



Policy for the Care of Human Remains in Museum of London Collections

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1. Introduction

The Museum of London holds in its archaeological archive approximately 35,000 skeletonised human remains from archaeological excavations in Greater London. Almost all of these were excavated under, and are covered by Ministry of Justice licences (see Section 1.2) that allow for their study and research and then, when appropriate, reburial. In addition, 179 complete, disarticulated or cremated human remains are accessioned into the core collections. The Museum's collections do not include human remains less than 100 years old and therefore, although the Museum abides by the Human Tissue Act (2004), it does not require a licence for its holdings.

The Museum recognises that the holding, display and research of archaeological human remains from England is subject to ethical concerns, reflecting philosophical and moral debates by contemporary society and within the museum community.

Human remains are an important part of the Museum of London's archaeological collections and provide important evidence about the past lives of Londoners. If dealt with in a responsible and sensitive way they have the ability to act as a powerful method of interpretation for the Museum.

The Museum of London will continue to use human remains in its displays, but will think carefully about when and how this is done, follow careful guidance, best practice where it is available, and be alive to the views of its users.

The Museum of London wishes to fully engage with this debate, and to ensure that it is collecting, researching and curating human remains, as part of archaeological archives, in a way that maximises their research and educational use, whilst ensuring that the human remains are cared for and treated with utmost respect, and balancing these needs with the view of our visitors.

The Museum recognises that human remains have a very high research value, and can make a major contribution to such subjects as:

- human evolution and adaptation, and genetic relationships
- population relationships through genetics and morphology
- past demography and health
- migration and mobility
- diet, growth and activity patterns
- disease and causes of death
- history of disease and of medicine
- burial practices, beliefs and attitudes
- the diversity of cultural practices in which the body and its parts are used.

Human remains within the Museum collections are cared for by the Centre for Human Bioarchaeology, and are the specific responsibility of the Curator of Human Osteology.

This policy lays out the conditions under which the Museum will hold human remains. It is a development of published good practice, most notably:

- *Human Bones From Archaeological Sites* (HE 2004)
- *Guidance for the Care of Human Remains in Museum Collections* (DCMS 2005)
- *Guidance for Best Practice for Treatment of Human Remains Excavated From Christian Burial Grounds in England* (Church of England/Historic England 2017)
- The British Association for Biological Anthropology and Osteoarchaeology's policies for ethics, practice and imaging (2019) (<https://www.babao.org.uk/publications/>)
- *Science and the Dead* (Church of England/Historic England 2013)
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The Museum's Collections Committee has authority relating to the acquisition, loan and disposal of remains.

The human remains collections are closed until the opening of new museum. Therefore, the policy now focuses on the museum's current range of activities and responsibilities.

1.1.Guiding Principles

The following guiding principles underpin this policy:

- human remains will always be treated with the utmost respect
- all matters relating to human remains will be over-seen by appropriate staff (i.e. the Curator of Human Osteology, the Senior Curator of Archaeology, members of the Conservation and Collection Care Department, the Collections Committee, and the Information Resources Section where appropriate)
- human remains will only be handled by appropriate personnel
- human remains will be packaged and stored to maximise their long-term integrity.
- human remains will only be acquired and kept if they are considered of high research value
- human remains will only be used within an appropriate contextual framework, and their presence will be appropriately signposted for museum visitors.

1.2. Legal Framework

This policy is informed by and complies with all relevant laws and ethical standards, including

- Museum of London (1998) *General Standards for the Preparation of Archaeological Archives Deposited with the Museum of London*
- Human Tissue Act (2004)
- English Heritage (2004) *Human Bones from Archaeological Sites*
- DCMS (2005) *Guidance for the Care of Human Remains in Museums*
- Burial licences issued by the Home Office (until 2008) and subsequently by the Ministry of Justice

- Church of England Faculty, as required
- Church of England/Historic England (2017) *Guidance for the Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England*
- *Science and the Dead* (Church of England/Historic England 2013)

2. Definition of Terms

Human Remains

The bodies and parts of bodies, of once living people from the species *Homo sapiens* (defined as individuals who fall within the range of anatomical forms known today and in the recent past). This includes osteological material (whole or part skeletons, individual bones and fragments of bone and teeth). (This definition mirrors that of DCMS 2005, which also includes ‘soft tissue including organs and skin, embryos and slide preparations of human tissue’.

The Museum of London holds a small amount of soft tissue (nails and hair) within its human remains holdings; the age of the remains means that they are outside of the Human Tissue Act remit. These were preserved in the archaeological burial environment, and in the majority of cases, are directly associated with an individual’s skeletal remains.

Descendants

People who can trace direct genealogical descent to ancient human remains. For further guidance, see DCMS 2005, Part 3, 2, A.

Cultural community

A group who identifies themselves as a community and would normally be expected to have a shared geographical location, shared cultural or spiritual and religious beliefs and shared language; or to share some of these facets. For further guidance, see DCMS 2005, Part 3, 2, B.

3. Responsibilities

The Executive Board of the Board of Governors of the Museum of London has devolved responsibility to the Collections Committee for issues relating to collections.

Collections Committee

Collections Committee will consider any research proposals which require sampling of human remains, or which require any human remains (samples or whole bones) to leave museum premises.

Academic and Research Steering Group

The Academic and Research Steering Group will, independently of Collections Committee, consider all applications for research which are part of a larger collaborative project with multiple academic institutions; for which a funding application is being made; which require significant resource from museum staff; which require sampling of human remains; or, which requires any human remains (samples or whole bones) to leave museum premises.

Senior Curator of Archaeology

The Senior Curator of Archaeology will present applications for research involving human remains to Collections Committee. After Collections Committee has made a decision on the request, they will pass this decision to the Curator of Human Osteology.

Curator of Human Osteology

The Curator of Human Osteology will be a first point of contact for all enquiries regarding human remains.

They will manage research access requests, escalating such requests to Archive, and the appropriate committees as required.

They will supervise all access to and handling of human remains held by the museum.

They will manage an ongoing process of review of the human remains held by the museum in line with Section 4 of this policy.

Registrar

The Registrar will advise as required on matters concerning the legal status of human remains held by the museum, as required.

Archive Manager

The Archive Manager will manage the deposition of human remains as part of standards Archive depositions and ensure the remains are deposited according to the Archive Deposition Standards.

4. Acquisitions, Loans, De-Accessioning and Claims For Return

The Museum recognises that commonly-used collections management terminology such as 'acquisition', 'loan' and 'de-accessioning' cannot apply in their typical sense when used in reference to human remains, since 'the laws of England and Wales do not recognise the concept of property (i.e. a right of ownership) in human bodies or tissue' (DCMS 2005). These terms are applied here for collections management purposes only, and their use in no way implies that the Museum claims legal ownership of the human remains for which it cares.

When being considered for any of these activities, assemblages will be judged to be in one of three research value categories:

1. Human remains that have no potential for scientific research.
Assemblages in this category are extremely unlikely to be accepted into the collection. If an assemblage already in the collection is judged to be in this category, it may be considered for de-accessioning and reburial. This includes material with no archaeological context or relationship, or some disarticulated bones.
2. Human remains of limited research potential. These may still be accepted in the collection, but may be suited to long-term, off-site storage in a suitable location. This might include assemblages of archaeologically derived human remains, where the number of individuals is currently too small to undertake meaningful analysis, but where further finds or technological advances may provide greater opportunities for research in the future.

3. Human remains that have high research potential. This includes the majority of the articulated human remains already in our care and large assemblages from good archaeological contexts. This material will be stored on site, is very unlikely to be considered for de-accessioning and will be made externally accessible through data downloads generated by the Wellcome Osteological Research Database (WORD).

4.1. Acquisition

The Museum will accept assemblages of human remains from archaeological excavations in Greater London if they fit the criteria for selection, described in *Human Remains Selection Strategy*, which takes into account the archaeological period, type of burial, presence in the collection, location in London, research potential, condition and the quality of the records. The research value of assemblages will be assessed by the Curator of Human Osteology.

The Collection Committee will assess all the proposals making the final judgement on the acquisition.

Assemblages will only be acquired if they are accompanied by full associated archaeological documentation, a burial licence proving that the material can be retain in perpetuity, and are fully packaged and catalogued in accordance to the Museum's *General Standards for the Preparation of Archaeological Archives Deposited with the Museum of London* (MoL 2013).

Any exemption must be discussed with the Archaeological Archive Manager and the Senior Curator of Archaeology.

The Museum expects to be involved in discussions about excavations of cemetery sites when they are being planned for. The Museum cannot guarantee to accept human remains assemblages unless it has been involved in discussions about projects from their outset.

The Museum will not normally accept unstratified and disarticulated human remains from cemetery excavations, but accepts that sometimes these may be chosen for immediate reburial, or that other arrangements may be made for them.

The Museum may accept human remains from sources other than archaeological excavations. This includes human remains from the Portable Antiquities Scheme, the Police, Coroner Services, and local archaeological societies operating within the Greater London area. The human remains will only be considered for acquisition if they have been proven by robust dating methods (archaeological or radiocarbon) to be more 100 years old, and conform to our *Human Remains Selection Strategy*.

In all cases, the Museum will ensure that it is legally entitled to acquire the remains in question.

The remains will be considered to be *in our care*, as ownership is legally impossible. However, all archaeological assemblages will be accessioned as elements of excavation archives, individual human remains will have unique identification within individual archives.

4.2. Loans

In exceptional cases, the Museum might lend human remains from its collections for research purposes or display. In either case, the Museum would expect the lending institution to adhere to guidance laid out in this document and in DCMS 2005 and CoFE/HE 2017.

Any requests for loans of human remains from the Museum's collections will be commented on by appropriate curators and conservators. The Museum's Collections Committee will consider these comments and make a recommendation to the Board of Governors.

4.3 Research

It is possible that on occasion human remains might leave the museum and be given into the care of non-museum staff to carry out specific research analysis. In such cases, this will be recorded using appropriate Museum pro formas (see Appendices) and subject to standard Exit procedures.

If sampling is requested, approval for this will be sought via the Museum's Collections Committee in conjunction with the Department of Conservation and Collections Care, using the Sampling Procedure.

4.4. De-Accessioning

Due to the licencing conditions set out by the Ministry of Justice, curatorial considerations, plus the Museum's concern to be alive to the beliefs, opinions and views of Londoners, we do not wish to hold onto human remains unless they have the potential to continue to make an important contribution to future knowledge.

If at any time, the Museum considers that the nature or research value of the human remains has changed, they will be considered for de-accessioning. Factors are likely to include where assemblages are underused and have little or no present or future likelihood of being used.

These reviews will be managed by the Curator of Osteology, who will make recommendation to Collections Committee as required.

4.5. Claims for Return

If claims are made for human remains in its collections the Museum will adopt the procedural guidance laid out in DCMS 2005. It should be noted, that as of the majority of the Museum's holdings of human remains are derived from archaeological contexts in Greater London and were excavated under government licence, claims for return are not expected.

Any claims for return should be directed to the Registrar in the first instance.

5. Storage, Conservation and Collections Management

5.1. Documentation and Management

Detailed information on the majority of human remains stored at the Museum is recorded on paper-based records, Microsoft Access databases, with the majority of the remains recorded using the Wellcome Osteological Research Database (WORD). All human remains are recorded under their excavation sitecode and context number on the database. Storage location is recorded on a separate

EXCEL sheet. Human remains material in the non-archaeological Museum collections are recorded on Mimsy XG.

5.2. Storage

The Museum will generally store human remains in a dedicated area that has restricted and monitored access. Remains under study will be housed within, or close to, the Centre for Human Bioarchaeology.

Each individual set of remains will be stored and packed according to the guidelines set out in the *General Standards for the Preparation of Archaeological Archives deposited with the Museum of London*. The packing guidelines in this document are for human remains in good condition. For material that is very fragile, rare or frequently studied, it may be necessary to use a higher specification storage system.

Human remains with surviving tissue, nails or hair may also require different storage. Potential biohazards, such as extant soft tissue or other contaminants, identified by the archaeological contractor must be communicated to the Archaeological Archive as soon as possible for the assessment of handling and contamination risks. Higher specification storage and any risk assessments for access and use will be decided by the Curator of Human Osteology in consultation with the Archaeological Archive and Department of Conservation and Collection Care.

Human remains that have had conservation treatment will be packed with extra support, and there will be a note indicating that the material has been conserved on the outside of the storage box.

All containers will be stored on shelving or on pallets at least 15 cm off the ground. Areas known to be prone to water leaks will be avoided. If storage areas are considered to have any risks associated with them they will be checked regularly.

5.3. Marking and labelling

For excavated material, each individual will have its packaging clearly labelled as specified in the standards document. Because of the extensive size of the collection, it is not realistic to mark all skeletal remains in the archive. The following will be individually marked because they are at risk of becoming separated from their labelled packaging:

- teaching collections
- material on display.

5.4. Handling

Human remains will be handled only by Museum staff and designated volunteers supervised by Museum staff. Wherever possible the designated handling collection will be used to avoid damage to other collections. Remains will only be packed and unpacked from boxes by Museum staff or those who have received guidance on the methodology for this.

All handling of human remains will take place in the storage area, teaching areas, the Centre for Human Bioarchaeology and conservation labs unless agreed otherwise by the Curator of Human Osteology. Human remains must be handled with respect and care: they must be placed on a padded surface (e.g. plastazote), and a skull ring also used for cranial/skull remains; remains must always be lifted slowly and carefully using two-hands; it is best to hold a bone by its strongest parts, being mindful to avoid orifices and fragile or damaged areas (see Cassman and Odegard, 2007, 49–58).

Particular care should be taken when handling more than one individual at a time to avoid the danger of mixing of unmarked material. Any new damage or loss must be reported to the Curator. No cleaning, reconstruction, or casting can take place unless permitted by the curator who may take advice from the Department of Conservation and Collection Care. If reconstruction is required, and permission is granted, methods used will be discussed with the conservators.

5.5. Environment

The Museum will endeavour to store human remains in an environment suitable to the material as recommended in current guidelines. The environment will be

monitored as required to address any conservation issues, and stores will be subject to regular benchmarking.

No food or drink is permitted in the storage area. Regular pest monitoring and cleaning will be undertaken.

5.6. Cremated Remains

Cremated human bone is packed as described in the Standards Document.

Cremated remains within vessels will be excavated according to established guidelines and stored with the other human remains. The location of these bones will be recorded on the Museum's database (Mimsy XG) as part numbers associated with these vessels.

5.7. Associated artefacts

Artefacts associated with human remains will be stored in the appropriate storage area for the material unless the artefact cannot be separated from the remains. In that case, it will generally be stored with the human remains in their designated store.

5.8. Teaching collections

Teaching elements are derived from disarticulated material from various sites and are not recorded on the database. The bones and their packaging are all marked with a site code or a generic code relating them to the Centre for Human Bioarchaeology. The bones are marked so that no articular surfaces are covered or any pathology obscured. A catalogue of bones in the teaching collection will be maintained.

5.9. Conservation

The Museum's conservators will carry out any conservation treatments after approval by the Curator of Human Osteology. Conservation treatment will only be undertaken when needed for display, publication or if required to prevent

loss of information. Care will be taken to select materials and treatments that will not compromise future analysis.

5.10. Reburial

Unstratified human remains and those remains where it is deemed that there is unlikely to be any further significant discoveries from additional research will be reburied in consecrated ground where appropriate. A register of contexts that are reburied will be kept as will a record of the location of burials.

6. Access for Research, Education and Media Purposes

6.1. Research Access

The Museum encourages ethical research of its human remains holdings by Museum staff in collaboration with external professionals (e.g. stable isotope, paleogenomics, C14 dating), because research is the prime reason for holding human remains at the Museum of London, and the museum understands the contribution such research can make to new museum content.

As the collections and Centre for Human Bioarchaeology closed to external researchers (i.e. post-graduate students) in 2017, access is only given to collaborative research partners to fulfil research projects which provide content for new museum. These studies can only take place, once the application has been granted permission by the Collections Committee and Academic Research Steering Group.

Access to the human remains is provided and over-seen by the Curator of Human Osteology and/or the Senior Curator of Archaeology.

6.2. Educational Use

The Museum will occasionally use human remains (or images thereof) as parts of educational programmes and as parts of pre-arranged public events. In all cases, any members of the public, including school children or students, taking part in such programmes will be warned in advance about the use of human remains.

4.3. Media and Image Use

The Museum will only use images of human remains in its care for communications (e.g. job adverts, internal/external online content) which are directly concerned with bioarchaeology, or the site/individual being discussed.

The Museum supports the use of images of human remains in its care for research publications and other scholarly outputs. Image requests must be made to the Curator of Human Osteology, if the request is deemed acceptable, they will then work with the Picture Library to enable the request.

The Museum will normally not allow its holdings of human remains to be photographed or filmed for external media purposes. However all such requests will be carefully considered on a case-by-case basis.

All requests will be initially assessed by the Curator of Human Osteology, who will make a recommendation to Senior Curator of Archaeology.

Similar protocols will be in place for requests to photograph or film human remains for the museum's own media or promotional purposes.

All uses shall be appropriate to the context. Factors that will be taken into consideration are:

- Whether all possible image options for the media event have been explored, or whether human remains are the only suitable way to illustrate a media event. The museum's practice will take into consideration that many people find images of archaeologically derived human remains uncomfortable to see.
- The significance of the human remains, with respect to date, context and osteobiography.
- Whether the proposed presentation of human remains (real or replica) is appropriate and respectful. Where staff are pictured with human remains, images will be posed in a respectful manner.
- If images of named individuals with known descendants are chosen, the museum will endeavour to seek the consent of the descendants before the image is shared.

7. Display

It has been normal practice for museums to display human remains in temporary and 'permanent' gallery displays as one way of interpreting past peoples, cultures and practices. The Museum of London currently includes human remains in its displays.

Visitor surveys show that the vast majority of museum visitors are comfortable with, and often expect to see human remains as parts of museum displays. However, the museum has a duty to lead and set standards. Careful thought should be put into the reasons for, and circumstances of, the display of human remains.

7.1. Guidance

1. Human remains will only be used if they are part of the Museum's collections, and have provenance.
2. The osteobiography and funerary treatment of the human remains will be taken into consideration when deciding whether to display the remains.
3. The Museum will carry out due diligence in order to consult, where possible, with the descendants of individuals proposed for display. In the case of named individuals, where family is contactable, the Museum will go forward with the display only if family consent is received.¹
4. The museum recognises the importance of engaging with modern cultural communities who have a relevant link to the human remains it holds (providing that a *bona fide* spokesperson can be identified, see DCMS 2005), whilst noting that the majority of its holdings are from archaeological excavations in London. In such cases, the museum will use guidance under Section 3 (Claims for Return of Remains, DCMS, 2005) as a framework for discussion.

¹ When church cemeteries/crypts are to be excavated under an ecclesiastical or Ministry of Justice licence, this process is advertised, so that family members may come forward to claim the remains for reburial elsewhere, or agree to the excavation and retention of the human remains for research. These decisions are reached before the population are deposited with the Museum. Only a minority of the named individuals in our collections have family descendants who have made themselves known to the Museum.

5. Human remains will only be handled by, or handled under the supervision of, appropriate Museum of London staff.
6. Human remains will only be displayed when the project team is certain that it makes a material contribution to a particular interpretation; and that the contribution could not be made in another way.
7. Wherever possible human remains will be displayed in the position and layout, in which they were found.
8. Wherever possible human remains will be displayed in/close to the coffin, or burial surroundings in which they were found.
9. As a general principle, human remains will be displayed in such a way as to accord visitors a choice about viewing them. This might be in a specially partitioned or alcoved part of a gallery.
10. The Museum will invite visitors and users of the Museum to comment on the general and particular display of human remains and take note of comments received.
11. The Museum will not normally lend human remains for display to other institutions. – For further guidance, see Section 2.2.
12. The Museum will review this guidance in the light of changing views in society.
13. The Collections Committee will make any decisions that are needed over the interpretation of these guidelines, with advice with the Curator of Human Osteology and the Senior Curator of Archaeology

Bibliography

Cassman, V. and Odegaard, N. 2007. Examination and analysis. In, Cassman, V., Odegaard, N. and Powell, J. (eds.), *Human remains. Guide for museums and academic institutions*. Oxford: AltaMira Press, 49–76.

Queries

If you have any questions about this policy, please contact the Registrar.

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Supersedes	Care of Human Remains Policy, 2011
Related procedures	Analysis and Sampling Procedure Exit Procedure
Related policies	Analysis and Sampling Policy Research Strategy Exit Policy
Related Guidance, Legislation and Codes of Practice	Museum of London (2013) <i>General Standards for the Preparation of Archaeological Archives Deposited with the Museum of London</i> Human Tissue Act (2004) English Heritage (2004) Human Bones From Archaeological Sites . DCMS (2005) Guidance for the Care of Human Remains in Museums . Church of England/Historic England (2017)
Policy Owner	
Lead Contact	
Policy review date	

Appendix 1: Museum of London Group Draft research Ethics (note this code covers all museum research, not just on human remains)

MUSEUM OF LONDON GROUP

Research Ethics

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Statement

The Museum of London Group recognises that knowledge, both internally generated and acquired from outside, underpins all of our programmes. The Museum contributes to knowledge through its public programmes including exhibitions and related education programmes, through the publication of its knowledge and research outputs in academic and popular books and articles, through seminars and lectures, and through public advice. All of these outcomes are critically important and all depend on a strong and responsive research programme. They are also dependent upon effective communication. The Museum's research results will be communicated in a style and format that is accessible to the needs of the general reader as well as specific audiences.

While research in the Museum Group is for many purposes and takes many forms, these guidelines apply to research practice that has a primary focus on

publication for a professional audience in professional media. Communication of results of research in popular media and through the Museum's public programmes will also be encouraged but need not follow such stringent guidelines as those set down here.

The broad principles that guide research have been long established. Central to these are high ethical standards, and validity and accuracy in the collection and reporting of data. The responsibility of the research community to the public and to itself is acknowledged. This responsibility is particularly important where professional practice may be defined or modified in the light of research findings.

Communication between collaborators; maintenance and reference to research records; presentation and discussion of work at meetings of experts; publication of results, including the important element of peer review; and the possibility that investigations will be repeated or extended by other researchers, all contribute to the intrinsically self-correcting and ethical nature of research.

Competition in research can have a strong and positive influence, enhancing the quality and immediacy of the work produced. However, competitive pressures can also act to distort sound research practice, if they encourage too-hasty preparation and submission of papers, the division of reports on substantial bodies of work into multiple small reports to enhance the 'publication count' of the author(s), or an undue emphasis on safe but mundane research at the expense of more creative and more innovative lines of study. Accordingly the Museum gives due emphasis to quality and originality of research, as well as to quantity of research output, and has set up this code of conduct as a framework for sound research procedures and for the protection of individual researchers from possible misunderstandings.

It is a basic assumption that Museum researchers are committed to high standards of professional conduct. Museum researchers have a duty to ensure that their work enhances the good name of the Museum and the profession to which they belong. Museum researchers should only participate in work that conforms to accepted ethical standards and which they are competent to perform. When in doubt they should seek assistance and advice from their colleagues or peers. Debate on, and criticism of, research work are essential parts of the research process.

The Museum and researchers have a responsibility to ensure the physical safety of all those associated with the research, and at a minimum to meet all of the requirements set down in *Health and Safety* policy.

In general research results and methods should be open to scrutiny by colleagues within the Museum and, through appropriate publication, by the profession and public at large. The Museum as an agency of government is governed by legislation regarding intellectual property and industrial agreements. If data of a confidential nature are obtained, confidentiality must be observed and researchers must not use such information for their own personal advantage or that of a third party. Non-release of research data may also be necessary for a limited period in the case of contracted research or of non-contractual research that is under consideration for patent protection.

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Guidelines

1. General Principles

1.1 It is the intent of these practices and policies to promote the highest possible standards and discourage misconduct and fraud. These policies are intended to encourage the open presentation and discussion of results, with an emphasis upon peer review mechanisms.

1.2 Museum researchers have an obligation to achieve and maintain the highest standards of intellectual honesty in the conduct of their research.

1.3 Museum researchers must be aware of and adhere to ethical principles of justice and veracity, and of respect for people and their privacy and avoidance of harm to them. Research must comply with relevant legislation and with Museum policies, such as those on collecting and human skeletal remains.

1.4 The Director is responsible for the observance of these guidelines. All research managers will assist the Director in the interpretation and monitoring of the guidelines.

2. Data Storage And Retention

2.1 Data are retained for three reasons: i) for extensions of the original investigation, ii) for re-assessment due to academic differences of opinion or interpretation, and iii) to address controversies that may arise including precedence of discovery, or allegations of misconduct. For the first and second, data should be maintained in perpetuity. For the third, data should be retained long enough to meet legal requirements (e.g. statute of limitations) that apply to government agencies.

2.2 Original data (including electronic data) must be recorded in a durable and appropriately referenced form that is as near as practicable to their original format. Data management must comply with relevant privacy protocols and data protection. Supplementary data that is identified in published work as available will be lodged with the site archive for the relevant excavation.

2.3 Wherever possible, specimens and objects that form the basis for research publications should be housed in Museum collections. If conditions of grants or permits set lodgement conditions, these conditions must be adhered to. Wherever possible, data based on Museum collections should be cross-referenced to catalogued items, and collection databases should note the existence of archived data in accordance with the Museum's collections development and collections management policies.

2.4 Original data or copies, including field notes, are to be lodged with the site archives for the relevant excavation or research unit in which they were generated while required for reference

2.5 Data referred to in publications must be available for discussion with other researchers. Where confidentiality provisions apply (for example, where the researchers or institution have given undertakings to third parties, such as the persons who are subjects of the research), it is necessary for data to be kept in a way that reference to them by third parties can occur without breaching such confidentiality.

2.6 Confidentiality agreements to protect intellectual property rights may be agreed between the institution, the researcher and a sponsor of the research. Where such agreements limit free publication and discussion, limitations and restrictions must be explicitly agreed, and, where appropriate, they should be noted in publications.

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2.7 It is the obligation of the researcher to enquire with relevant parties whether confidentiality agreements apply and of the leaders of research groups to inform researchers of their obligations with respect to these provisions. All confidentiality agreements should be approved at an early stage by the Division Director, or nominated representative.

2.8 Researchers must be responsible for ensuring appropriate security for any confidential material, including that held in computing systems. Where computing systems are accessible through networks, particular attention to security of confidential data is required. Security and confidentiality must be assured in a way that copes with multiple researchers and the departure of individual researchers from the Museum.

3. Authorship

3.1 Minimum requirement for authorship for research output should accord with the following. Authorship is substantial participation in a research program, where any of the following conditions are met: a) conception and design of the research program; b) major acquisition of data, or analysis and interpretation of data; and c) drafting the article or revising it critically for important intellectual content. Authorship requires that the person has given final approval of the version to be published. *Participation solely in the acquisition of funding or the non-substantive collection of data or participation in fieldwork does not justify authorship. General supervision of the research group is not sufficient for authorship.* An author's role in a research output must be sufficient for that person to take *public* responsibility for at least that part of the output in that person's area of expertise. No person who should be an author, consistent with this definition, must be excluded as an author without his or her permission in writing.

3.2 Authorship of a research output is a matter that must be discussed between participants at an early stage in a research project, and reviewed whenever there are changes in participation. Disputes regarding authorship prior to submission of manuscripts for publication are to be brought to a Division Head or Research Centre Head for mediation, and if unresolved, are to be dealt with as in 7.2.

3.3 When there is more than one co-author of a research output, one co-author (by agreement amongst the authors) should be nominated as executive author for the whole research output, and should take responsibility for record keeping regarding the research output.

3.4 Where the research is published, including electronically, all co-authors of a publication must acknowledge their authorship in writing in terms of, at least, the minimum acceptable definition at 3.1, above. This signed statement of authorship must specify that the signatories are the only authors according to this definition. It must state that the signatories have seen the version of the paper submitted for publication and agree to its submission for publication.

3.5 The written acknowledgment of authorship must be placed on file at the time of submission of the research output for publication, and be retained as part of the Museum's records system.

3.6 If, for any reason, one or more co-authors are unavailable or otherwise unable to sign the statement of authorship, the Division Head may sign waiving this and stating the reason for their unavailability. Electronic (email) communication from a co-author may be accepted by a Division Head in lieu of a written statement of authorship.

3.7 The authors must ensure that others who have contributed to the work are recognised in the research output. Courtesy demands that individuals and organisations providing facilities should also be acknowledged.

4. Publication

4.1 Publication of multiple research papers/works based on the same set(s) or subset(s) of data is not acceptable except where new or significantly different aspects of a study are explored. In these cases there should be full cross-referencing within the papers (for example, in a series of closely related works, or where a complete work grew out of a preliminary publication and this is fully acknowledged).

4.2 An author who submits substantially similar work to more than one publisher must disclose this to the publishers at the time of submission.

4.3 As a general principle research findings should not be reported in the public media (including electronic public media such as the World Wide Web), before they have been reported to a research audience of experts in the field of research. Ideally this should be by publication, or acceptance for publication, in a peer-reviewed journal, but it may be by oral presentation to a meeting of research workers or advertised Museum conference/seminar. Where there are good reasons to release research findings prior to reporting them to a research audience of experts, this may be done only following approval of an appropriate Division Head or Research Centre Head who will evaluate the research findings and the reasons for their release. Public release of results prior to publication is more likely to be permitted if those results have been subject to the Museum's pre-submission review process.

4.4 Where there is private reporting of research that has not yet been exposed to open peer-review scrutiny, especially when it is reported to prospective financial supporters, researchers have an obligation to explain fully the status of the work and the peer-review mechanisms to which it will be subjected.

4.5 Publications must include information on the sources of financial support for the research. Financial sponsorship that carries an embargo on such naming of a sponsor should be avoided.

4.6 Deliberate inclusion of inaccurate or misleading information relating to any aspect of research activity (including publications, funding, awards, co-authorship) in curriculum vitae, grant applications, job applications or public statements, or the failure to provide relevant information, is a form of research misconduct. Accuracy and honesty are essential in all dealings related to research.

4.7 All reasonable steps must be taken to ensure that published reports, statistics and public statements about research activities and performance are complete, accurate and unambiguous.

5. Supervision Of Students / Research Trainees

5.1 There will be a specific, responsible and appropriate supervisor of each student/research trainee and researcher new to research in the institution.

5.2 The ratio of students/trainees to supervisors must be low enough to assure effective intellectual interaction and effective oversight of the research. (actual numbers??)

5.3 Each student/trainee should be advised by his/her supervisor of these guidelines and other relevant material on applicable government and institutional guidelines for the conduct of research, requirements for confidentiality, and health and safety matters and given copies of all relevant documents that should be signed for.

5.4 Supervisors must provide guidance in all matters of good research practice.

5.5 The supervisor must ensure, as far as possible, that these guidelines are adhered to.

6. Disclosure Of Potential Conflicts Of Interest

6.1 Museum staff must disclose at the time of reporting or proposing research (for example, in a grant application), any potential conflict of interest to leaders of research teams and to editors of journals, to the readers of published work, and to external bodies from which funds are sought. Within the Museum, Division Heads should be informed by research leaders of any conflict of interest of a research team member.

7. Research Misconduct

DEFINITION

"Research misconduct" is taken here to mean fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, or reporting research. It includes the misleading ascription of authorship including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, and the lack of

appropriate acknowledgment of work primarily produced by a research student/trainee or associate. It does not include honest errors or honest differences in interpretation or judgements of data.

Examples of research misconduct include but are not limited to the following:

Misappropriation: A researcher or reviewer shall not intentionally or recklessly

- a. plagiarise, which shall be understood to mean the presentation of the documented words or ideas of another as his or her own, without attribution appropriate for the medium of presentation;
- b. make use of any information in breach of any duty of confidentiality associated with the review of any manuscript or grant application;
- c. intentionally omit reference to the relevant published work of others for the purpose of inferring personal discovery of new information.
- d. Interference : A researcher or reviewer shall not intentionally and without authorisation take or materially damage any research-related property of another, including without limitation the apparatus, writings, data, hardware, software, or any other substance or device used or produced in the conduct of research.

Misrepresentation : A researcher or reviewer shall not act with intent to deceive, or in disregard for the truth:

- a. state or present a material or significant falsehood; or
- b. omit a fact so that what is stated or presented as a whole states or presents a material or significant falsehood.

Procedures Where Research Misconduct Is Suspected Or Alleged

7.1 The Division Heads and Research Centre Heads will be the designated advisers on integrity in research, and the point of first contact for allegations of research misconduct. Heads will consult with the Director as required. If unresolved at this level, allegations of research misconduct are to be investigated/examined by the Museum.

7.2 The fact-finding investigation of a charge of research misconduct must make provision for a written statement of any allegations to be provided to the person(s) against whom such allegations are directed, and for a written response from that person to be received and considered. A fact-finding

investigation should be limited to determining whether a case exists that research misconduct may have occurred. The investigating committee will provide written copies of its conclusions to the Director and all parties at the Museum who were directly involved. The fact-finding investigation will maintain a high level of confidentiality.

7.3 If a case for consideration of research misconduct is found to exist in the fact-finding investigation by the investigating committee, the Director will arrange for advice of this to be given, in confidence, to the secretary of any funding agency currently supporting the person in question, on the understanding that the agency will not terminate its support on the basis of that advice alone.

7.4 The procedures must consider the interests of all interested parties and the protection of persons making allegations in good faith, and of persons accused of misconduct. It is considered that the above procedures do this. No person will be penalised, disciplined or disadvantaged in any way for making an allegation, or providing information to a fact-finding or formal investigation, in good faith.

Interested parties include:

- a person bringing an allegation.
- a person against whom an allegation is made.
- staff, student and trainees working with persons making an allegation, or with persons against whom an allegation is made.
- journals and other media reporting research subject to suspected, alleged, or found research misconduct.
- funding bodies supporting persons or research involved.
- the public.

Appendix 4: Application to digitally record human remains

APPLICATION FORM FOR PHOTOGRAPHY / VIDEO

Name:
University:
Address:

Telephone:

I wish to take black and white photography ☐ colour photography ☐
video ☐ in the Museum of London of the following items:
(☐ Please Tick)

Reason for wishing to photograph/video objects:

Title of Project (if applicable):

I agree to the following conditions:

1. Copyright in all photographs taken to be held by the Museum of London.
2. The photographs / video taken will not be reproduced in any way without permission from the Museum of London Curator of Human Osteology. Permission must be requested separately using a Reproduction Application Form.

Signed.....Date.....

Supervising Curator

Appendix 2: Additional Related Documents and Paperwork Available on Request

*General Standards for the Preparation of Archaeological Archives
Deposited with the Museum of London* (MoL 1998).

Rotunda Human Remains Log