



**West Berkshire Museum**

**Procedures for the Transfer of Archaeological  
Archives**

**2021**



WEST BERKSHIRE  
**MUSEUM**

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## 1. Contact Information

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## 2. Introduction

West Berkshire Museum opened in 1904 and is housed in the 17<sup>th</sup> Century Cloth Hall and old Granary Stores in Newbury's historic wharf area. Entrance to the Museum is free and there is a rich programme of temporary exhibitions alongside permanent displays which tell the story of West Berkshire's fascinating past.

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

The procedures described in this document are intended to guide the transfer and deposition of archaeological archives from archaeological contractors (usually by the Archives Manager) and local research groups, referred to as Depositors, to the Museum. Failure to follow these procedures may result in the Museum being unable to accept the archive.

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

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

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

Before bringing the deposit, Depositors should ensure the following:

- the archive is complete
- Transfer of Title documents and Contracts are signed
- paper and finds archive boxes have been properly packaged and labelled
- archaeological metalwork, where appropriate, has been x-rayed and included within the archive
- a record of the fieldwork has been created on the OASIS data collection form (<https://oasis.ac.uk>) and the digital archive deposited with the Archaeological Data Service (ADS) (<https://archaeologydataservice.ac.uk>), including all born digital records and digitised versions of hard copy records.

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<sup>1</sup> The West Berkshire Archaeology team maintains the local Historic Environment Record (<https://info.westberks.gov.uk/her>) and acts as the local planning authority's archaeological advisor (<https://info.westberks.gov.uk/planningarchaeology>).

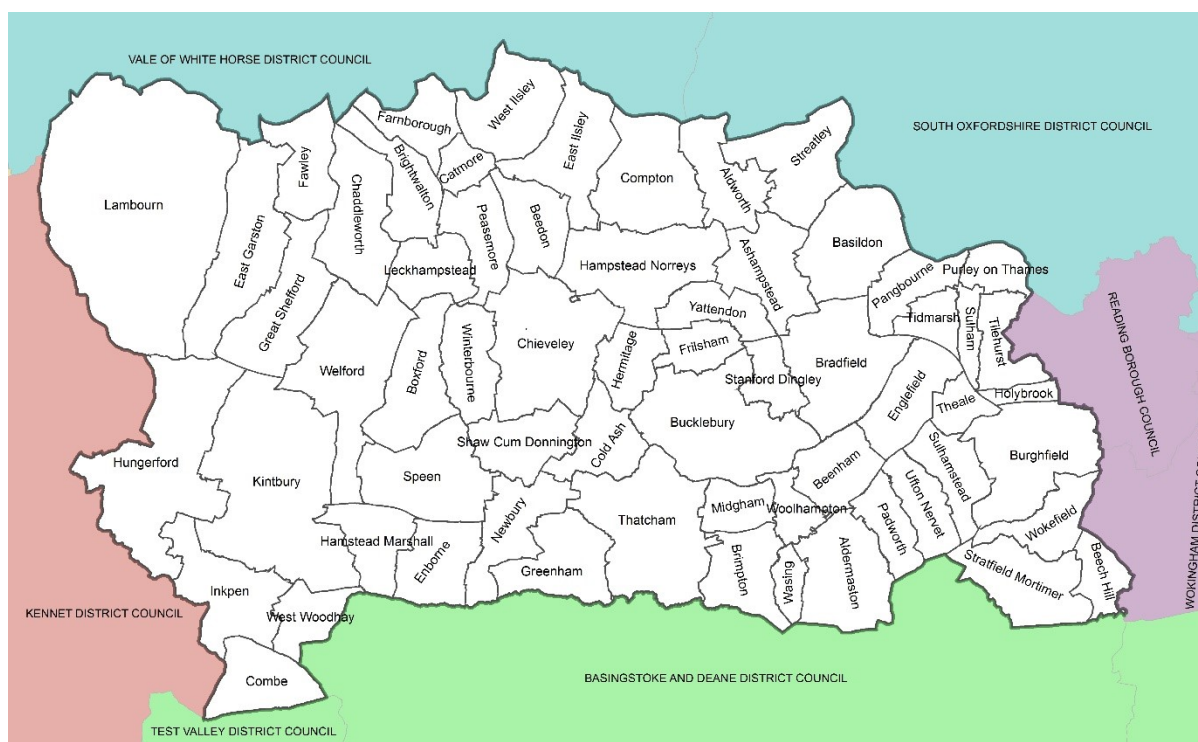
### 3. Collection Area

West Berkshire covers the western half of what was the post-1974 county of Berkshire; in 1998 Berkshire was divided into six unitary authorities, the other five eastern ones being Reading, Wokingham, Windsor & Maidenhead, Bracknell Forest and Slough. West Berkshire Museum collects only within the unitary authority boundary of West Berkshire Council. In cases where fieldwork crosses a local authority boundary, for example road or pipeline schemes, the Museum will make arrangements with the relevant neighbouring local authorities. In these circumstances, the Museum still expects to be consulted.

For material found within the local authority boundaries of Reading Borough, Reading Museum Service is the collecting museum and any archaeological archive from this area should be referred directly to their curator instead.<sup>2</sup> However, it should be noted that Tilehurst parish lies within West Berkshire, the administrative boundary being adjacent to a part of urban Reading also given the name Tilehurst.

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

This map illustrates the current collecting area comprising 63 civil parishes within West Berkshire, plus neighbouring local planning areas, colour-coded by county. A table containing these parishes listed by name can be seen in Appendix 1.



<sup>2</sup> For more information about Reading Museum's deposition procedures, please visit [www.readingmuseum.org.uk/our-collections/collections-enquiries](http://www.readingmuseum.org.uk/our-collections/collections-enquiries).

## 4. Notification of Fieldwork

If an archaeological archive is planned to be deposited in West Berkshire Museum, notification of the proposed archaeological fieldwork must be made in advance. For all developer-funded investigations, the Museum Accession Number has to be included in the Written Scheme of Investigation (WSI) for the programme of work, which is submitted to and approved by the planning authority. Older archaeological archives, which fall outside of the development process, will be considered individually at the Museum's Collections Development Panel meetings.

A standard Notification Form (see Appendix 2) should be completed and returned to the Curator, preferably by email, and with a purchase order for the £50 Notification of Fieldwork Fee. Upon receipt of a Notification Form, the Museum will issue a unique Accession Number for the programme of fieldwork. The Accession Number should be quoted on all subsequent correspondence and in all publications. It should also appear on all archive labels (see below for labelling instructions). The Museum's Accession Numbers take the form NEBYM:2018.1...

A Notification Form should be completed for each project. It is understood that when an initial evaluation is carried out over a large area, it is unclear in advance how many sites will be encountered, and so a single notification will suffice for this stage of the project. Large scale archaeological projects covering many parishes (e.g. for pipelines) or complex investigations that progress from evaluation to excavation and post-excavation over a period of years (e.g. at quarries) may be deposited under the same Accession Number, unless the archive from the earlier stages of work have already been deposited with the Museum. In all cases, the names of the parishes to be covered by the fieldwork should be reported.

The Notification Form with Accession Number will be returned to the Depositor along with a Contract (Appendix 3) and two Transfer of Title forms (one for the documentary archive and the other for the finds archive [Appendices 4 & 5]) and an invoice for the Notification of Fieldwork Fee.

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

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

### 4.1 'Blank' / Negative Sites

In the event that, upon investigation, a site reveals no archaeological remains of any kind (no archaeological features, deposits or finds), the Museum must still be informed and the OASIS record number provided. No Deposition Fee will be charged by the Museum.

### 4.2 Building Recording

Where the archive created as part of a programme of building recording will be entirely born digital, it is not necessary to notify the Museum of the work, as is required of other types of fieldwork (although the Archaeology team must be notified in advance). It is expected that the digital archive will be deposited with ADS (<https://archaeologydataservice.ac.uk>) and a copy of the report provided to the Archaeology team.

If a paper archive that includes original drawings and photographs is created, then it should be deposited with the Museum following the same procedure as other types of fieldwork and the guidelines set out below for paper archives.

## 5. Contract

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

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

The Contract states that the Museum will undertake to store and make available the archive for posterity as per the Museums' Association Code of Ethics ([www.museumsassociation.org/ethics/code-of-ethics](http://www.museumsassociation.org/ethics/code-of-ethics)).

The Depositor agrees to the following terms:

- to pay agreed charges to the Museum within receipt of the invoice (<https://info.westberks.gov.uk/procurement>)
- to return the relevant signed Transfer of Title forms
- to deposit the paper and finds archive, unless previously agreed with the Museum
- to package and label the archive as per the procedure outlined in this document
- to ensure digitised paper records and all born digital material is deposited with OASIS
- to provide the Museum with a full hard copy of all existing *and future* reports and publications for the site
- to provide advice concerning retention and conservation, where appropriate
- to ensure that West Berkshire Museum is named as the repository and public contact for the archive
- to quote the Accession Number in any reports, publications and publicity
- to ensure that all relevant parties (other contractors, the landowner, specialists, etc.) are aware that the site archive may be made accessible to the public online, either in its entirety or in part.

The Depositor's copyright over the archive will be licensed to the Museum (or its successor body or individuals or organisations approved by West Berkshire Museum or its successor) at no charge, to research, study, display, copy, publish and provide public access to it, including photographs, plans and drawings, digital files and, where relevant, the accompanying finds, for a period of 150 years or the term of copyright, whichever is the longer. The Depositor maintains the right to be identified as the author of the work. Where finds have been retained by the landowner, a statement of copyright for the use of images of them should be included by the Depositor with the Transfer of Title form for the paper archive.



## 6. Transfer of Title

### 6.1 Documentary Archive

A copy of the Transfer of Title form for the paper archive will be sent to the Depositor upon Notification of Fieldwork. A template Transfer of Title - Paper Archive form can be found in Appendix 3.

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

Paper Archive checklist:

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

**Table 1 Paper Archive Checklist**

#### 6.1.1 Paper Archive Contents

The paper archive should be prepared to the minimum standards defined by Historic England, the Archaeological Archives Forum (AAF) and the Chartered Institute for Archaeologists (CIfA)<sup>3</sup>.

Copies of all records compiled during the project should be included, whether as text, drawings or photographs. Post-excavation records, such as site phasing details,

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<sup>3</sup>Useful guidance and links:

<https://historicengland.org.uk/research/methods/archaeology/archaeological-archives>

<https://historicengland.org.uk/research/methods/archaeology/archaeological-archives/adapt-toolkit>

[www.archaeologists.net/selection-toolkit/toolkit-overview](http://www.archaeologists.net/selection-toolkit/toolkit-overview)

interpretative plans, artefact analyses, specialist reports, conservation records and publication drawings should be included, as should documentation of the sampling strategies applied to the site and finds.

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

#### 6.1.1.1 Site Report

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

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

#### 6.1.1.2 Paper Records

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

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

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

#### 6.1.1.3 Digital Records

Any digital component of an archive, whether born digital or digitised from other media, will no longer be accepted into the Museum collection. Examples of such digital records include CAD files, databases, geophysical and other survey data, GIS files, spreadsheets and text files.

Guidelines on archaeological archives recognise that museums are not specialist digital media archives and may not have the necessary resources to adequately store, manage and back-up digital materials. The recommendation is also that CDs and DVDs of data are no longer archived as objects.

A digital archive is a fragile record and a resource for future research. All digital archive materials from archaeological investigations in West Berkshire should therefore be deposited with a trusted digital repository such as the Archaeology Data Service <http://archaeologydataservice.ac.uk>. The Museum Curator at West Berkshire Museum will assist the Depositor in this process. This will ensure that any digital aspects of the archive will be preserved and managed as well as allowing free access to the data. Any costs associated with the deposition of digital material will be the responsibility of the Depositor.

#### 6.1.1.4 Photographic Records

Original photographs, negatives and contact prints should always be included where they are the only photographic records. Physical copies of digital photographs may be accepted in a deposit to accompany the physical archive at the discretion of the Museum Curator. The Museum will no longer accept digital photographs.

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

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

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

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

A photographic index must be included with the paper archive.

#### 6.1.1.5 Documentation Regarding Human Remains

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

A copy of the exhumation licence(s) should be included in the paper archive.

If human remains were excavated, but are not being deposited with the Museum (for example, if they are being reburied under Ecclesiastical Law), there should be an explanatory statement included within the paper archive.

#### 6.1.1.6 OASIS Report

In accordance with the initial WSI, contractors should initiate an OASIS online record and complete the key fields.

The entire paper site archive, including photographs, site plans, drawings, context sheets, indexes, etc., must be digitally scanned and deposited with the ADS via OASIS (<http://oasis.ac.uk>, see ADS 2020). This will form a back-up copy which will ensure none of the data is lost if the original copy is lost due to fire, flood or any other reason.

#### 6.1.1.7 Packaging

Site records and post-excavation records should be stored in archival flat document cases with dimensions of either 387 x 260 x 76 mm or 387 x 260 x 44 mm. Within

these cases, documents and photographs should be held in archival envelopes or sleeves.

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

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

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

## 6.2 Finds Archive

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

Landowners should be notified by the Depositors when they first contact them about the project that the authorised repository for the archaeological archive is West Berkshire Museum and obtain their agreement to deposit any material finds with us.

A copy of the Transfer of Title form for the finds archive will be sent to the Depositor upon Notification of Fieldwork. It is the responsibility of the Depositor to contact the Landowner regarding the completion of these forms. A template Transfer of Title – Finds Archive form can be found in Appendix 4.

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

The Landowner should sign and date two copies of the form, retain one copy for their own records, and return the second copy to the Depositor. This second copy should be placed with the paper archive and deposited with the Museum.

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

### 6.2.1 Shared Title

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

The Museum will not normally accept an incomplete or split archive. In circumstances where the site is located across Local Authority boundaries, there will be a consultation with their respective teams in order to decide the best course of action.

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

### 6.2.2 Loaned Material

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

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

### 6.2.3 Finds Archive Contents

For information on the selection, retention and dispersal of finds prior to deposit, please consult the *Pre-Deposition Selection, Retention and Dispersal of Archaeological Finds 2021* policy produced by West Berkshire Museum.

For finds archives being deposited, the Museum requires the following:

- finds to be accompanied by a paper archive which must include Finds Records and context data
- conservation first aid and analytical work to have been completed prior to deposition
- all objects to be physically and chemically stable
- waterlogged material to have been treated for storage in a dry state
- all objects to be strong enough to be handled or to have appropriate supportive packaging which allows them to be examined
- all deposited material to be free from pests and infestations
- all material to be packaged, boxed and labelled, as per the instructions below.

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

#### 6.2.3.1 Conservation Requirements

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

Conservation work should only be conducted by a conservator accredited through the Institute of Conservation's Conservation Register: [www.conservationregister.com](http://www.conservationregister.com).

All conservation work carried out should be recorded in accordance with *SPECTRUM: The UK Museum Documentation Standard* for Conservation and Collections Care (<https://collectionstrust.org.uk/spectrum/procedures/collections-care-and-conservation-spectrum-5-0>) and a record provided to the Museum.

This record should include the:

- Conservator's name(s) and organisation
- name of the Depositor's authoriser
- dates of work (start, finish)
- type of work (e.g. conservation treatment, preventive measures, condition report)
- actions carried out (procedure, method, materials used, duration, result)
- reference numbers of reports, photographs, drawings, x-radiographs or other types of image produced
- new or revised handling, packing, storage and display recommendations
- packing/support instructions, if required

#### 6.2.3.2 Labelling

##### 6.2.3.2.1 Finds Labelling

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

##### 6.2.3.2.2 Boxes and Finds Bags Labelling

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

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

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

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

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

#### Paper Archive Boxes:

The outside of each Paper Archive box should be labelled with the Parish, Site Name and Code, Accession Number and Box Number (no. x of no. x) Paper Archive Boxes:

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

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

#### Finds Archive Boxes:

The outside of each Finds Archive box should be labelled with the Parish, Site Name and Code, Material(s), Context(s), Small Find(s), Accession Number and Box Number (no. x of no. x) Finds Archive Boxes:

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

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

#### Finds Bags:

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

SITE CODE	(CONTEXT)
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ICB 18	(201)
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MATERIAL PERIOD
ACCESSION NO. + BOX NO.

POTTERY IRON AGE
NEBYM:2018.3.BOX 1

\*Context numbers should be in brackets or within circles.

Finds Bags and boxes containing Small Finds:

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

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

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

\*Small Finds numbers should be within triangles.

### 6.2.3.3 Packaging

Only correctly packaged material will be accepted by the Museum.

It is the responsibility of the Depositor to ensure the packaging standards meet the requirements of West Berkshire Museum as set out in this document.

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

#### 6.2.3.3.1 Bulk Boxes

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

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



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

Small Finds/Registered Finds (finds considered significant or sensitive) may be placed within bulk boxes, as long as the following conditions are met:

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

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

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

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

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

#### 6.2.3.3.2 Metals Boxes

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

Silica gel must be contained in sealed polythene bags pierced with small holes to allow air exchange.

#### 6.2.3.3.3 Human Remains Boxes

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

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

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

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

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

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

#### 6.2.3.3.4 Environmental Samples

Depositors should discuss their environmental sampling strategy with the Curator prior to the completion of fieldwork.

The retention of environmental samples within the archive must be agreed with the Curator prior to deposition.

Waterlogged environmental samples cannot be accepted.

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

#### 6.2.3.3.5 Un-boxed Finds

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

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

#### 6.2.3.3.6 Bags

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

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

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

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

Bags must be close-able and should not be over-filled.

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

## 7. Deposition

Deposits will not be accepted unless a Notification Form, signed copy of the Contract, signed Transfer of Title forms and payment of the Notification Fee invoice have been received by the Museum.

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

- When arranging a deposit with the Curator, the Depositor should submit an Excel spreadsheet with a list of boxes/items being deposited, including their size, number and contents. For example,

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

Partial archives will not usually be accepted.

An invoice for the Deposit Fee will be raised upon deposit of the archive. If a purchase order is needed in order to pay the invoice, please provide it at or before the time of deposition.

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

The Depositor will be expected to assist the Museum with shelving boxes and stonework. Please bring additional assistance for heavy or large deposits.

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

## 8. Charges

Rates will be subject to annual increments which may be above inflation.

A £50 non-refundable Notification of Fieldwork Fee will be charged upon the Museum's receipt of the Notification Form.

A flat rate £100 Deposit Fee will be charged for the deposit of up to three boxes/plans (any combination of document box, finds box or plan).

Deposition of any additional boxes will be charged per box as below, depending on the size and contents of the box (paper or finds):

<b>Finds box deposit charges*</b>	<b>EXCLUDING VAT</b>
Full Box (1)	£65.00
Half Box (2)	£32.50
Quarter Box (3)	£16.25
Eighth Box (4)	£8.12
Sixteenth Box (5)	£4.06
Skull Box = ½ Box	£32.50
Human bone = 1½ Box	£97.50
Maps	£1.42
<b>Paper archive box deposit charges</b>	<b>EXCLUDING VAT</b>
Full Box (1)	£23.93
Half Box (2)	£14.47

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

Please note that all of our standard box sizes (Appendix 6) are kept on file by G Ryder & Co Ltd ([www.ryderbox.co.uk](http://www.ryderbox.co.uk)).

Other box suppliers can be used. Boxes deposited with dimensions different to those above will be charged at the fee corresponding to the closest box size.

## 9. Bibliography

The Archaeology Data Service. 2020. *Guidelines for Depositors*. Online here: <http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml> (accessed on 19/03/2020).

Brown, D. 2011. *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*. Archaeological Archives Forum. Online here: [http://archives.archaeologyuk.org/aaf\\_archaeological\\_archives\\_2011.pdf](http://archives.archaeologyuk.org/aaf_archaeological_archives_2011.pdf) (accessed on 19/03/2020).

*Pre-Deposition Selection, Retention and Dispersal of Archaeological Finds 2021* policy produced by West Berkshire Museum.

## Appendix 1

The collecting area of West Berkshire includes these 63 current civil parishes:

ALDERMASTON	SHAW CUM DONNINGTON
ALDWORTH	SPEEN
ASHAMPSTEAD	STANFORD DINGLEY
BASILDON	STRATFIELD MORTIMER
BEECH HILL	STREATLEY
BEEDON	SULHAM
BEENHAM	SULHAMSTEAD
BOXFORD	THATCHAM
BRADFIELD	THEALE
BRIGHTWALTON	TIDMARSH
BRIMPTON	TILEHURST
BUCKLEBURY	UFTON NERVET
BURGHFIELD	WASING
CATMORE	WELFORD
CHADDLEWORTH	WEST ILSLEY
CHIEVELEY	WEST WOODHAY
COLD ASH	WINTERBOURNE
COMBE	WOKEFIELD
COMPTON	WOOLHAMPTON
EAST GARSTON	YATTENDON
EAST ILSLEY	
ENBORNE	
ENGLEFIELD	
FARNBOROUGH	
FAWLEY	
FRILSHAM	
GREAT SHEFFORD	
GREENHAM	
HAMPSTEAD NORREYS	
HAMSTEAD MARSHALL	
HOLYBROOK	
HERMITAGE	
HUNGERFORD	
INKPEN	
KINTBURY	
LAMBOURN	
LECKHAMPSTEAD	
MIDGHAM	
NEWBURY	
PADWORTH	
PANGBOURNE	
PEASEMORE	
PURLEY	

## Appendix 2



### Notification of Fieldwork

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

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

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

NOTIFICATION ACKNOWLEDGMENT TO BE COMPLETED BY MUSEUM ON NOTIFICATION	
Contract forwarded? Y/N	Signed Contract Returned: Y/N
Museum Accession Number: NEBYM:	
Charge:	
Invoice Number:	Date
Payment must be confirmed through our Accounts Department before processing of Deposit	

ARCHIVE INFORMATION TO BE COMPLETED BY WEST BERKSHIRE HERITAGE & DEPOSITOR PRIOR TO DEPOSIT	
Number of Paper Archive Boxes:	Itemised Box List? Y/N
Number of Finds Boxes:	ToT for Paper Archive? Y/N
Number of Stewart Boxes:	ToT for Finds Archive/Landowner Consent Letter? Y/N/NA
Number of Plan Rolls:	Digital Archive Included? Y/N
Number of Unboxed Finds:	Security Copy Included? Y/N
Signed for Depositor:	Date:

DEPOSIT DETAILS TO BE COMPLETED BY WEST BERKSHIRE HERITAGE	
Archive Received in Satisfactory State: Y/N	
Archaeology Notified: Y/N	
Signed for Museum:	Date:
Archaeology Event Record Number: EWB	
Signed for Archaeology:	Date:

## Appendix 3 – Contract



Contract
<p>West Berkshire Museum The Wharf, Newbury, RG14 5AS Tel 01635 30511 <a href="mailto:museum@westberks.gov.uk">museum@westberks.gov.uk</a> <a href="http://www.westberkshireheritage.org/west-berkshire-museum">www.westberkshireheritage.org/west-berkshire-museum</a></p>

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

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

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

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

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

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

### Copyright

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

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

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

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



## Appendix 4 – Transfer of Title (Paper)



Transfer of Title - Paper Archive
<p>West Berkshire Museum  The Wharf, Newbury, RG14 5AS  Tel 01635 30511  <a href="mailto:museum@westberks.gov.uk">museum@westberks.gov.uk</a>  <a href="http://www.westberkshireheritage.org/west-berkshire-museum">www.westberkshireheritage.org/west-berkshire-museum</a></p>

West Berkshire Museum accepts the acquisition of the described paper archive into its collection	
Depositor Name & Address:	Site Name:  Site Address:  Parish:  Grid Reference:
Accession Number: NEBYM:	
Start Date:	Type of Fieldwork:
Acquisition Type: GIFT	

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

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

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

### Terms and Conditions

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

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

West Berkshire Museum acts in accordance with the Data Protection Act 2018. Contact details of donors will not be made publicly available, but will be kept along with the names of donors indefinitely, for the sole purposes of West Berkshire Museum's Collection. The names of donors may be published, unless specifically instructed not to do so.

## Appendix 5 – Transfer of Title (Finds)



### Transfer of Title - Finds Archive

West Berkshire Museum  
The Wharf, Newbury, RG14 5AS  
Tel 01635 30511

[museum@westberks.gov.uk](mailto:museum@westberks.gov.uk)  
[www.westberkshireheritage.org/west-berkshire-museum](http://www.westberkshireheritage.org/west-berkshire-museum)

West Berkshire Museum accepts the acquisition of the described Finds archive into its collection

#### Landowner's Name & Address:

*(Depositors, please insert contact details and obtain the Landowner's signature at the bottom of the page)*

Site Name:

Site Address:

Parish:

Grid Reference:

Accession Number: NEBYM:

Start Date:

Type of Fieldwork:

Acquisition Type: GIFT

#### TO BE COMPLETED BY DEPOSITOR & LANDOWNER

Brief description of the contents of the finds archive:

Special Conditions?  
(Please describe)

I, the **Landowner**, confirm the details recorded on this form are correct and agree to deposit the finds archive in accordance with the conditions stated here

Signature:

Date:

Print Name:

Position:

#### TO BE COMPLETED BY MUSEUM

I confirm receipt of the described finds archive

Signature:

Date:

Print Name:

Position:

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

#### Terms and Conditions

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

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

In accordance with the Data Protection Act 2018. Contact details of donors will not be made publicly available, but will be kept along with the names of donors indefinitely, for the sole purposes of West Berkshire Museum's Collection. The names of donors may be published, unless specifically instructed not to do so.

## Appendix 6 – Box Size Examples

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

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

Please note that all of our standard box sizes are kept on file by G Ryder & Co Ltd.