the details are still being worked out because the archive is only just being catalogued and organised. Digitisation is a while off, but we will work with the University.

- Depositors are asked to archive digital material with ADS. To properly curate this material we would have to acquire a digital asset management system including increased server space and better IT support.

- We currently don't accept it. Contractors are advised to deposit with ADS or similar.

- We have digital material that previous curators accepted, but which was not considered in collections management strategies. This exists mainly on floppy disks and CD. It is not something we are particularly capable of managing now and, if we reach a point where we can collect again, we will have to suggest an alternative e.g. ADS.

- Willing to receive information on CD and for units to deposit digital archives with OASIS.

- Limited IT infrastructure, particularly server storage

- The problem has not yet arisen; lists of all our archives are stored on computer, and presumably digital material would be stored in the relevant folder

- We have never been asked to do this, so would hope to be able to deal with it if situation arises

- We have a small photo archive which will be totally revamped over the next two years.

- We'd consider on job-by-job basis

- There has been a push for digital material to be deposited with Ads due to long term preservation. However, we do ask for digital copies of archive, which in the future we look at how to preserve this material, however, cost would be a factor.

- Commercial units are encouraged to deposit digital material with ADS. Our deposition policy states we can only take digital material (ie CDs of images, PDF reports) as reference/working copies - not as part of the archive.

- Working on this at the moment with archive staff

- We tend to print of hard copies of records and store them - it is more stable and secure than digital records - but only of sites where material has been deposited with us - so far no sizable record has been deposited to us - for records which have no finds no information - we keep on the museum drive.

- Deposited with ADS

- Willing but perhaps not capable at the moment.

- Digital material has never been offered

- We specify deposition of born digital material with the Archaeological Data Service

- We have not yet been asked to curate any digital material but how we dealt with any requests would depend on circumstances/capacity

- We are looking to improve our facilities in this area

- We don't have the capacity to archive digital material but are working towards having all digital material archived with ADS.

- We recommend that the digital archive is deposited with a recognised digital repository ie ADS

- Currently do not have a system set up to deal with digital material. Although we will take in images on CD format in addition to printed format. Ensuring digital material still remains accessible in the future considered a problem.

- Difficult being a local authority - though the immediate answer would be a non-networked computer

- We simply do not have the time or money for a project like this

- Not at present. Data is submitted on CD-ROM and kept with archive.

- We do actively collect digital photographs, databases etc. Maintaining and updating versions as software changes is a collections management challenge for us.

- This is something we are working on over the next two years as part of an ACE funded project.

- We have no digital archive material, only a collections database.

- We currently ask for digital material to be deposited on archival quality DVD, and have plans to be able to offer better digital storage in the future

- We do not have the resources or the expertise for this.

- We require hard copies of everything, as we are concerned about the resource implications - and risks - of long-term maintenance of digital data.

- We are currently re-writing our guidelines on this, but we expect that following consultation we will require all digital material to be deposited with ADS

- Currently this is not addressed at all. Our deposition guidelines are very basic; we are now in receipt of HLF funding to address issues with our archaeology collections and hope to improve our deposition guidelines within this project

- We don't have the expertise or knowledge of how to deal with and care for digital archives

- Digitisation is on the list of things we need funding to do

- We have an arrangement with ADS through which they take on the permanent archiving of digital data for an agreed fee. The value of this fee is included in the deposition charge for each archive.

- We are seeking solutions to digital material storage.

- Ask for hard copies of everything

- Not arisen yet so not sure of implications

- We do not currently have the facilities, resources or staff to satisfactorily curate digital archive material.

- Not able to at present because of lack of expertise. This has not been a problem up to now.

- Volunteer run and without the necessary resources. No ability to address this issue.