



## DORSET COUNTY MUSEUM

### Conditions For The Acceptance Of Archaeological Archives Into The Collections Of Dorset County Museum

Dorset County Museum is prepared to accept material from archaeological fieldwork provided the following conditions are met:

1. The whole archive is presented according to the Guidelines for the Preparation of Archaeological Archives as set out by the Dorset Natural History and Archaeological Society.
2. The intent to deposit the archive and its presentation is fully discussed in writing at the inception of the project and prior to a deposition date being set.
3. The ownership of the material is fully documented and transferred to the ownership of the Dorset Natural History and Archaeological Society for curation at Dorset County Museum in perpetuity.
4. That a grant to cover the costs of conservation storage at Dorset County Museum is found and agreed in advance and will accompany the archive on deposition.

The cost of conservation storage will be charged at the rates prevailing at the time of deposition. Rates will be reviewed annually.

The rates as at 21 <sup>st</sup> February 2013 are:	per finds storage box (Standard size)	£100
	Per finds storage box (half size)	£50
	per paper archive file	£45
	per paper archive A1 line drawing	£4

The responsibility for obtaining an appropriate grant for storage to accompany the archive on deposition will be that of the donor (the originator of the archive and owner), unless otherwise agreed with Dorset County Museum. The Dorset County Museum will obtain the storage grant in the case of archives from excavations funded by English Heritage.

5. The archives prepared for deposition should achieve the standards required by current professional practice. Guidance can be sought in the current by-laws, standards, policy statements and guidelines of the following institutions:

*The Institute of Field Archaeologists*  
*The Society of Museum Archaeologists*  
*The Museums Archives and Libraries Council*  
*The Department of Culture Media and Sport*

*The Association of Archaeological Illustrators and Surveyors*  
*The United Kingdom Institute of Conservation*  
*English Heritage*

that relate to the management of archaeological projects, their resulting archives and their long-term preservation and access for future research.

February 2013