

## INTRODUCTION

The Museum of London's archaeological collections are the responsibility of its curatorial *Department of Archaeological Collections and Archive*.

### Collecting policy and collections management

The Museum is committed to providing public access to information about the archaeology of London. Our aims are to:

- Accept archives generated by archaeological investigations in London.

*The Museum will accept archaeological archives relating to London boroughs and the City of London.*

- Ensure that the material is stored in an accessible and stable environment.

*The Museum has been instrumental in formulating – and now works to – accepted national standards for the care of collections.*

- Integrate new archives into our existing core archaeological holdings.

*The Museum of London is the principal repository for archaeological material in the capital. It currently holds around 3000 individual archives, some dating back to the 19th century.*

- Support collections management systems that will ensure maximum physical and electronic access to archives and the information they contain.

*The Museum is totally committed to provide the maximum access to its collections whether through:*

- *formal and informal teaching,*
- *individual or group research*
- *publications*
- *exhibitions*
- *loans to other institutions*
- *lectures*
- *internet*
- *undertake research, and encourage others to research our archaeological collections*

- *public events ('open' days).*

*The Museum through its curatorial division, its archaeological service and its links with academic institutions is committed to maximising the research use of its archaeological collections*

The purpose of this document is to specify standards that will allow these goals to be achieved without incurring extra costs to the Museum. We wish to receive archives that are complete, environmentally stable, and prepared in such a way as to allow their efficient integration into the existing archive, thus allowing rapid access. To achieve this we have to rely on good will between depositors and the Museum, as well as the acceptance of conformity to Museum of London manuals and term lists (available from the website to download). We also wish to receive archives that conform to national standards, where these exist, in order to facilitate web-based research and to promote exchange of information. The Forum on Information Standards in Heritage (FISH), in particular the use of *Inscription*, is therefore recommended (<http://www.fish-forum.info/index.htm>).

## **Deposit arrangements**

Contact the Records Office for advice and date for delivery, having ensured that each project archive is:

- ✓ complete (Section 1),
- ✓ records appropriately grouped and packaged (Section 2.1 and 2.6.1-8),
- ✓ records microfilmed (Section 2.6.7),
- ✓ finds and ecofacts appropriately bagged, boxed, documented and their contents checked (Sections 2.3, 2.4, 2.5, 2.6.9-14),
- ✓ digital records transferred to CD/DVD and metadata provided (Section 2.7),
- ✓ Deed of Transfer and the Deed of Intellectual Property Rights signed (Section 3),
- ✓ records documented on appropriate checklists (available to download, Proformas 15-20),
- ✓ Part 2 of the Deposition form completed (this should have been received when the site code was requested).

Once deposited in the Museum, each project archive is assessed before it is formally accepted into the collection; the depositor is notified.

## **Contacts**

- To discuss archive matters or to notify the Museum that an archive is to be generated or ready for deposition, please contact the *Records Office of the Archaeological Archive (Archivist - Cath Maloney)*.
- To discuss requirements relating to digital archive deposits, please contact the *Records Office of the Archaeological Archive (Digital Records Officer – Andrew Fetherston)*.

- To discuss conservation matters, please contact:  
the *Department of Conservation (Helen Ganiaris)*.
- To discuss any other matters, please contact the Curator of Archaeology  
(*Francis Grew*) or the Head of the *Department of Archaeological  
Collections and Archive (Roy Stephenson)*.

See the LAARC webpage '[Contacts](#)' for contact details