

# Seeing the Light of Day: towards a sustainable future for archaeological archives

Kate Fernie, Paddy McNulty and David Dawson

[www.seeingthelightofday.wordpress.com](http://www.seeingthelightofday.wordpress.com)



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# Introduction

- Project funded by ACE Museum Resilience Fund
- Aim – secure sustainable future for archaeological archives
- Run by Wiltshire Museum
  - SW Museum Development Partnership, SW Museums Federation, SW Historic Environment Teams / Association of Local Government Archaeological Officers in the SW, Historic England, the Chartered Institute for Archaeology Archives Group, the Society of Museum Archaeologists and the 5 largest archaeological contractors active in the South West Designated collections
- Appointed Kate Fernie and Paddy McNulty as consultants

# Is there a crisis?

- Has been a crisis for 20 years – is it really a crisis?
- Lots happening
  - Historic England
  - Society for Museum Archaeology
  - Chartered Institute for Archaeologists
  - Arts Council England
  - DCMS – Museums Review

## Seeing the Light of Day

Development Management Archaeologists  
& Archaeological Contractors  
Consultation

October 2017



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**paddymculty**  
associates  
culture heritage museums

## Report

Report and recommendations for  
museums  
2017



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Kate Fernie  
2Culture Associates Ltd

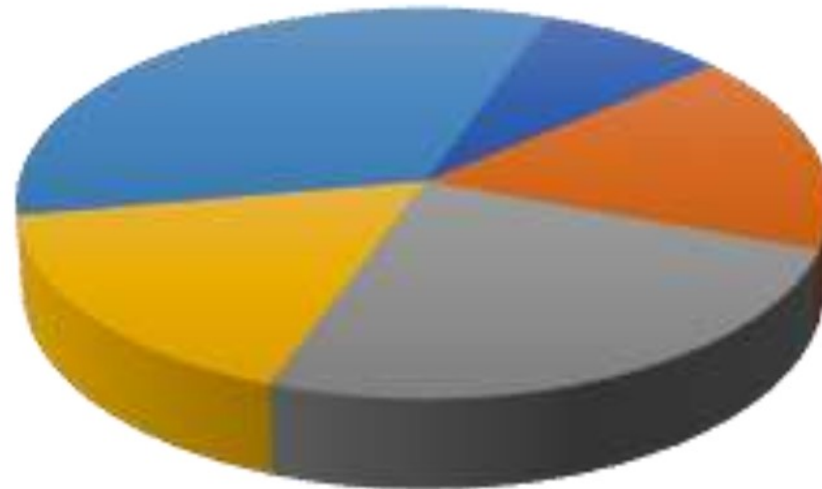
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Just how much?

Just how much?

1,352 m<sup>3</sup>

# A risk for contractors



■ Yes - in the short term (2 years)

■ Yes – in medium term (3 – 5 years)

■ Yes – in the long term (5 years >)

■ No

■ Unsure

# Plenty of space?

Several of the museums in the survey have run out of storage space already, or their stores will be full with the next significant deposit. Seven museums reported having enough free space for the next 2-6 years. Only two museums in the region (Bristol and Corinium) reported having enough free space for 10+ years of deposits.





# Missed opportunities



# Seeing the Light of Day:

securing a sustainable future for archaeological archives

Summary Report



Kate Fernie, Paddy McNulty and David Dawson  
October 2017

## Acknowledgements

Our thanks are due to the many people who have helped with the development of the project, especially those who gave freely of their time and expertise in interviews and meetings and in reviewing draft documents. We would particularly like to thank the Steering Group:-

- Gail Boyle
- Duncan Brown
- Alexia Clark
- Susan Fox
- Lorraine Mepham
- Heather Perry
- Stephen Reed
- Julie Reynolds

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David Dawson, Kate Fernie and Paddy McNulty

[www.seeingthelightofday.wordpress.com](http://www.seeingthelightofday.wordpress.com)

[www.wiltshiremuseum.org.uk/seeingthelightofday](http://www.wiltshiremuseum.org.uk/seeingthelightofday)

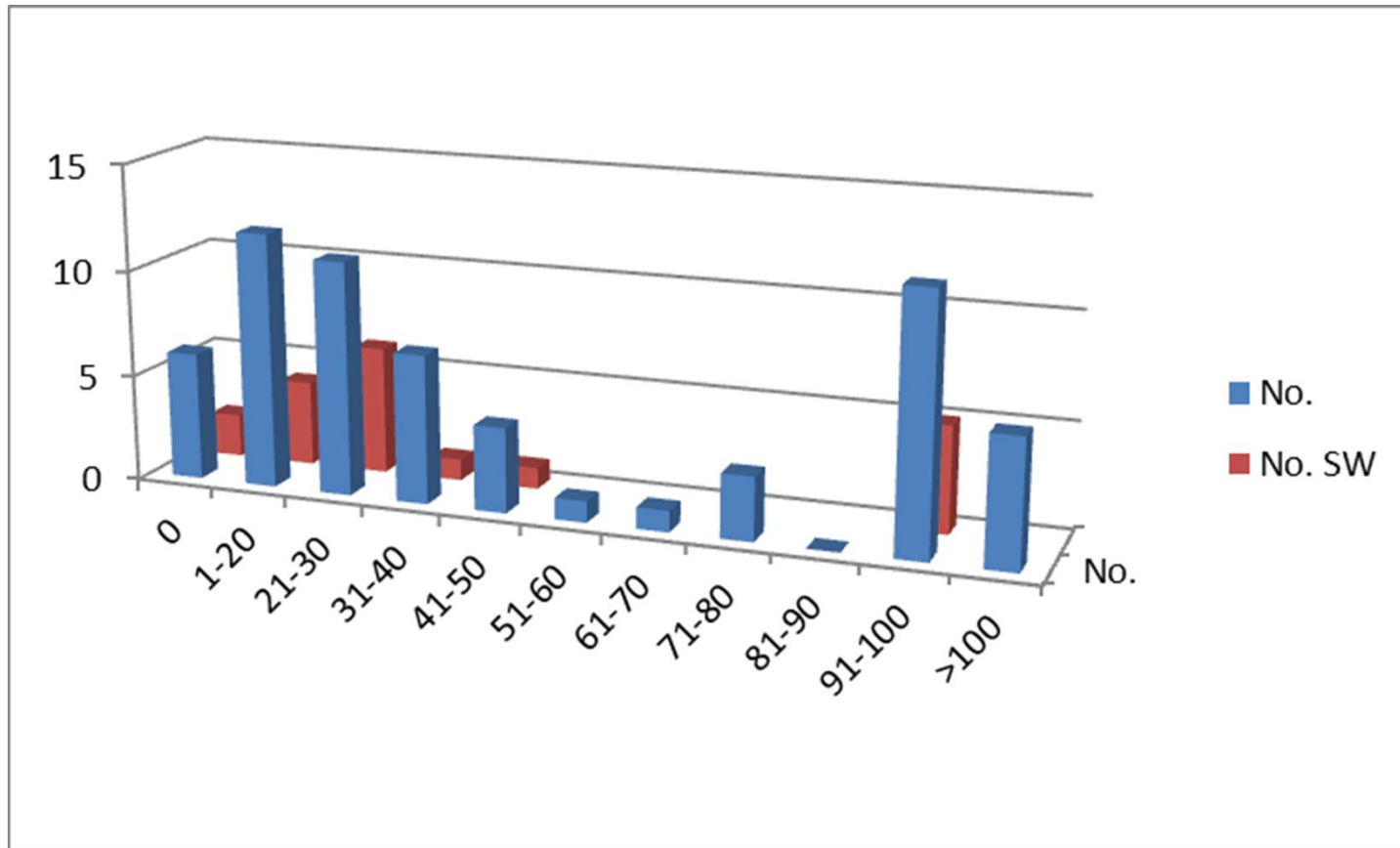


# Recommendations

1. The archaeological sector must champion the value of archaeological archives
2. The storage and access crisis can be solved at a regional and national level
3. Effectively manage transfer of title and copyright for both orphan and newly created archives
4. A standard framework on archaeological archives to be required in all briefs and Written Schemes of Investigations
5. Improve communications by developing OASIS
6. Enable preservation of, and access to, digital archaeological archives
7. Establish Continuing Professional Development training programmes
8. Ensure that that opportunities to engage communities in accessing archives are maximised

# Costs

# Box storage costs



Source: Lorraine Mephram, Wessex Archaeology

# Based on what?

- None: e.g. museum core-funded, or volunteer-run
- HE rate
- Review of charges by other museums to find acceptable baseline
- Increased charges to cover staff salaries

Most probably below rate of full cost recovery

# Comparison of costs

	DeepStore	Wiltshire Museum	Wessex Archaeology
Annual storage	£76.30	£132	£104
10 years storage	£763 £1353*	£1320	£1040 £1356†

DeepStore figures from HE Report by Claire Tsang, Wiltshire Museum and Wessex Archaeology own figures

\*with addition of access costs @£1 per box

† with addition of staff costs

### Setting up new rented store

Cost heading	Location	Cost	Staff days	Rate pd	Staff cost	Proportion	Total	
Finding property, signing lease etc			5	£192	£960	0.28	£268.80	
Security system		£1,595				0.28	£446.60	
Fire Alarm system		£2,481				0.28	£694.68	
Racking	Roller racking	£5,620					£5,620	
	Static	£900					£900	
Supervising installation			5	£155	£775	0.28	£217.00	
Climate control		£800				0.28	£224.00	
Computers		£1,000					£1,000	
<b>TOTAL</b>							<b>£9,371</b>	
					Boxes	800	Per box	£11.71
2012 capital costs, 2017 staff costs					Per m2	208		£45.05

### Ingest

Cost heading	Location	Cost	Staff days	Rate pd	Staff cost	Proportion	Total	
Unloading			3	£165	£495		£495	
Sorting + shelving			18	£165	£2,970		£2,970	
Data conversion + loading			2	£192	£384		£384	
<b>TOTAL</b>							<b>£3,849</b>	
					Boxes	800	Per box	£4.81
2017 staff costs					Per m2	208		£18.50



## Annual Costs

Cost heading	Location	Cost	Staff days	Rate pd	Staff cost	Proportion	Total
Rent	Museum	36649				0.14	£5,131
	Out store	6600				0.28	£1,848
Rates	Museum	£5,662				0.14	£793
	Out store	£651				0.28	£182
Electricity	Museum	£4,900				0.14	£686
	Out store	£250				0.28	£70
Gas	Museum	£2,300				0.14	£322
	Out store	£0				0.28	£0
Water	Museum	£550				0.14	£77
	Out store	£80				0.28	£22
Telephone / Comms	Museum	£1,800				0.14	£252
	Out store	£336				0.28	£94
Security / fire systems	Museum	£1,200				0.14	£168
	Out store	£600				0.28	£168
Insurance		£9,300				0.25	£2,325
Maintenance		£6,300				0.14	£882
Software		£750				1	£750
Research support			40	£165	£6,600	0.3	£1,980
Condition checking / audit			3	£155	£465	1	£465
Cleaning			3	£155	£465	1	£465
Management overhead			2	£195	£390	1	£390
Depreciation							£783
<b>TOTAL ANNUAL COST</b>							<b>£17,853</b>
2017 costs -				No boxes	6000	Per box pa	£2.98
				m2	1313	Per m2 pa	£13.60

### Total cost of ownership per box

10 years	£34.57
25 years	£79.20

### Total cost of ownership per m3

Standard box	0.026182	10 years	£1,320.24
Box per m3	38.1941792	25 years	£3,024.97

# Costing for digital data

	Costing Calculator	Bespoke Costing
File types / technologies	Well-known	Complex or newer technologies (laser scanning, photogrammetry, 3D, Audio-visual etc.)
File numbers	300 files or fewer	Any number of files
File sizes	Smaller individual files	Any file size
Geophysics	100ha of geophysics or less	Any size of geophysics
Start-up fee	£200	

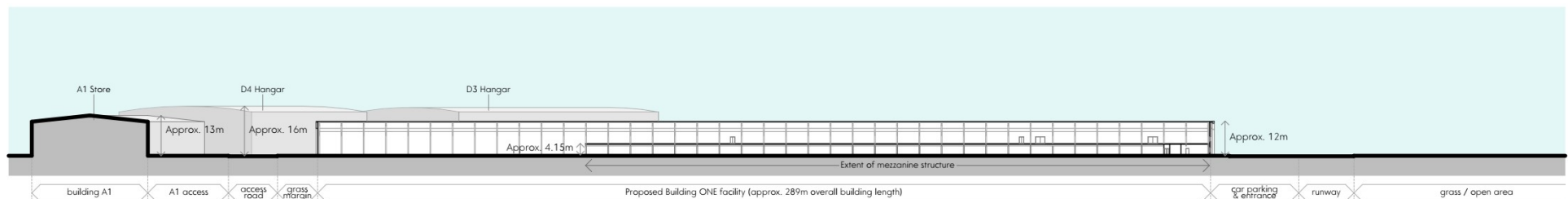
- Small evaluation/watching brief: £250-£300
- Medium-sized geophysics project: £500
- Large infrastructure project: £1000+

# Next steps

- Working with Wessex Archaeology on small scale study to look at business model for shared storage
  - Potential to work with National Museums
  - Role that large infrastructure projects could play
- Costs for digital archiving
  - Looking at our own pile of CDs
  - Could we put in for an HLF project for museums in SW?
    - Scope extent of digital archive

# National Collections Centre

- Science Museum, Wroughton
- New build to replace Blythe House



# Transfer of Title

# Transfer of Title

- Securing ToT an issue for museums
  - Changes in land ownership during development process
- When should ToT be signed?
- Commissioned a brief on the issues
- Advice from a QC funded by Historic England
- Implications being reviewed

# Written Schemes of Investigation

## *CiFA* standard and guidance: archaeological excavation (2014) relevant points for archaeological archives

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g) general and specific research aims of the project

i) collection and disposal strategy for artefacts, ecofacts, and all paper, graphic and digital materials

m) publication and dissemination proposals, detailing how the needs of different relevant audiences will be met

n) copyright

o) archive deposition, including wherever possible identification of a recipient museum or other repository and its requirements

p) timetable

t) a statement on public engagement and participation tailored to the project

u) a statement on the research value of the results, referencing the success of the project in achieving its initial or other research aims with reference to published research frameworks or agenda where available

z) monitoring procedures



# Guidance

- Draft guidance working with ALGAO SW
  - 10 key points
  - Detailed guidance based on good practice
  - Recommendations for each collecting area
  - Round table meetings to look at next steps, where appropriate
- Draft just published on Seeing the Light of Day website
- Development of OASIS (HERALD) will facilitate communication

## *What should we do in SW?*

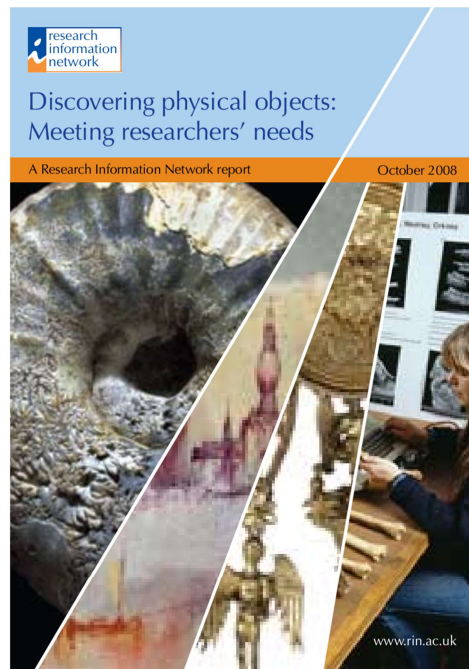
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1. Site archive reflects the collection policies of the receiving museum and is set out in the WSI.
2. WSI contains reference to the nature of the archive to be created – artefactual, hardcopy and digital data.
3. WSI includes a timetable for reporting, and archive deposition.
4. WSI includes the museum accession or reference number – to enable early consultation with the receiving museum ensuring collection and retention policies are complied with.
5. WSI includes the OASIS reference number.
6. Archaeology Data Service (or another TDR) is the repository for all digital data.
7. Reports are uploaded to OASIS.
8. WSI contains reference to the arrangements for transfer of title for any artefacts
9. WSI facilitates notification of the Development Management Archaeologist by the archaeological contractor of the deposition of the site archive.
10. Potential for organising appropriate public outreach is included within the WSI.

Other stuff

# Research Charter

- Message for Museums – show you are open for business!



## Academic Research support overview

Our collections are Designated by Government as being of National significance, and we welcome the many researchers who wish to study them. In order to support your research, we encourage you to think about your research needs in advance of your visit. This also helps us to prepare for your visit, making sure that your time and ours is spent effectively. The museum has a small staff, and issues such as exhibition schedules, project deadlines, holidays and staff illness can make it difficult or impossible for us to meet research requests at short notice. We will, however, help as much as we can.

## Contacting the museum

Your query may be dealt with by different members of staff, so please use the general email address—[hello@wiltshiremuseum.org.uk](mailto:hello@wiltshiremuseum.org.uk), or send a letter addressed to the Curator

## Making an appointment and length of notice required

Appointment in writing /email, normally with the following:-

- Email / letter of recommendation from your supervisor
- Brief project outline identifying a real research need
- Evidence that you have conducted preliminary research, including checking sources such as:-
  - 1 our [collections database on the website](#)
  - 2 our published museum catalogue
  - 3 [Wiltshire Historic Environment Record](#)
- Where relevant, you should provide evidence that you are competent to handle sensitive collections
- Usually 2 months notice for Museum collections

Research in the Archive and Library can usually be arranged at 2 weeks notice, but please note the

model of the Roundway Beaker is featured on the BBC Civilisations Augmented Reality App – available for modern smartphones

[READ MORE](#)



## Calne Fates sculpture

Roman

This sculpted block has been identified by Dr Martin Henig as depicting the three ancient goddesses of fate, the Parcae, and may come from

[READ MORE](#)



## Sir John Popham – Reports and Cases

Library and archive

We have recently been donated

# Capital Funding

- Background and case studies
  - Section 106
  - Community Infrastructure Levy

## **Seeing the Light of Day: Capital funding for Archaeological Archives**

This briefing paper outlines the potential for seeking capital funding through the Community Infrastructure Levy and Section 106 Agreements.

### **I. Community Infrastructure Levy**

*The Community Infrastructure Levy is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. Development may be liable for a charge under the Community Infrastructure Levy (CIL), if your local planning authority has chosen to set a charge in its area.*

*Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy.*

Source: [https://www.planningportal.co.uk/info/200126/applications/70/community\\_infrastructure\\_levy](https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy)

Each Planning Authority (ie a District or Unitary authority) will have developed a strategic planning document for a 10 year period, often called a Core Strategy (part of the Local Plan or Local Development Framework). Once this has been adopted, the Planning Authority is able to levy a charge on development in their area. The money generated through the levy contributes towards the funding

# Mendoza Review

# Shaping the Future of Museums: the Mendoza Review

## **F. The closer involvement of Historic England**

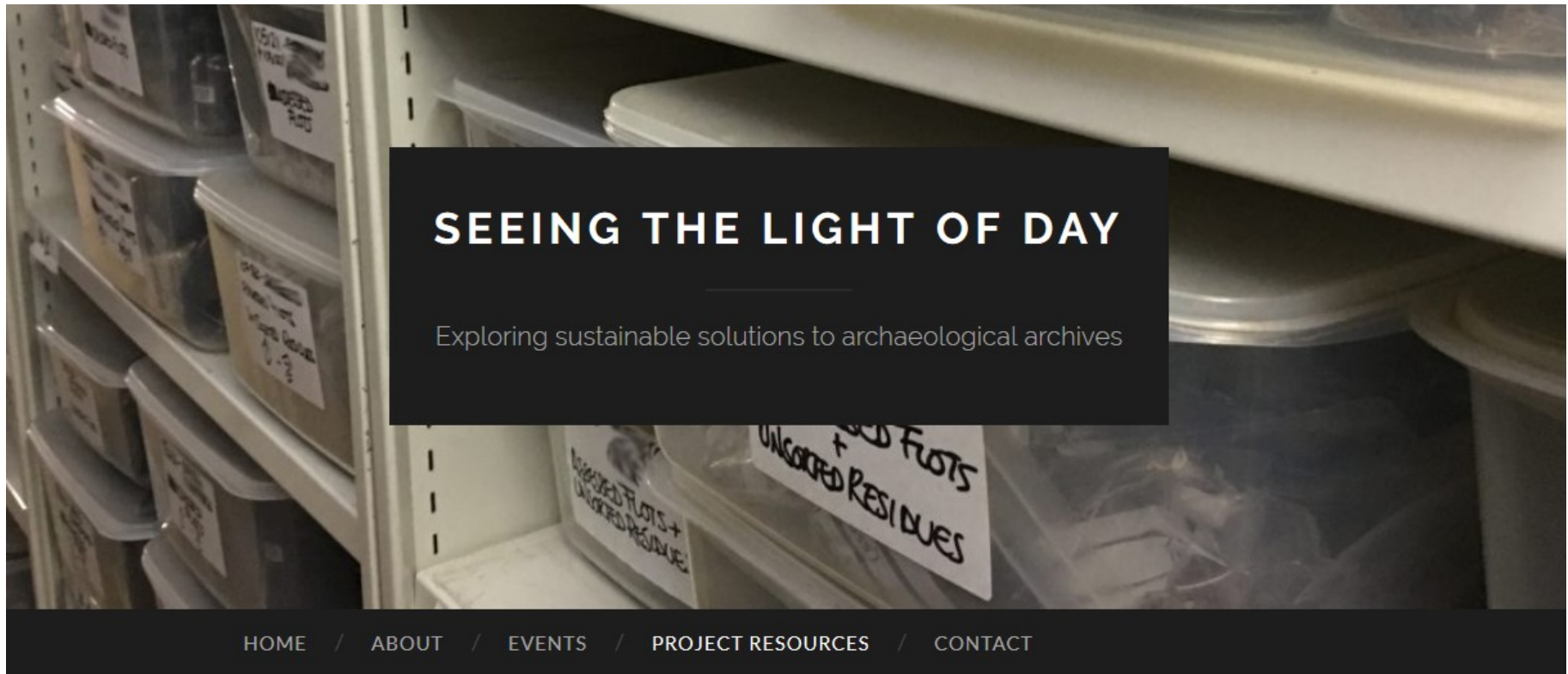
HE is the Arm's Length Body responsible for England's historic environment. Through its licensing agreement with the English Heritage Trust, this includes ultimate responsibility for 34 museums. It will play a more active role in the sector and:

- 26. Work with ACE and HLF to review the maintenance and conservation issues for museums located within listed buildings, and how best to support them.
- 27. Work with key stakeholders to produce recommendations for DCMS early in 2018, which will improve the long-term sustainability of the archaeological archives generated by developer-funded excavations.

# Historic England

- Working group
  - ACE, ALGAO, BM, CifA, FAME, HS2, Receiver of Wrecks, SMA, Seeing Light of Day
- Preparing a response to DCMS
  - storage issues
  - archive transfer/deposition fees
  - digital curation.





# SEEING THE LIGHT OF DAY

Exploring sustainable solutions to archaeological archives

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