

Rugby Art Gallery and Museum Guidelines for the Deposition of Archaeological Archives

Archaeology Charging Schedule (last reviewed November 2020)

Charging has been introduced to ensure that we have the resources to allow the continued provision of the service.

The Local Government Act 2003 and the Localism Act 2011, gives local authorities the power to charge. We are bound to ensure that income from any charges does not exceed the cost of providing the service. The charging schedule will be reviewed every five years.

Location of the fieldwork

- The fieldwork should fall within the geographical boundaries of the town of Rugby along with the following parishes, Clifton upon Dunsmore, Newton and Biggin, Churchover, Cosford, Easenhall, Harborough Magna, Little Lawford, Long Lawford, Church Lawford, Kings Newnham and Dunchurch as defined by the museum acquisition and disposal policy.
- Archives from the remaining areas of the borough of Rugby should be deposited with Warwickshire Museum.

Deposition Arrangements

- The museum should be contacted **prior to** the commencement of fieldwork to arrange for the deposition of the archive, supplying the grid reference, site name and details.
 - A Temporary Accession Number (RTA) will be allocated at this stage, which should be used on all correspondence.
 - The current charges are: -

Large box - £300 (255mm x 405mm x 225mm)

Small box - £150 (up to 268mm x 405mm x 80mm)

Outsized items – prices on request

- **Charges may be subject to increase.**
- Payment Terms – Invoices will be issued on receipt of the archives.

- All charges here exclude VAT.
- Payment due within 30 days.
- The museum encourages the minimising of archives prior to deposition. This must be commensurate with good archaeological practice.
- The museum expects archaeology units to exercise professional judgement on archives. The museum will not take in modern / mass produced finds unless there is a strong connection to the historical use of the site.
- The museum reserves the right to charge for equipment and staff time should an archive be deposited in noncompliance with the terms, conditions and standards laid out in this document and /or to charge additional fees to cover the cost of repackaging, stabilisation and administration as appropriate.

Ownership and copyright

- Rugby Art Gallery and Museum will only accept archives with full legal title transferred to the museum on behalf of Rugby Borough Council, in perpetuity at the time of deposition.
- The museum will not accept the deposition of archives on loan.
- The Archaeological contractor is responsible for ensuring the landowner agrees to deposit the excavated finds with the museum prior to deposition, obtaining a signature for transfer of title.
- The title of the finds can be signed over by a field worker if written agreement has already been given by the landowner for the fieldworker to deposit finds at the appropriate registered museum.
- Copyright is to remain with the original authors but will be licensed to Rugby Art Gallery and Museum for use and publication in research, education and exhibition programmes as well as promotion of the museum's service. Originators of the work will be acknowledged.
- If the landowner does not reply after two written attempts from the archaeological contractor to transfer, at least one of which should be by recorded delivery, the archive can be transferred to the Museum

three months after the last recorded attempt. Proof of delivery for at least one letter and any returned letters should be included with the archive. Any replies received after deposition should be forwarded to the Museum.

Incomplete archives

- The museum will only accept the **whole** archive (i.e., the finds, documentary and digital content) resulting from a fieldwork project, in order to maintain the integrity of the archive and its practical long-term use. All elements should be deposited at the same time.
- Any material which has been discarded lost or destroyed should be recorded.
- Any items which have been removed from the archive for conservation work should be returned before it is transferred to the museum unless arrangements have been made between the depositing organisation or individual and the museum.

Labelling, packaging and conservation

- All finds should be catalogued, cleaned if appropriate, labelled and or marked with the archaeological context number and small finds number.
- All bulk finds (i.e., ceramics, building materials, slag flint, unworked bone) should be placed in re-sealable plastic bags and stored in marked, acid free boxes. The preferred box size is 268mm X 405mm X 80mm and 255mm X 405mm x 225mm.
- Unstable finds (i.e., metalwork, glass, organic material etc) should be put in perforated plastic bags, placed inside air tight polythene boxes with an appropriate environmental controlling agent (i.e. self-indicating silica gel or non-indicating with an indicator card) to maintain the appropriate humidity.
- Fragile objects should be buffered against damage, either cradled in acid-free tissue or inert foam.
- No box should weigh more than 10 kg.

- All boxes should be marked clearly with the site code, site name, material type, number of bags and box number and contain a list of contents.
- Any necessary conservation of the finds should be undertaken by qualified conservators at the excavator's expense, before the archive is transferred to the museum.
- Written records plans and other paper documents should be stored in appropriate, acid-free folders. Masking or sticky tape, staples or paper clips should not be used but secured with an inert material if necessary.
- Photographs and negatives should be stored in archival quality sleeves.
- The museum will not accept highly unstable finds such as unprocessed soil samples and waterlogged organic material.
- The museum will not accept any human remain which are less than 100 years. A human remains policy is available on request
- Material supplied on disc must be accompanied by a hard copy.
- Oversized items should be placed in bespoke boxes. The Museum should be informed of this and a price agreed before delivery.
- As an Accredited museum Rugby Art Gallery and Museum undertakes to act in accordance with nationally agreed standards in relation to the acquisition, management and disposal of objects in its Museum collections.

Final Deposition

- The museum should be contacted before the deposition of the archive with details of the quantity of the archive and to arrange a date for the deposition.
- An Entry Form will be sent out to accompany the archive which must be signed by the depositing organisation or individual, including the Transfer of Title section.

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- Arrangement for the transport, care and insurance cover during the archive's transportation will be the responsibility of the depositor. The full archive should be deposited at the same time.

Deposition of Archaeological Archives, Rugby Borough Council

I confirm that I have read the guidelines and that the archive I wish to submit meets its requirements.

I confirm that title and copyright are assigned to/licensed to Rugby Borough Council.

Site Name and Grid Reference.....

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Name.....

Signature.....Date.....

On behalf of.....

For office use only

Entry Number.....EF.....

Temporary Accession No.....RTA.....

Permanent Accession No.....A.....

Checked on delivery.....

Checked by.....Date.....

Rugby Art Gallery and Museum Contact

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