

# “WILL THE NEW TOOLKIT MAKE AN ARCHIVES OFFICER JOB EASIER?”

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# How we should be working - ideally

- Contractors are commissioned
- Brief mentions archives/location for archives, including digital
- Archive Officer/Project Manager contacts museum
- Museum provides any up to date guidelines which will include any deposition policy
- Contractors include policies in WSI (including any digital) and with OASIS reference
- Planning Archaeologists agree the WSI
- Landowner informed, asked about transfer of title, and also asked about selection and whether they want to retain deselected finds
- Options in regard to deselected finds discussed (Contractors should have something in place)
- Site excavated
- Archive selection strategy discussed again in context of what has been found
- All Specialists informed of policy and asked to recommend selection (should already be something regular specialists are already on board with)
- Museum, landowner, Consultant and planning archaeologist informed as to what has been selected (Digital, finds and paper records)
- Everyone agrees and site is deposited within time frame



# However, the reality is often different.



- Contractors are commissioned
- Brief if there is one, may mention location for archive
- Archive Officer, Project Manager contacts museum before or as the site starts, to let them know it is happening and if needed gets an accession number.
- If a new area for contractor the museum will be asked to send deposition policy (or an updated policy if only old guidelines held). As many museums don't have an Archaeological Curator they may not have up to date guidelines .
- Contractors mention archive to be deposited at certain museum (if they can locate one)
- Planning Archaeologists and any Consultants agree to WSI
- Landowner maybe contacted to ask if they will think about transferring title. Not all contractors will necessarily be in a position to be able to do this
- Site excavated
- Archive selection strategy maybe discussed in context of what has been found but contractor may find easier to keep everything
- Specialists maybe asked to recommend selection, but some won't be or suggest keeping everything
- Digital archives thought about
- Museum, landowner, Consultant and planning archaeologist informed as to what has been selected, should anything have been discussed. But often in reality any selection will be limited and no discussions will have taken place.
- Everyone agrees and site is deposited once transfer of title, paperwork and museums availability to take

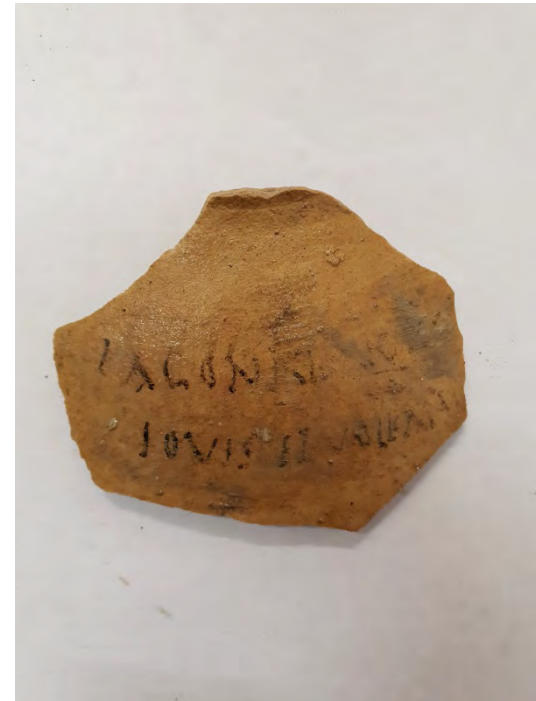
# Can I ask who here is from:

- Planning Archaeologists
- Consultants
- Contactors – Project manager
- Contractors – Archive Officers
- Finds specialists (in contracting units or freelance specialists)
- Museums – Archaeologists
- Museums – Non Archaeologists
- Others, community groups, Academics



# COMMUNICATION ISSUES AS AN ARCHIVE OFFICER

- COMMUNICATION WITH LANDOWNERS
- COMMUNICATION WITHIN OWN ORGANISATION
- COMMUNICATION WITH EXTERNAL COLLEAGUES
- COMMUNICATION WITH MUSEUMS
- COMMUNICATION WITH SPECIALISTS



# TIME ISSUES

What does the WSI say?

Size of site

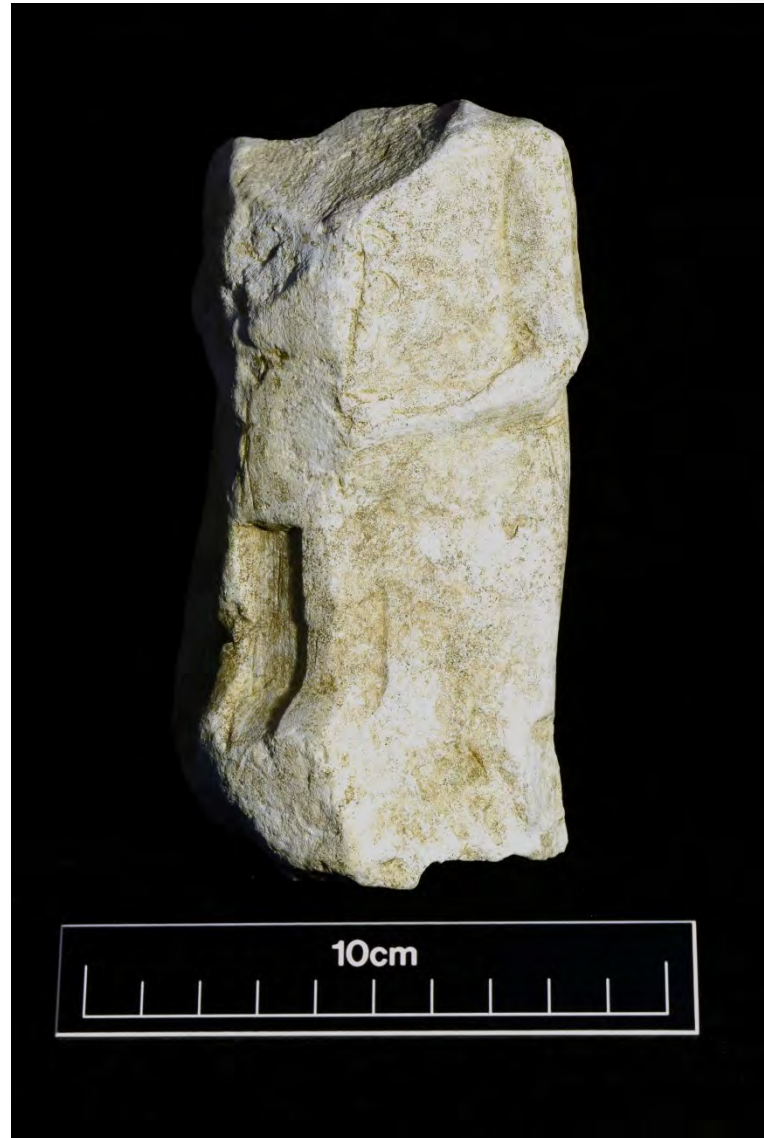
Sort of site

Museums availability

Specialists availability

Landowners

Work programme





# KNOWLEDGE ISSUES

- New Area – Contractors
- New Area – Specialists
- Archive knowledge



# OTHER ISSUES

- No Museum
- Different people in contracting units doing the job
- No Money Left
- Lack of understanding of digital issues





# SO WILL THE TOOLKIT HELP?

- That depends.....
- Will it be used properly
- Will everyone actually use it
- Will it work for all sites
- Will anyone actually check



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