



**COTSWOLD**  
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## Research Policy

The vision of the Museum is:

*"To be a leading archaeology museum that continues to evolve."*

The Museum's purpose is:

*"To collect, preserve, and interpret collections from the Cotswold District for public engagement."*

### 1. Scope and Purpose of the Policy

Corinium Museum cares for and enables access to archaeological, paper ephemera and social history collections from the Cotswold District. These collections are of the highest heritage merit and are significant both nationally and internationally. They span four distinct groups: Archaeology, Social History, Costume, Photographs and Paper Ephemera.

The purpose of this policy is to foster excellent research of the Museum collection and to lay out procedures to ensure it is undertaken in a sustainable way:

- To enhance the Museum's reputation by raising awareness of archaeology and history of the Cotswolds
- To advance and disseminate knowledge and understanding of the Museum through access to the collection

The policy provides a framework and guidance to manage:

- both internal and external research
- the enquiry and object identification service
- requests for destructive analysis
- research on human remains

Research may be based on collections, archives, objects or practices. The Museum actively encourages research from and between a wide range of disciplines, including:

- Archives (to include paper ephemera and photographs)
- Archaeological (paper archives, small finds, human remains and bulk archaeological collections)
- Historical (to include social history and costume)
- Museological (to include conservation, education, public engagement and audience evaluation)

### 2. Internal Research

Research relating to the Museum collection forms part of the day to day role of curatorial staff and volunteers. Research objectives include:



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- To add to knowledge about artefacts, archives, and collections from the Cotswolds
- To develop information to deliver exhibitions, displays and interpretation
- To develop informal and formal learning programmes
- To develop personal skills or knowledge that will improve an individual's contribution to service delivery
- To create publications based on the Museum collection
- To develop talks, lectures and activities for the Museum's public programme
- To conduct research as part of local, sub-regional, regional or national programmes driven by external organisations in partnership with Corinium Museum, such as exhibitions or surveys

### **3. External Research**

Making the collection available and accessible for external researchers is an essential part of the Museum's research framework to support lifelong learning, public engagement and sustainability. External users include community groups and individuals as well as staff and students from further and higher education, research institutes and schools. Requests to undertake research will be assessed against the research priorities and Forward Plan of the Museum.

#### **3.1 Public Enquiry and Archaeological Identification Service**

Corinium Museum offers a public enquiry and archaeological object identification service. The answering of enquiries for the public is an important and popular service. The enquiry service provides scope for the public to engage with the museum and the collection more closely. It also provides an opportunity for the Museum to increase its body of knowledge and can result in new and important acquisitions to the collection. Initial enquiries can be made by telephone, in person, by email or by completing the **Corinium Museum General Contact Form** available on the website at: [coriniummuseum.org](http://coriniummuseum.org)

The Museum is also committed to providing an excellent service to remote users. Researchers are encouraged to use the online resources available via the Museum website (which includes a searchable collections database).

#### **3.2 Research requiring access to archives and objects**

If research requires access to Museum archives and objects a research proposal must be made in writing using the **Museum Research Request Form**. This must include a summary of the work to include aims and objectives of the research, a timescale for the programme of work, evidence that there is no alternative source for the data, size of sample(s), impact upon the specimen(s), resource implications and planned outputs.

- A number of significant archaeological collections are on display in the Corinium Museum and can be studied from the showcases during opening hours.
- Collections held in store at Corinium Museum and the Resource Centre may be viewed upon request.



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- Physical access to collections will be dependent on resources and/or facilities required and staff availability.
- Users should apply for access to material giving a minimum of five working days for archival material, and ten working days for museum objects. Extra notice is required for sampling, destructive analysis or extended work programmes.
- Security issues in relation to collections and their use will be taken into consideration before permission is granted.
- All users requiring physical access to Museum material must abide by Museum procedures and risk assessments.
- The Museum will ensure that research does not needlessly damage collections, nor exceed agreed ethical and legal guidelines.
- Research results will be added to existing records and made accessible to future researchers.
- Access to archives and objects will be balanced with the long-term integrity and rarity of the collections, which must be safeguarded for future users.
- All material will be assessed for conservation needs, and Museum reserves the right to refuse access to material that is unprocessed, fragile, unstable, damaged or on permanent display.
- Loan of Museum material for research purposes may be considered. Applications should be made to the Collections Development Manager in the first instance. All costs will be borne by the borrowing institution.
- The Museum will ensure that any research undertaken, partnerships, or commissions will comply with the Museum Association's Code of Ethics
- Sampling, invasive or destructive analysis will be subject to consideration and approval.
- Information will be processed and stored in compliance with GDPR, freedom of information legislation and regulations on human remains.

#### **4. Access**

Research may be carried out by Museum staff, volunteers and external researchers. Research partnerships and collaboration are actively encouraged. All research is likely to add to the understanding of the collections and/or audiences and/or services, but the reasons and priorities may vary.

Paper ephemera, photographs, archaeological archives and small finds collections are housed at Corinium Museum, Cirencester. Access to the material is by appointment Monday to Friday. Please contact the Collections Development Manager for further details and to arrange an appointment.

Bulk archaeological finds, human remains, social history and costume collections are housed at the Resource Centre, Northleach. Access is by appointment only. The Resource Centre is staffed on a Wednesday. Please contact the Collections Development Manager for further details and to make arrangements to visit.



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## 5. Resources and Photography

- While fostering research excellence, the Museum will seek to ensure that such activity is cost neutral, and may charge for space and staff time accordingly.
- Document scanning facilities, access to the internet and the collections database Adlib are available at the Museum by prior arrangement.
- Laptops can be brought into the Museum but cannot be logged into the Museum's network.
- The Museum will not be liable for loss or damage to external users' possessions.
- Users may apply to undertake photography or filming of collections for research and educational purposes. A further application must be made to reproduce for publication, broadcast, or other purposes and charges apply. As far as possible Museum object stock images will be supplied.

## 6. Destructive Analysis or Research

All research requiring physical samples to be taken, removal of parts from objects or exposure of items to potentially destructive or damaging agents or procedures (including gases, solvents, vacuums, X-rays, heaters, freezers, strong light, electromagnetic or particle radiation, physical agitation or scanners) must be approved by the senior curatorial team and where necessary external advisors may be consulted.

- Researchers will be required to complete a **Museum Research Request Form** a minimum of four weeks before the start of the proposed research.
- All sampling procedures will be supervised by Museum staff.
- Where destructive research is approved it is especially important that the results of the research are made available to Corinium Museum. This may remove the need to repeat the research in future and may negate requests to do so.

## 7. Human Remains

Human remains constitute a special case when sampling or analysis are required for research. The scope of collections falling within the description 'human remains' follows definitions in the document *Guidance for the Care of Human Remains in Museums (DCMS: 2005)* as

*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)*

- Researchers wishing to sample human remains in the collections must submit a **Museum Research Request Form** a minimum of four weeks before the start of the proposed research. All researchers will be issued with a copy of the Museum's **Human Remains Policy** and must adhere to its conditions when conducting analysis or examining human remains in the Museum collection.
- All sampling procedures will be supervised by Museum staff.
- Research on human remains less than 100 years old must be undertaken in accordance with the Human Tissue Act (2004) and Human Tissue Authority guidance.
- UK Government Guidance on the use of human remains will be followed.



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- External users will only be granted permission to undertake research or analysis of human remains once ethical clearance from their own institution is demonstrated.
- Where destructive research is approved it is especially important that the results of the research are made available to Corinium Museum. This may remove the need to repeat the research in future and may negate requests to do so.

### **8. Culturally Sensitive Material**

Some items may have culturally important protocols associated with them in relation to their handling or use. Research proposals must respect these protocols or research access may be refused.

### **9. Research Consultation Panel**

This will normally consist of a member of the Museum Senior Team (Collections Development Manager or Museum Director) and if necessary consultation with an external advisor and/or expert from an appropriate institution. Decisions will be recorded and available to research applicants. The researcher will be informed of this as it is likely to delay a decision.

### **10. Research Output**

- The Museum actively encourages dissemination of research through presentations, exhibitions and publications.
- The Museum will require copies of data from research on its collections or practices to be made available to future researchers. It will also be added to object records on the Collection Management Database Adlib.
- The Museum will require a copy (digital & physical) of all publications resulting in part or entirely from research on its collections or practice.
- All outputs are subject to compliance with all intellectual property rights resting in the material used. Where these lie with the Museum, researchers will be advised as to any associated restrictions and obligations.
- Corinium Museum should be acknowledged in all outputs, exhibitions and publications.
- In providing permission to reproduce material obtained from the Museum, Corinium Museum does not assume any responsibility from infringement of copyright in the material which may be held by others, and the publisher assumes all responsibility for any claims made under copyright legislation.
- The Museum will not support research that is deemed in its process or outputs to risk the Museum's reputation.

### **11. Charges**

Depending on the nature of the research enquiry charges may be levied for:

- Reproductions and filming
- Staff time and access to collections



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**Appendix 1 Research Enquiry Form**

Project Title:			
Research aims and objectives of the project:			
Brief description of the project:			
Dates of research	Start date:	End date:	
Estimated time required:	hours/days		
What facilities will you require?			
Name and position:			
Address:			
Email:			
Telephone:			
If student, course details and name of supervisor, with contact details			
Grant supporting body (if applicable):			
Is it likely that the research will involve:			
Photography or filming: Yes / No			
Sampling & analysis: Yes / No			
Work with human remains: Yes / No			
<b>If sampling or work with human remains is required please complete details below</b>			
For each object or sample requested, please provide the following information:			
<b>Accession Number</b>	<b>Description</b>	<b>Material</b>	<b>Provenance</b>
Size of sample require:			
Weight of sample required:			
Method of sampling:			



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Please state who will take the samples and what qualifications or experience of sampling s/he has:		
Method of analysis (including non-destructive techniques, e.g. radiography)		
Research institution/Employer/Funder:		
Names and links to any associated collaborators/partners:		
Names and links to any associated projects/work programmes:		
What will the research deliver? (publication, exhibition etc.)		
How will Corinium Museum collections contribute to your research aims?		
In what format will the outcomes of your research be presented? (conference paper, publication, thesis)		
Please provide references to any published work relating to your project's aims or techniques:		
Please provide the name and contact details of a referee for your project:		
Who will own the copyright of the data? (This could be an individual or an institution):		
If approval for research is granted, I agree to undertake the following:		
<ul style="list-style-type: none"><li>• to provide the Museum with one hard copy and one digital copy of the research results and outputs, including data and final texts prior to publication</li><li>• to give permission for the Museum to use my data and results for interpretation once I have confirmed that the research is complete and results are ready to be used</li></ul>		
Signature:	Date:	
If student, signature of supervisor or course co-ordinator		
Name:	Signature:	Date:



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### Terms and Conditions

1. In keeping with its mission, Corinium Museum encourages the responsible use of its collections for learning, teaching, and research. Corinium Museum is committed to excellent standards of collections care and professional ethics, as set forth in the Museums Association's Code of Ethics for Museums and the Society of Archivists Code of Conduct.
2. This application form must be completed and approved by the Collections Development Manager or Museum Director before sampling, scientific analysis or work with human remains can commence. If the remains leave Corinium Museum for analysis, a loan agreement must also be in place. Researchers should allow at least 4 weeks from submission of the application for Corinium Museum to reach a decision.
3. Analytical techniques and the collection and preparation of samples must minimize the level of risk to the collections of Corinium Museum. Wherever possible, samples should be taken at Corinium Museum and in the presence of a member of the Collections Team.
4. Samples and any remains from analysis must be returned to Corinium Museum within 6 months of the procedure being carried out. Samples should be returned in a format appropriate for long-term storage, except in cases where the facilities at Corinium Museum are unsuitable for the material in its post-analysis state.
5. Researchers must provide Corinium Museum with a copy of all images in original format (X-ray, transparency, print, digital, etc.), and any data sets, analytical results, report, thesis, or publication (or the relevant parts thereof). In the case of DNA sampling, researchers must submit the DNA sequence to an approved database such as GenBank or EMBL-Bank, following consultation with and approval by Corinium Museum.
6. All reports, theses, and publications must credit Corinium Museum, Cotswold District Council and cite the object accession number. Permission to reproduce images of Corinium Museum objects must be sought separately. Charges are available on request.
7. Corinium Museum reserves copyright and all other commercial, moral, and intellectual property rights to material in its collection. This includes samples extracted from these materials by any third party.
8. Access to collections is at the discretion of Corinium Museum and by appointment only. The Museum reserves the right to restrict or prohibit access to stored collections at any time without notice.
9. In order to safeguard collections visitors must not touch or handle objects without express consent from a supervising member of staff. If consent is given they must be handled as instructed.