

# Colchester+Ipswich Museums

## RESEARCH POLICY

**A framework for internal and external  
collections and information-based research**

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## **1.0 PURPOSE OF THE POLICY**

Research is for everyone. It is a powerful tool to develop better learning and understanding across all communities. Research is an active process of exploration and discovery aimed at finding, interpreting and revising facts.

Colchester and Ipswich Museums Service (CIMS) must be a reliable source of information and a responsible manager of its collections. Research helps us to increase our understanding of these collections to consolidate their value as a learning resource.

For the Museum, research generates a greater understanding of its collections and related material, its services, and its users and potential users.

Research may be undertaken by:

- Museum staff and volunteers conducting research for CIMS.
- Museum staff undertaking 'community research' with community groups/panels for exhibitions (e.g. 'Power of Storytelling') and other activities.
- Museum staff and volunteers conducting research for external users/enquirers.
- External consultants conducting research on behalf of CIMS. (External specialist support commissioned by CIMS, usually externally funded.)
- External researchers (academic, community, schools, individuals or organisations) conducting research for their own purposes or agendas.
- External researchers (partnership arrangements with universities) conducting research as part of their degree or work

All research is likely to add to the understanding of the collections in terms of audiences and/or services, but the reasons and priorities may vary. This Research Policy will guide the organisation's internal research and introduce policies in relation to external research use of CIMS' collections.

The purpose of this Research Policy is to provide a framework and guidance to manage:

- internal research
- public enquiries
- external research requests
- requests for destructive research and research on human remains (which may be internal or external)

## **2.0 Research by staff and volunteers (internal research)**

### **2.1 Museum-driven research**

This relates to CIMS' projects, exhibitions, events and activities as outlined in the Business Plan and forms part of the day-to-day role of staff and volunteers. As well as what may be characterised as traditional research activity – using collections, library and archive resources – it may also cover newer areas of activity such as inviting community members or groups to contribute their knowledge perspectives to the

interpretation of collections.

It includes areas such as research which:

- adds to knowledge about museum objects, or their associated information
- adds knowledge about collections or collectors represented in CIMS' collections
- develops knowledge needed for public interpretation, including – but not limited to – temporary exhibitions, permanent displays and interpretation
- develops informal or formal learning programmes
- develops knowledge for special events
- develops personal skills or knowledge that will improve an individual's contribution to service delivery
- creates publications
- develops talks, lectures or conference presentations

**Issues** to be considered before undertaking this type of research are:

- balancing competing priorities
- committing to appropriate levels of research for the task
- deciding on the appropriate person to undertake the research
- deciding when to outsource the research
- deciding on the potential role of volunteers
- deciding on how research is formally 'acquired' by or 'deposited' in the museum including whether this in hard copy or digital form

## **2.2 Subject research**

This includes research into subject areas relating to the collections and may include:

- research into community history, archaeology, fine and decorative arts, natural science, world cultures or other museum-related subjects which adds to the museum's knowledge base and the personal development of staff or volunteers, thereby improving their ability to deliver services to the public. Reference should be made to the relevant Collections Management Policy.
- personal research towards a recognised qualification as part of agreed professional development (for example AMA or MA/MSc).
- research as part of local, sub-regional, regional or national programmes driven by external organisations in partnership with CIMS, such as publications or surveys.
- research into community history, archaeology, fine and decorative arts, natural science, world culture or other museum-related subjects, not connected directly with activities of the service, but adding to the general body of knowledge in that subject.

**Issues** to be considered before undertaking this type of research are:

- relevance of the research to the service, its objectives and forward plan
- competing time and resource demands with other areas of the service
- the role of volunteers in research

- resources and/or facilities required for research
- destructive research (sampling and analysis)
- research which compromises the integrity or future survival of the collections or related information

### **2.3 Business-related research**

This includes applied research to:

- measure the impact of services or projects
- evaluate the work of the service
- improve standards of service delivery

It may include:

- visitor surveys
- research into exhibition design
- website user research
- environmental research to improve standards of care for the collections
- non-user research

**Issues** to be considered before undertaking this type of research are:

- gathering appropriate levels and types of information
- deciding on the appropriate person to undertake the research
- deciding when to outsource the research

### **2.4 Managing Internal Research**

The following work is considered normal, and not subject to this Research Policy:

- Research to answer enquiries not exceeding 1 hour
- Research requiring less than 7 hours (1 day) of work time in total
- Individual involvement in research already agreed as part of wider programmes – including market research, routine development work and project evaluation, or as part of a larger project, including those attracting external funding from bodies such as the John Ellerman Foundation.

If staff or volunteers are undertaking deeper or longer-lasting research, especially if it involves a financial commitment from the service, fieldwork and/or visits to other museums or archives, the following issues should be considered:

- relevance of the research to the museum, its objectives and Forward Plan
- resources and/or facilities required for research
- balancing competing priorities
- committing to appropriate levels of research for the task
- deciding on the appropriate person to undertake the research
- deciding when to outsource the research
- making best use of our volunteers

- impact on the integrity or future survival of the collections or related information

It is important that all longer-lasting research projects are discussed with your line manager. In the case of destructive research (sampling and analysis), the proposal will be considered as if it were an external request.

It is the responsibility of the line manager to identify when research proposals require further approval. Examples of such major work may include:

- Research involving absence from the workplace for several weeks
- Research involving significant financial costs (even if externally funded)
- Research running over a significant period
- Research which supports an individual's CPD, but which does not fit with service priorities

Once a research project is agreed, it will form a key part of an individual's work plan and may also form part of a person's personal development plan.

### **3.0 PUBLIC ENQUIRIES**

#### **3.1 Purpose of the Service**

CIMS offers a **public enquiry service** where customers can expect a reasonable level of information to be provided by staff. Enquiries sent by email are answered by an appropriate member of staff whilst 'Ask the Expert' events are held periodically so that members of the public can bring in items for identification on a 'drop-in' basis. CIMS no longer offers an 'objects left' system and customers will only be seen if they have made an appointment in advance.

CIMS does not provide valuations under any circumstances.

The enquiry service provides a personal interface between staff and the public. It enables learning and provides an opportunity for the public to engage with the museum and its collections more closely. It also provides an opportunity for the service to increase its body of knowledge and may sometimes result in new acquisitions of great importance. (For more information see <https://finds.org.uk/contacts>)

CIMS in Colchester manages, on behalf of the British Museum, the Finds Liaison Officer for Essex who records new archaeological finds, including potential Treasure, made in the county and occasionally elsewhere.

The enquiry service contributes to Performance Indicators as users of the service.

**Issues** raised by this type of research are:

- large numbers of enquiries occupying excessive staff time
- complex enquiries requiring major staff time commitments

This Policy includes guidelines for how much information provision and research can be provided free for individuals or organisations as well as a scale of charging for external research conducted on behalf of individuals or organisations.

If research work beyond this is required and no charge is made, the research will fall under the aegis of **External Research**.

**Commercial requests** for information will be charged at the agreed rates (information supplied on request).

In exceptional circumstances – for example, during a major redevelopment project at one of our museums – it may be necessary to temporarily suspend our enquiry service. In this eventuality, a notice will be posted on the CIMS website and customers will be directed to alternative sources of information. An automated message would also be used on the relevant email account.

### **3.2 Managing Public Enquiries**

The answering of enquiries for the public is an important service. All enquirers are our customers and should expect the highest standard of customer service. However, some enquiries may require considerable resources to answer. If enquiries require more than a one-hour period to answer, the enquirer should be informed. The options available may be:

- a lower level of information is supplied
- the enquirer is provided with support to find information themselves
- the enquirer is referred to other organisations with greater specialist knowledge or resources
- the enquirer is provided with contacts (individuals or organisations) who may undertake the research on their behalf, usually for a fee

**Commercial requests** for information will be charged at the agreed rates.

What can an enquirer expect for free?

- One hour of staff time
- Digital copies of brief written reports and/or printed material

***Common sense must prevail as the over-riding principles are of good customer care, not income generation.***

The service will be monitored continuously, and opportunities identified to both improve the service and make it more efficient. This will include:

- 'Ask the Expert' days three times each year, where CIMS staff and external specialists are available to answer questions on specific categories of museum items
- Information sheets in a folder for the most common enquiries
- Collections Information Leaflet to assist Visitor Services staff in providing clear advice on the services we offer and how to find additional information
- Gallery displays to help with common enquiries
- Access for all CIMS Visitor Services staff to Axiell Collections to enable them to look for collections information
- Joint working with the FLOs (for Essex and Suffolk) and other museums to offer a more comprehensive service and to share expertise and workload.

## **4.0 EXTERNAL RESEARCHERS**

### **4.1 Overview of External Research**

External researchers approach CIMS because of the collections or knowledge we hold. The research may or may not contribute directly to the objectives of the museum, but will usually add to knowledge about the museum and/or its collections. Some of this research may be academically driven, but much will be informal, for individual interest, personal development or for cultural enrichment.

Museums hold collections in trust on behalf of society. Making these collections available and accessible for research is a fundamental part of our service to the public in support of lifelong learning and personal improvement.

Individual staff will deal with a variety of enquiries and requests that fall outside this Research Policy. For example, one-off visits to see a particular item, casual enquiries from visitors and group visits are unlikely to be classified as research. However, it is essential that any informal visits that escalate into research work must be a part of this system.

There is often no clear line between a research project and a research enquiry - for example, a local birdwatcher who wants to use the collection to help with bird identification. It is important that both are logged as research, but detailed research proposals may not be required for the latter.

The following facts would tend to support the need for the completion of a formal Research Visit Request (Appendix 1):

- The researcher will work on collections under museum staff supervision
- The researcher will return for two or more visits
- The research is part of a formal course of study
- The research is part of a funded research project

### **4.2 Decisions about External Research Requests**

All researchers are required to feedback their research outcomes and findings to CIMS where appropriate. We are committed to enabling research wherever possible, however issues to be considered before agreeing to a research proposal are:

- support time needed from staff
- physical accessibility of collections requested
- resources and/or facilities required for research
- security issues in relation to collections and their use
- The condition of the items requested, particularly where this might involve a condition check by a museum conservator before viewing and handling

If necessary, a detailed research proposal will be required (Appendix 2). This will be the case for:

- long-term or very detailed research on a particular collection

- research which impacts on existing or planned museum-driven research or collaborative projects
- requests to perform destructive research (see 4.3 below)
- research with social, religious, political, racial or other ethical or legal implications or connotations (see 4.4 below)

The Senior Collections and Learning Curator will make decisions about research requests at this stage. In the case of overlap with museum priorities a collaborative approach will be offered. Decisions to approve or refuse research requests will normally be made within twenty working days from the receipt of a formal written or e-mailed request. In the case of request relating to destructive analysis the time taken to reach a decision may be longer (see section 4.3).

Researchers making use of CIMS' collections must agree access times with museum staff, and agree to follow the conditions on the back of the research visit form.

### **4.3 Decisions about destructive research (sampling and analysis)**

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, X-ray fluorescence, heaters, freezers, strong light, electromagnetic or particle radiation, physical agitation or scanners) must include a Sampling and Analysis Proposal Form (Appendix 2) as part of the research application. A separate form must be completed for researchers wishing to sample human remains from the collections (Appendix 3).

The proposal will be considered by appropriate collections and learning staff, including a conservator and the relevant Senior Collections and Learning Curator, with input from external advisors where appropriate. For collections such as bulk archaeology further approval will not normally be necessary; however, if the item is unique and sampling will materially affect the item to be sampled further approval may be sought from the relevant senior manager or Portfolio Holder, with external advice as appropriate.

Where destructive research is approved, it is imperative that a binding commitment is made by the researcher or their institution that the results of the research are made available to CIMS. A failure to provide this undertaking will mean that permission for the research will be withdrawn.

The information supplied by the researcher will be recorded on the object's Axiell Collections record. This may remove the need to repeat the research in future and may negate requests to do so.

With regard to repeat sampling of the same object or collection, consideration should be given to denying the request if it is felt that this will result in the object or collection being over-sampled or if appropriate data already exists to support the research enquiry or if the proposed method will not add substantially to existing data.

#### 4.4 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.

Human remains usually have strong cultural sensitivity, but are covered in Section 4.5.

In the case of a dispute or disagreement, or where it is felt that the service has insufficient evidence or experience, external expert advice and assistance will be sought, normally from an institution with a strong research focus such as a national or university museum.

#### 4.5 Sampling or Analysis of Human remains or tissue samples

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)*

and includes:

- Osteological material (whole or part skeletons, individual bones or fragments of bones and teeth)
- Soft tissue including organs and skin
- Embryos
- Slide preparations of human tissue
- Any of the above that may have been modified in some way by human skill and/or may be physically bound-up with other non-human materials to form an artefact composed of several materials
- Any art works composed of human bodily fluids or soft tissue

It does not include hair or nails although these may be of importance in a cultural context.

For human remains under 100 years old, legislation under the **Human Tissue Act (2004)** applies which requires registration of the collection, for which a charge is levied.

Appendix 4 sets out the Research and Sampling Guidance from the DCMS (2005) report.

Researchers wishing to sample human remains in the collections must submit a form (Appendix 3) a minimum of three months before the start of the proposed research.

## 4.6 External Research

All proposals for external research must be made in writing or by e-mail using the Research Visit Request Form (Appendix 1).

The idea behind this process is to:

- ascertain if a research visit is necessary or appropriate
- monitor and log research on collections
- encourage research that adds value to our collections
- ensure that research does not needlessly damage collections, nor exceed agreed ethical and legal guidelines

Considerations for external research should include:

- time required to supervise research
- the outputs of the research
- resources required from CIMS for the research (bench space, consumables, safety equipment etc.)
- can the research be served better by loaning collection items to the researcher?
- can the research be served better by loaning items to another organisation with more suitable facilities where the researcher can access them?
- How will the research be formally 'acquired' by or 'deposited' in the museum including whether in hard copy or digital format

If resources cannot be provided in a CIMS museum venue for the research to be completed or if the researcher cannot visit for geographical reasons, then loan of collection items should be considered. The loans must be administered through the formal loans procedures of CIMS and due diligence must be applied in consideration of:

- potential damage to items in transit
- suitability of an item for loan (fragility, or other risk)
- insurance of items
- security of items in transit and at venue where the loan is being housed
- agreed processes and procedures to be used on items and safeguards or appropriate supervision
- references and quality control to be applied in respect of borrowers and researchers
- the costs relating to the loan, including travel and subsistence for museum staff couriering loans

Risk and Condition Assessments must be completed prior to any loan for research.

An appropriate solution may be to lend the object to another Accredited Museum or university where suitable facilities are available, nearer to the researcher, and where an appropriate level of professional care and supervision can be ensured.

## **5.0 Procedures**

### **5.1 Internal research requests**

All research covered by this policy requires formal agreement with a staff member's line manager. The line manager will judge when research proposals are major enough to be forwarded for consideration by the Museum Management Team. This will only happen where the project is especially significant in terms of time commitments, costs, resource needs or other issues.

Once a research project is agreed, it will form a key part of an individual's SMART objectives and may also form part of a person's Personal Development Plan.

### **5.2 External Research Requests**

Individual staff will deal with a variety of enquiries and requests that fall outside this Research Policy. However, it is essential that any informal visits that escalate into research work must be a part of this system.

The relevant Collections Working Group (CWG) will make decisions about research requests at this stage, in conjunction with senior management as required.

The CWG will approve or refuse research requests. However, in the case of requests requiring sampling or analysis, where the CWG feels that they have insufficient evidence or experience to make a decision or where the researcher challenges a refusal, the matter will be referred to the Senior Management Team and potentially then passed to the relevant Portfolio Holder for a decision. The researcher will be informed of this as it is likely to delay the decision.

Decisions to approve or refuse research requests will normally be made within six weeks from the receipt of a formal written or emailed request.

## **6.0 FRAMEWORK FOR FUTURE RESEARCH**

### **6.1 Overview of Collections & their Research Potential**

The collections of Colchester and Ipswich Museums are held for public benefit. In keeping with its mission, CIMS encourages the responsible use of its collections for learning, teaching and research. CIMS is also committed to national standards of collections care and professional ethics, as set out in the Museums Association's *Code of Ethics for Museums* and in other best practice documents.

Important collections which are known to be of interest to researchers include:

- The Designated archaeology collection in Colchester
- The Colchester natural science collection
- The Ipswich natural science collection
- The Ipswich archaeology, art and world cultures collections

## 6.2 Priorities for Research

The Museum's own priorities for research, where potential collaborations have been identified, or where there is significant public interest include:

- The geology collections at Ipswich being used by the universities of Birmingham and Cambridge
- The natural history collections at Ipswich being used by the University of Suffolk
- Decolonisation across all the Ipswich Museums' collections
- The John Constable art collection, in Ipswich, funded by the Paul Mellon Centre for British Art
- The Anglo-Saxon archaeology of Ipswich and Suffolk, particularly the ongoing research into the royal site at Rendlesham with UCL
- The Palaeolithic material from Suffolk, including the finds from Barham currently being studied by the British Museum
- The Roman archaeology of Colchester, particularly burials, with University of Reading
- The Colchester social history collection, especially the 'Major Bale' archive (including artworks) and the 'Mason' archive
- The Colchester costume collection, especially 20<sup>th</sup>-century 'everyday', 'home-made' and 'ready-to-wear' fashion
- Colchester natural science collection, especially the mollusc collection.

In cases where the Museum is developing plans for its own projects, we would expect to work closely with potential researchers to ensure that any use of collections is in collaboration with the Museum's own work, rather than duplicating or pre-empting such studies.

## 6.3 Links to other Frameworks

- Regional Research Framework for Archaeology: Medlycott M. (ed) 2011 'Research and Archaeology Revisited: a revised framework for the East of England'. *East Anglian Archaeology Occasional Paper 24*. ([http://eaareports.org.uk/publication/occ\\_pap24/](http://eaareports.org.uk/publication/occ_pap24/))

NB This is currently under review, see:

<http://eaareports.org.uk/algao-east/regional-research-framework-review/>

- Nixon, T., McAdam, E., Tomber, R. & Swain, H. 2002. *A Research Framework for London Archaeology 2002*. London: Museum of London

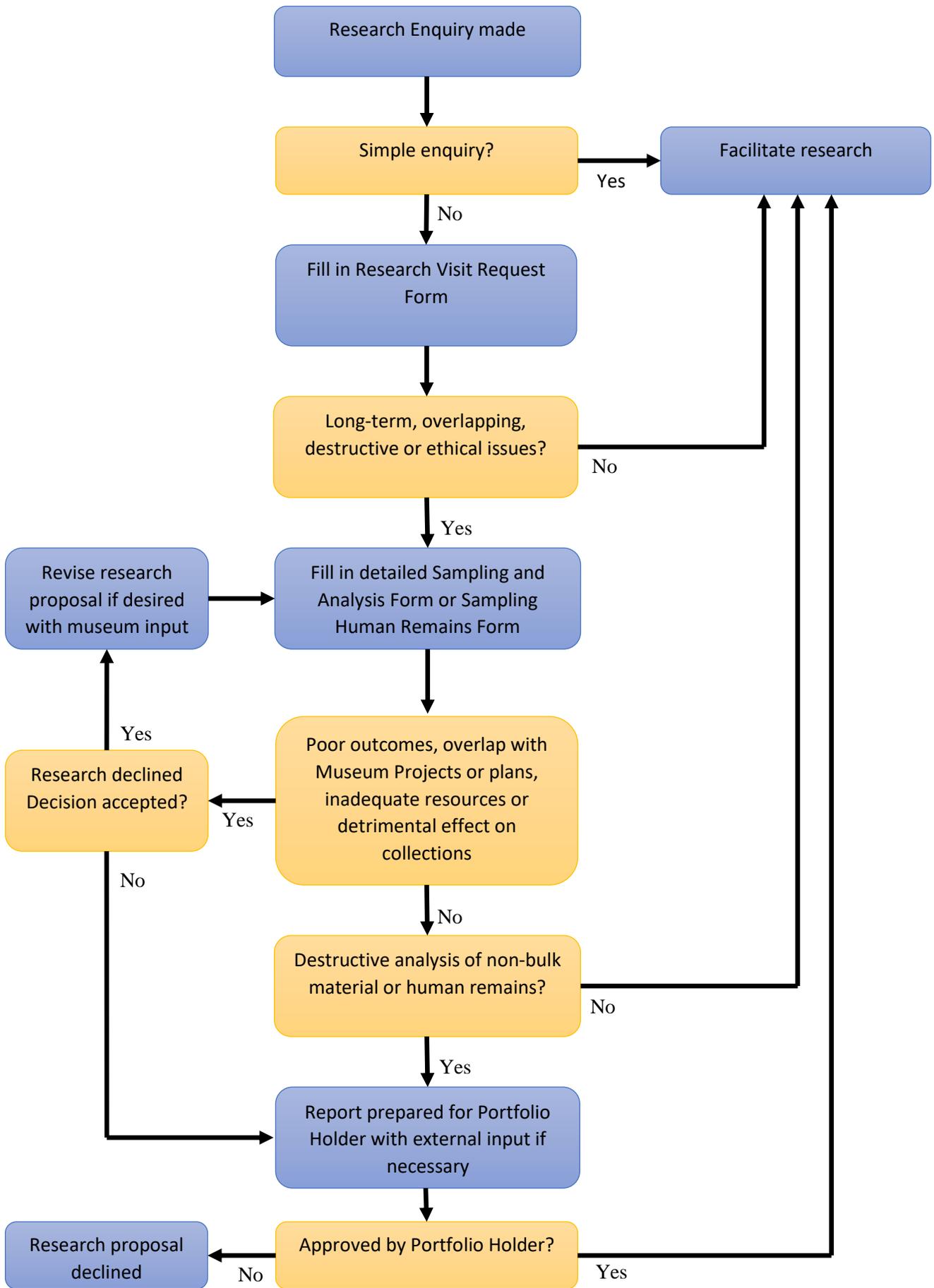
### \* Current and Potential Partners

- British Museum
- Museum of Archaeology and Anthropology, University of Cambridge

- Victoria and Albert Museum
- Colchester Institute
- Institute of Archaeology, University College London
- University of Birmingham
- University of Cambridge
- University of Essex
- University of Exeter
- University of Leicester
- University of Reading
- University of Suffolk
  
- Arts Council England
- John Ellerman Foundation
- Paul Mellon Centre
  
- British Art Network
- Essex Wildlife Trust
- GeoSuffolk
- Roman Finds Group
- Society for Museum Archaeology
- Suffolk Biodiversity Information Service
- Suffolk Naturalists' Society
  
- Colchester Archaeological Trust
- MOLA (Museum of London Archaeology)

## **7.0 Colchester and Ipswich Museums: Process for approval of Research Proposals**

(See next page)



## Appendix 1 – External Researcher: Research Visit Request

Colchester+Ipswich  
Museums

### Research Visit Request

To access the Museum's stored collections please complete this form and return it as follows.

For Ipswich museum collections to: [ipswichcollections@gov.uk](mailto:ipswichcollections@gov.uk)

For Colchester museum collections to: [Collections@colchester.gov.uk](mailto:Collections@colchester.gov.uk)

Please make sure you have read the conditions on the reverse and are aware that on your first visit you will be **required** to bring proof of your name with a valid signature and proof of address.

<b>Date</b>	
<b>Name</b>	
<b>Contact details</b> (address/email/ phone)	
<b>Affiliation</b> (e.g. college, university, museum, independent researcher)	
<b>Objects, records or subject you would like to study</b> (please be specific e.g. item names or types, document titles, sites, dates, creator, make, material, technique, event etc.)	

**Reason for research** (please be specific e.g. family history, academic research, object study, technique study, publication, commercial etc.)

**Additional Questions:**

Is it likely that the research will involve?

- |                                       |     |    |     |    |
|---------------------------------------|-----|----|-----|----|
| * Sampling & analysis                 | Yes | No |     |    |
| * Photography or video of objects     | Yes | No |     |    |
| * Collection items leaving the museum |     |    | Yes | No |
| * Work on human remains or tissues    |     |    | Yes | No |

**Dates and Times**

Proposed start and finish dates for research: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Estimated time required: \_\_\_\_\_ hours/days

**Last possible date of visit**

(if applicable, although we will attempt to accommodate requests this is not guaranteed)

**Signature**  
(if emailed you will be required to sign on the day)

*I confirm that I have read and agree to abide by the Collection Visit Conditions on the reverse of this form*

**For staff use only** (special requirements, dates of visits)

Proof of name / signature checked

Proof of address checked

## CIMS Collection Visit Conditions

1. Access to collections is at the discretion of the Museum and by appointment only. The Museum reserves the right to restrict or prohibit access to stored collections at any time without notice.
2. Proof of your name with a valid signature and proof of address will be required on your first visit.
3. Due to the number of research visits requested, a limit may be placed on the duration of your visit and the number of objects, archive records or books you can view.
4. The Museum reserves the right to deny access to friends and relatives or anyone accompanying a researcher unless those people are named on this form.
5. Visitors must comply with all emergency procedures, including the evacuation of the building in the event of a fire, or for fire drills.
6. Bags and coats are not permitted in study areas; please leave them in lockers provided.
7. Visitors will be invigilated by a member of staff at all times whilst in study areas.
8. Smoking, eating, drinking and the chewing of gum is not permitted anywhere in study areas.
9. Notes may be made using pencils or personal computers only. The use of pens, paints, glues or any other substance or equipment that may damage the collections is not permitted.
10. 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 and not marked or interfered with in any way including changing ordering.
11. Archive records and books may be handled but only with great care, visitors must not mark, lean on, or interfere with the original order of material. All handling instructions given must be followed.
12. Consideration must be shown to other users and staff throughout your visit. The use of mobile phones is not permitted so ensure they are switched off or on silent mode.
13. Reproductions of collections, including by photography and filming, may be permitted at the discretion of the supervising member of staff for private study and non-commercial research only, subject to copyright legislation and other restrictions. Reproductions are not permitted for publication (including the internet). *An Agreement for Non-Professional Reproduction of Objects* must be completed before reproduction commences.
14. Photocopying of archive records and books may be permitted subject to the terms above (condition 13.) and a charge of 10p per A4 page and 20p per A3 page.
15. Commercial reproductions of collections are subject to different conditions and charges.
16. The Museum and the relevant local authority owner of the collection (Colchester Borough Council and Ipswich Borough Council) must be acknowledged in any research based on material from the collection. Wording will be provided on request. If a copy of research based on material from the collections is requested

this must be supplied.

17. Additional conditions may apply depending on the collection examined or store visited.
18. Under EU General Data Protection Regulation (GDPR), we follow strict procedures in the storage and disclosure of information which you have given us to prevent unauthorised access. Your information will not be used for any purpose other than stated above, nor will it be disclosed to any third party. It will not be kept for longer than necessary for administrative use. We may keep permission forms for longer periods insofar as the personal data will be processed solely for scientific or historical research purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals. If you are under 18, please check with a responsible adult before filling in your details.

## **Appendix 2 – APPLICATION FOR SAMPLING AND ANALYSIS Colchester and Ipswich Museums**

1. In keeping with its mission and corporate aims, Colchester and Ipswich Museums (CIMS) encourages the responsible use of its collections for learning, teaching and research. The museum service is also committed to national standards of collections care and professional ethics, as set out in the Museums Association's *Code of Ethics for Museums* and other best practice documents.
2. The accompanying application form must be filled in by anyone requesting permission to carry out scientific analysis on the collections managed by CIMS on behalf of Colchester Borough Council and Ipswich Borough Council, including sampling from objects and destructive analysis, which is here defined as analysis that will alter the physical nature of the sample obtained or of the object itself. If the object(s) leave CIMS for analysis, a loan agreement must also be in place.
3. Before any sampling or analysis can occur, this application form must be completed, submitted to CIMS, and approved by the appropriate Collections Working Group. Where the sampling will materially affect an individual museum object, further approval will be sought from the Senior Museum Management Team, with external advice as required. Researchers should therefore allow up to three months from submission of the application for CIMS to reach a decision.
4. Analytical techniques and the collection and preparation of samples must minimize the level of risk to objects in the collections of CIMS.
5. Wherever possible, samples should be taken at CIMS venues and in the presence of a member of museum staff. CIMS will require that an experienced and qualified researcher carries out the sampling.
6. Samples and any remains from analysis must be returned to CIMS within six months of the procedure being carried out unless explicitly agreed in writing that the samples may be retained by the researcher or appropriate institution. Samples should be returned in a format appropriate for long-term storage, except in cases where the facilities of CIMS are unsuitable for the material in its post-analysis state.
7. Researchers must provide CIMS 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) arising from research and analysis carried out on objects from the collections managed by CIMS. These will become part of the archival records attached to each object and must be sent to CIMS within 6 months of preparation (for results and reports), submission (for theses), or publication. In the case of DNA sampling, researchers must submit the DNA sequence to an approved database such as GenBank or EMBL-Bank, and provide us with the accession numbers of computer-readable copies of sequence data following consultation with and

approval by CIMS.

8. All reports, theses and publications must credit both CIMS and the relevant local authority (Colchester Borough Council and Ipswich Borough Council). In addition, the relevant museum accession number(s) must be cited. Permission to reproduce images of objects from the collections managed by CIMS must be sought separately and a reproduction fee may apply.

9. The relevant local authority (Colchester Borough Council and Ipswich Borough Council) reserves copyright and all other commercial, moral and intellectual property rights to material in its collections. This includes samples extracted from these materials by any third party.

10. The relevant local authority (Colchester Borough Council and Ipswich Borough Council) retains all rights to DNA sequences derived from specimens in its collections. The research and the results of the research may not be commercially exploited in any way without the prior written agreement of the relevant local authority. Material can only be passed to third parties, or PCR products subsequently used, with the approval of the relevant local authority.

11. English law shall apply to these conditions.

## Applicant Details

Name:

Academic position:

Institutional affiliation:

Institution carrying out analysis, with contact details:

Grant supporting body:

Your contact details (address, email, phone)

If student, course details and name of supervisor, with contact details

## Project Information

Project title:

Names and affiliations of any collaborators:

Brief description and research aims:

How will the collections of Colchester and Ipswich Museums contribute to your research aims?

In what format will the outcome of your research be presented?  
(e.g. conference paper, peer-reviewed publication, dissertation or 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 scientific referee for your project:

## Specific Information and Technical Details

For each object or sample requested, please provide the following information:

Accession no.	Description	Material	Provenance

When is the sample or analysis required?

Size of sample(s) required?

Weight of sample(s) required?

How much and which part of the object(s) will be affected by sampling?

Method of sampling (e.g. x-ray, scalpel scrape, drilling)

Please state who will take the samples and what qualifications or experience of sampling they have:

Method of storing sample(s) after analysis

Method of analysis (including non-destructive techniques, e.g. radiography)

How will the sample or object be affected during analysis?

Please state who will carry out the analysis and what experience of the procedure they have:

## Applicant Signature

If approval for research is granted, I agree to undertake the following:

- To provide a copy of my results Colchester and Ipswich Museums as soon as they become available prior to publication;
- To provide a copy of any thesis or publication (or relevant parts thereof) arising from my research to Colchester and Ipswich Museums within 6 months of submission or publication date;
- To return samples to Colchester and Ipswich Museums within 6 months of the analysis;
- To adhere to conditions given at the start of this form, where appropriate.

Failure to comply will prejudice future requests from researchers and their institutions.

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Signature

Date

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If student, signature of supervisor or course co-ordinator

Date

Comments of supervisor or course co-ordinator:

**Colchester and Ipswich Museums use only**

Comments of Collections and Learning Curator:

Name \_\_\_\_\_ Collection \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments of Museum Manager:

Name \_\_\_\_\_ Collection \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Museum Team meeting date and comments:

Granted / Denied / Referred to Portfolio Holder

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Signature, Museum Manager \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 3 – APPLICATION FOR SAMPLING HUMAN REMAINS

### Colchester and Ipswich Museums

1. In keeping with its mission and corporate aims, Colchester and Ipswich Museums (CIMS) encourages the responsible use of its collections for learning, teaching, and research. CIMS is also committed to national standards of collections care and professional ethics, as set forth in the Museums Association's *Code of Ethics for Museums* and other best practice documents.
2. This application form must be filled in by anyone requesting permission to carry out scientific analysis on the human remains collections managed by Colchester and Ipswich Museums on behalf of Colchester Borough Council and Ipswich Borough Council, including sampling from remains and destructive analysis, which is here defined as analysis that will alter the physical nature of the sample obtained or of the remains themselves. If the remains leave CIMS for analysis, a Loan Agreement must also be in place.
3. Before any sampling or analysis can occur, this application form must be completed, submitted to the Museum Manager and approved by the Portfolio Holder, with external advice as required. Researchers should therefore allow at least three months from submission of the application for the to reach a decision.
4. Analytical techniques and the collection and preparation of samples must minimise the level of risk to the collections of
5. Wherever possible, samples should be taken at a CIMS venue and in the presence of a member of the Collections and Learning Team for the relevant town. CIMS will require that an experienced and qualified researcher carries out the sampling.
6. Samples and any remains from analysis must be returned to CIMS within six 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 of CIMS are unsuitable for the material in its post-analysis state.
7. Researchers must provide CIMS 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) arising from research and analysis carried out on the collections managed by CIMS. These will become part of the archival records attached to each object and must be sent to CIMS within six months of preparation (for results and reports), submission (for theses), or publication. In the case of DNA sampling, researchers must submit the DNA sequence to an approved database such as GenBank or EMBL-Bank, and provide us with the accession numbers of computer-readable copies of sequence data following consultation with and approval by CIMS.

8. All reports, theses and publications must credit both CIMS and the relevant local authority (Colchester Borough Council and Ipswich Borough Council). In addition, the relevant museum accession number(s) must be cited. Permission to reproduce images of objects from the collections managed by CIMS must be sought separately and a reproduction fee may apply.
9. The relevant local authority (Colchester Borough Council and Ipswich Borough Council) reserves copyright and all other commercial, moral and intellectual property rights to material in its collections. This includes samples extracted from these materials by any third party.
10. The relevant local authority (Colchester Borough Council and Ipswich Borough Council) retains all rights to DNA sequences derived from specimens in its collections. The research and the results of the research may not be commercially exploited in any way without the prior written agreement of the relevant local authority. Material can only be passed to third parties, or PCR products subsequently used, with the approval of the relevant local authority.
11. English law shall apply to these conditions.

## Applicant Details

Name:

Academic position:

Institutional affiliation:

Institution carrying out analysis, with contact details:

Grant supporting body:

Your contact details (address, email, phone/fax)

If student, course details and name of supervisor, with contact details

## Project Information

Project title

Names and affiliations of any collaborators

Brief description and research aims

How will the collections of Colchester and Ipswich Museums contribute to your research aims?

In what format will the outcome of your research be presented?  
(e.g. conference paper, peer-reviewed publication, dissertation or 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 scientific referee for your project:

## Specific Information and Technical Details

For each object or sample requested, please provide the following information:

Accession no.	Description	Material	Provenance

When is the sample or analysis required?

Size of sample(s) required?

Weight of sample(s) required?

How much and which part of the object(s) will be affected by sampling?

Method of sampling (e.g. x-ray, scalpel scrape, drilling)

Please state who will take the samples and what qualifications or experience of sampling they have:

Method of storing sample(s) after analysis

Method of analysis (including non-destructive techniques, e.g. radiography)

How will the sample or object be affected during analysis?

Please state who will carry out the analysis and what experience of the procedure they have:

## Applicant Signature

If approval for sampling and analysis is granted, I agree to undertake the following:

- To provide a copy of my results to Colchester and Ipswich Museums as soon as they become available prior to publication;
- To provide a copy of any thesis or publication (or relevant parts thereof) arising from my analysis to Colchester and Ipswich Museums within 6 months of submission or publication date
- To return samples to Colchester and Ipswich Museums within 6 months of the analysis
- To adhere to conditions given at the start of this form, where appropriate.

Failure to comply will prejudice future requests from researchers and their institutions.

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Signature

Date

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If student, signature of supervisor or course co-ordinator

Date

Comments of supervisor or course co-ordinator:

**Colchester and Ipswich Museums use only**

Comments of Collections and Learning Curator:

Name \_\_\_\_\_ Collection \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments of Museum Manager:

Name \_\_\_\_\_ Collection \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Museum Team meeting date and comments:

Granted / Denied / Referred to Portfolio Holder

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Signature, Museum Manager \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 4 – Extract from ‘Guidance for the Care of Human Remains in Museums’ (DCMS: 2005)

### 2.9 Research and sampling

Research on human remains may benefit from analysis requiring sampling, which in some cases may be destructive. Such actions should only be undertaken to the highest standards by appropriately qualified staff and students who will be able to remove the smallest quantity of material necessary for the scientific purpose.

All holding institutions should ensure that the scientific justifications for the removal of samples from human remains are made in advance and placed on file. Such justifications should be robust and reasons for approval given should be fully recorded. Justifications with the application, sample location and size, the sampling process and eventually the full records of the results of analysis are to be kept with the records for the particular remains sampled. In particular:

- \* Can the research question(s) be addressed using non-destructive techniques? Destructive sampling should only be contemplated if this is not so.
- \* Any programme of destructive analysis on human remains should take place within a planned research programme and should have a realistic prospect of producing useful knowledge.
- \* If the feasibility of a technique is questionable, but it is nevertheless deemed worthy of further investigation, consideration should be given to conducting a pilot study on a small number of samples before permission for a full programme entailing destruction of larger amounts is given.
- \* Only the quantity of material considered necessary to address the research questions should be taken as a sample. Any material removed but not destroyed during analysis should be retained in the collection.

All sampling should be fully documented so future researchers will know what has been taken. The skeletal element sampled should be fully recorded and measured prior to sampling. Under some circumstances (for example if the skeleton is intended for museum display or further metric work might be compromised) consideration should be given to producing a cast of parts that will be damaged or destroyed.

### Research agendas, frameworks and strategies

Any museum holding human remains for research reasons should construct and make public a clear research framework for their use, or show how remains relate to an existing research framework. It would be normal to review these frameworks regularly and ensure they stay relevant. Research potential will relate to both in house research by staff and students, and research carried out by the scientific community more widely (such as visiting researchers.)

This framework would normally include, although not necessarily organised in this way: a **Resource Assessment** that identifies the nature of holdings and the current

state of knowledge for the research fields to which they relate (this will draw upon the inventory, below); a **Research Agenda** that states the areas of research that the material is considered to have the potential to address; and a **Research Strategy** that identifies priorities and methods for undertaking research. Many existing regional and national research frameworks exist to which individual museums may wish to refer or become linked.

### Research Register

Museums should maintain a publicly accessible research register. It should include:

- \* Project name
- \* Research objectives
- \* Date of research
- \* Outputs – publications and data holdings
- \* Research involving sampling.

Author: Philip J Wise

31.12.2019