

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

August 2011

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1. Introduction

The Museum of London holds in its archaeological archive approximately 17,000 skeletal human remains from archaeological excavations in Greater London. Almost all of these were excavated under, and are covered by, Home Office (now Ministry of Justice) licences that allow for their study and research and then, when appropriate, reburial. In addition 65 skeletons or parts of skeletons are accessioned into the core collections.

There is an ongoing debate as to the ethics of excavating, holding and displaying human skeletons by museums. This is a complex and multi-layered debate, influenced by concerns of Indigenous peoples in other countries; the multi-cultural nature of modern society; as well as modern religious and humanist philosophies, medical ethics and museological concerns.

In addition, it is recognised 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
- 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.

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 while causing no offence and treating remains with the up most respect.

Human remains within the Museum collections are cared for by the Department of Archaeological Collections and Archive and are the specific responsibility of the Curators of Human Osteology.

In addition, the Museum of London Archaeology regularly holds on a temporary basis human remains from recent excavations to be analysed and recorded before either being deposited in the Museum's collections, re-buried or deposited with other museums (those not excavated in Greater London).

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

- *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* (CofE/EH 2005)
- *Human Bones From Archaeological Sites* (EH 2004)

The Museum has a cross-departmental Human Remains Working Group that oversees all matters covered by this policy. The Museum's Collections Committee will also be consulted on matters relating to the acquisition, loan and disposal of remains.

1.1. Guiding Principles

The following guiding principles underpin this policy:

- human remains will always be treated with the upmost respect
- all matters relating to human remains will be over-seen by appropriate staff
- human remains will only be handled by appropriate personnel
- human remains will be packaged and stored to maximise their well-being
- human remains will only be acquired and kept if they are considered of high research value
- human remains will not be used in any way that would upset museum users.

2. Acquisitions, Loans, De-Accessioning And Claims For Return.

2.1. Acquisition

The Museum will accept assemblages of human remains from archaeological excavations in Greater London if they are deemed to be of important research value. They will only be acquired if they are accompanied by full associated archaeological documentation, 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 1998).

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 skeletons from excavations but accepts that sometimes these may be accepted for immediate reburial or that other arrangements may be made for them.

The Museum might occasionally accept individual human remains from sources other than archaeological excavation. This will only be if they are considered to be of important research value and are accompanied by suitable documentary records.

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, individual finds will be accessioned into the core collections, and all

archaeological assemblages will be accessioned as elements of excavation archives, individual skeletons will have unique identification within individual archives.

2.2. Loans

It is Museum of London policy not to loan human remains from its collections to other institutions. In exceptional cases the Museum might loan 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/EH 2005.

The Museum's Human Remains Working Group will comment upon any requests for loans of human remains from Museum collections and make a recommendation to the Collections Committee.

It is also 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).

2.3. De-Accessioning

Due to the legal wording of Home Office (now Ministry of Justice) Licences, 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. For this reason the human remains we hold will be continually reviewed as to their research value, on a case-by-case basis, and put into one of three categories:

1. Human remains that have no potential for scientific research. These can be de-accessioned and reburied as soon as is practical. This includes material with no archaeological context or relationship, or some disarticulated bones where individual skeletons cannot be identified.
2. Human remains of a limited research potential that should not be de-accessioned but for which long-term, less accessible storage off-site is a suitable solution. This might include assemblages of archaeologically understood articulated skeletons, where the number of skeletons is too small to currently undertake meaningful analysis.
3. Human remains that have a high research potential that should not be de-accessioned and for which accessible on-site storage is preferable. This includes the majority of the articulated skeletons in our care, large assemblages from good archaeological contexts. This material will be made externally accessible through the on-line Wellcome Osteological Research Database (WORD).

The Museum will undertake an ongoing programme of review of its human remains to decide which fall into these three categories, and find storage and curation solutions to reflect their access needs. These reviews will be over-seen by the Human Remains Working group that will make recommendations as necessary to the Collections Committee.

2.4. 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 all of the Museum's holdings of human remains come from Greater London and were excavated under government licence, claims for return are not expected.

3. Storage, Conservation and Collections Management

3.1. Documentation and Management

Detailed information on the majority of skeletons stored at the Museum is recorded on the Wellcome Osteological Research Database (WORD) providing information on archaeological context, skeletal completeness, demographics, measurements, and pathology. All skeletons are recorded under their excavation context on the database. Storage location is recorded on a separate EXCEL sheet. Human remains material in the non-archaeological Museum collections is recorded on Mimsy XG.

All new assemblages of over 50 remains accepted by the Museum will be recorded on the WORD. Assemblages of fewer than 50 remains will be recorded within site archives by context number and their location recorded on ORACLE and EXCEL sheets.

3.2. Storage

The Museum will generally store skeletal human remains in a dedicated area that has restricted and monitored access. Material under study will be housed within, or close to, the Osteology Lab at the London Wall site and in the Osteology area at Mortimer Wheeler House.

Each individual skeleton 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 skeletal material that is in good condition. For material that is very fragile, rare or in high demand, it may be necessary to use a higher specification storage system. Skeletal material with surviving tissue, nails or hair may also require different storage. Possible biohazards will be investigated and dealt with as required. Higher specification storage will be decided by the Curators of Human Osteology in consultation with the Department of Conservation and Collection Care.

Skeletons 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.

3.3. Marking and labelling

For excavated material, each skeleton will have its packaging clearly labelled as specified in the standards document. Because of the 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.

3.4. Handling

Human remains will be handled only by Museum staff, by designated volunteers and students supervised by Museum staff. Researchers and students will be permitted to handle material only after reading and signing the Museum's *Application for Access to Human Skeletal Remains* (see below) and having their references checked. 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 osteology labs and conservation labs unless agreed otherwise by the Curators of Human Osteology. Human remains must be handled with respect and care following the guidelines detailed in the *Application for Access* (Appendix 1).

Particular care should be taken when handling more than one skeleton at a time to avoid the danger of mixing of unmarked material. Any new damage or loss must be reported to the Curators. No cleaning, reconstruction, or casting can take place unless permitted by the curators who may take advice from the Department of Conservation and Collection Care. If reconstruction is required for study, and permission is granted, methods used will be discussed with the conservators. If sampling is requested this will be done via the Museum's Collections Committee in conjunction with Department of Conservation and Collections Care.

3.5. 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.

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

3.6. 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.

3.7. Associated artefacts

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

3.8. 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 particular surfaces are covered or any pathology obscured. A catalogue of bones in the teaching collection will be maintained.

3.9. Conservation

The Museum's conservators will carry out any conservation treatments after approval by the Curators 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.

3.10. Reburial

Unstratified 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.

4. Access, Education and Use.

4.1. Research Access

The Museum encourages research into its collections (see also 5. below). Anyone wishing to use human remains for research purposes must complete and submit a copy of the Museum's *Application for Access to Human Skeletal Remains*. Applications will be

vetted by the Curators of Human Osteology for Museum and Archive collections and by a MoLA Osteologist for collections still in the care of MoLA. Further advice will be sought as necessary.

Access to human remains will be provided under the close supervision of the Curators of Human Osteology, or in some circumstances by a member of the archive or curatorial team with delegated responsibility from the Head of Archaeological Collections and Archive..

Where access is granted researchers will be provided with a copy of the Museum's *Research Ethics* document.

4.2. Educational Use

The Museum will occasionally use human remains 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 pre-warned of the use of human remains.

4.3. Media Use

The Museum will normally not allow its holdings of human remains to be photographed or filmed for external media purposes. However, the Curators and Head of Department in consultation with the Press and PR Department, and others as necessary will carefully consider all such requests, and if it is considered that media exposure enhances the educational and research use of remains and adheres to the guiding principles of this policy it might be permitted.

5. Research

Research is the prime reason for holding human remains at the Museum of London. The Museum encourages ethical research of its human remains holdings by Museum staff and external researchers.

Details about access for external researchers are given above (4.1.).

The Museum of London will produce and then keep under review a research assessment of its collections of human remains as recommended in DCMS 2005.

The creation of the Wellcome Osteological Research Database is to facilitate research into the Museum's human remains collections. The Museum is committed to the active curation and development of this resource.

The Museum of London, through MoLA, will continue to excavate and record human remains from sites as a part of PPS5 led archaeological investigations. Where there is a requirement for these remains to be analysed through planning conditions and/or

requirements of the Research Framework, in-house MoLA/MoL osteologists will undertake the research.

6. Display

6.1. Background

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

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

6.2. Guiding Principle

Human skeletons 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 skeletons 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.

6.3. Guidance

1. Skeletons will only be used if they are part of the Museum's collections, with good provenance.
2. A named individual will only be displayed if we are happy it is with the consent of any known descendants.
3. If a skeleton from a modern cultural community is displayed, it will only be done so with the consent of any *bona fide* members of that community.
4. Skeletons will only be handled by, or handled under the supervision of, appropriate Museum of London staff.
5. Where a skeleton has been recovered complete, it will be kept complete for display.

6. A skeleton will only be displayed where the project team is happy that it makes a material contribution to a particular interpretation; and that contribution could not be made in another way.
7. Wherever possible skeletons will be displayed in the position and layout, in which they were found.
8. Wherever possible skeletons will be displayed in the coffin, or burial surroundings in which they were found.
9. Skeletons and burials will be displayed in high quality plain cases.
10. As a general principle skeletons will not be on 'open display' but located in such a way as to provide them some 'privacy'. This might be in a specially partitioned or alcoved part of a gallery.
11. The Museum will invite visitors and users of the Museum to comment on the general and particular display of skeletons and take note of comments received.
12. The Museum will not normally loan skeletons for display to other institutions. Images can be loaned.
13. The Museum will review this guidance in the light of changing views in society.
14. The Human Remains Working Group will make any decisions that are needed over the interpretation of these guidelines.

References

DCMS (2005) *Guidance for the Care of Human Remains in Museums.*

Church of England/English Heritage (2005) *Guidance for best Practice for Treatment of Human Remains Excavated From Christian Burial Grounds in England*

English Heritage (2004) *Human Bones From Archaeological Sites.*

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

Appendix 1: Application for Access to Human Skeletal Remains

APPLICATION FOR ACCESS TO HUMAN SKELETAL REMAINS

Museum of London, Centre for Human Bioarchaeology

Applicant surname:First
name(s).....Title.....

Affiliated institution:

.....
.....
.....

..... Telephone No
.....

E-mail.....

Supervisor/Referee.....
.....

Site code(s) for skeletal material
involved.....

Sample size required.....entire skeletons/skulls/dentitions/single bone
(specify.....)*

Proposed dates for access: From.....to.....Renewable?(YES/NO)
(circle one)

Brief description of research
proposal.....

.....
.....
.....
.....
.....

5. A provisional timetable must be provided. Please have alternative dates in mind as the facilities may have been booked by another student. For long-term post-doctoral research, likely to require return visits to the Museum's Centre, please circle 'YES' at the 'Renewable?' prompt.
6. The appropriate permission forms must be completed prior to any work being undertaken.
7. All material must be logged out of the store and returned to the correct shelf location by the researcher at the end of use. If this is not completed correctly it will jeopardise the future use of the collections by other researchers.
8. Human skeletons and body parts must be treated with the maximum respect possible under the circumstances.
9. The human skeletal remains are available for study 10.00 to 17.00 Monday-Friday inclusive, and are subject to the vagaries imposed by other duties, circumstance and staff availability At the present time there are no provisions for working outside these hours nor at weekends or public holidays.
10. It should be understood that all photographs and sketches taken are for research purposes only as described above and will not be used for commercial reproduction.
11. All researchers and/or their institutions must agree to acknowledge the Museum of London in final written work/presentations etc.
12. Researchers are expected to provide a written account of their results, as soon as possible, for deposition in the Centre's archives.
13. All researchers must agree to adhere to these conditions and sign the Application Form to this effect.

Appendix 2: Regulations for users of the human skeletal remains

Skeletal remains and their supporting documentary archives may be fragile. Please take care and do nothing that might damage them. All accidental damage is to be reported to the Curators of Osteology immediately.

When handling and retrieving remains:

- Ensure a note is made of all contexts and their shelf location to be removed from the store. All material is to be logged in and out.
- Make sure you return skeletons to the container and shelf location in which you found them. **THIS IS ESSENTIAL TO ENSURE THE MATERIAL CAN BE FOUND BY FUTURE RESEARCHERS AND STAFF**
- Make sure the remains are packed exactly as found (or as advised by the curator) with all the labels on one side of the bag and the bone(s) clearly visible on the other. Long bones should be at the bottom of the box with the torso and skull uppermost. **Please ask for assistance if any material is difficult to handle or advice on packing is needed.**

When handling supporting documents:

- Use a pencil
- Use a piece of paper to mark your place rather than folding pages

Please do not:

- Over-pack boxes or stack them on the shelves in any way which may result in damage to the collections or injury to users
- Write on or mark any item
- Lean on records or objects or place them over the edge of the desk
- Fold a drawing or other record unless it is already folded
- Make notes on paper resting on records or objects.

You are not allowed to:

- Eat or drink in the research areas
- Use mobile telephones without permission in the research areas
- Use items which could cause damage; this includes correction fluid, scissors, knives, crayons, and adhesive tape or highlighter pens
- Use your own camera, scanner or other copying machine without permission. **Please see the Curator for the appropriate forms.**

The Museum of London Archaeological Archive reserves the right to terminate a visit or refuse future access if regulations are contravened.

Appendix 3: 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

Contents

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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.

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.

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 photograph or video 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 Remains. Permission must be requested separately using a Reproduction Application Form.

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

Supervising Curator.....

Appendix 5: 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

Human Skeletal Collections – Sampling Record

Human Skeletal Collection – Removal of bone from collection