



PART A: to be completed by all applicants

(replace red explanations with your answers)

Applicant Name:

Email:

Telephone:

Postal address:

Academic affiliation:

Academic status of applicant:

Masters student/PhD student/University employee (please specify job title)/Other (please specify)

FOR EXTERNAL STUDENT APPLICATIONS A SUPERVISOR'S LETTER OF RECOMMENDATION SHOULD BE SUBMITTED ALONG WITH THE COMPLETED FORM

Name of supervisor:

Email:

Telephone:

Postal address:



PART A cont'd: to be completed by all applicants

Topic (short title of project):

Specific Collection/s for which access required: Please also specify whether you require access to the entire collection or a subset of it (e.g. non-adult skeletons etc.)

Data to be recorded and methods to be used:

Dates when access will be required:

Does the work involve destructive analysis YES/NO:

If YES, please fill in **PART B** of this form

Is publication intended? YES/NO:

If yes please give details

Aims and purpose of research:

Please explain briefly the nature of your research and how the skeletal material you are requesting access to contributes to this. (Max. 500 words)



PART B: to be completed by applicants conducting destructive analyses

Please detail what destructive techniques are to be used

What specific research questions will the analyses address?

What is the likelihood of useful information being obtained?

Please indicate:

a what skeletal elements are to be sampled and at what location on the bone

b how many specimens will be sampled

c how much tissue will be taken from each specimen

d how samples will be removed.

Please also specify the context numbers that you intend to sample from, if known at this stage.



I have read and accept the procedures and terms of access (see overleaf)

Date

Signature of applicant

Countersignature by supervisor

(e-signatures are acceptable)



Terms and Conditions of Access and Use of Data

General

The University of Sheffield seeks to actively promote and publicise the availability of our skeletal collections to external researchers. By doing so we intend to encourage collaborative research and justify the curation of such material. However, this access is subject to some terms and conditions. By signing this access form you agree to adhere to the terms below if your application to access the collection is accepted.

Access to the collections

- It is expected that all analysis and research will be undertaken at the Department of Archaeology, where possible, using the available laboratories and facilities. Staff and students at The University of Sheffield follow established professional guidelines for the treatment of human skeletal material (BABAO 2018a,b), and visitors are expected to follow these as well. A list of guidelines can be found below.
- We can accommodate external researchers throughout the year, but we request you notify us of your visit well in advance (2 months) so we can plan your visit to our lab and provide workspace. Please note that during summer months (June-September) some of our students study the collections and are given priority of access to workspace and collections.
- Any breakages or damage incurred to the human skeletal remains should be reported to the Teaching Technician in Human Osteology.
- The organisation of the boxes must not be altered while you are using them for your research (i.e. skeletal material moved between boxes). The skeletal collection must be carefully managed to ensure that accidental mixing of individuals does not occur while you are collecting data.
- Please note that the store and the labs are located in two different buildings. If you require access to a large portion of the collections, you may be required to help move the boxes between locations.
- You are not permitted to work in the labs outside of normal working hours (e.g. Mon-Fri, 9am-5pm only)

Deposition of data with the site archive

- When finishing your data collection, you should leave a copy of your data with the department. This data will be held in a secure Google Drive with no outside access and no information of its existence is shared. The data will be made available upon request/inquiry after 5 years from the original data collection, unless further embargo is requested by the original data collector.
- As part of our archiving procedures, it is requested that copies of written work resulting from research undertaken on skeletal remains from the University of Sheffield collections be provided upon completion of the project (e.g. links to theses when out of the embargo period, and copies of any publications). These will be stored with our collections archives to ensure that a continuous record of research is maintained.
- We also ask that copies of any radiographic images, 3D scans, and CT images are also deposited with the site archive.



Permissions to disseminate and publish data

- You have permission to publish data collected for the research project outlined in the original application only. Please ensure that the Department of Archaeology, University of Sheffield is acknowledged appropriately in any publications arising using this data. If you would like to use the data for future projects other than that answering research questions outlined in the original application, please contact us first.
- Please do not share your data from the collections with other students/researchers within your department, or in other institutions.
- The contents of the site archives provided to you to support your research must not be shared with anyone else without prior permission.
- All photographs and sketches made of the skeletal remains made during your research visit are for personal use only, and must not be reproduced for commercial purposes, published, or placed on social network sites without permission (contact the Teaching Technician/curator in charge of collections).

Destructive sampling

- Requests for destructive sampling will be considered on a case-by-case basis, and in accordance with published guidelines (CofE/EH 2005; DCMS 2005; APABE, 2013). All requests for destructive sampling should begin with an initial enquiry sent to our curator email (osteologycurator@sheffield.ac.uk). You will be asked to fill in Part A and B of our application form (above). All applications will be discussed by the entire osteology research group to ensure sampling does not in any way conflict with future research and teaching plans.
- Permission to undertake destructive sampling of the human skeletal collection is dependent on the merit of the project (does the project have specific research questions that cannot be addressed through macroscopic analysis), the likelihood of a specified destructive method producing results, the skeletal element required to be sampled, the quantity of materials to be sampled, and the experience and references of the applicant.
- Sampling of bone or teeth may only be carried out by authorised individuals who have received proper training for sampling techniques.
- Researchers intending to carry out destructive sampling should follow appropriate guidelines (APABE, 2013) to ensure damage to research potential is eliminated or kept to a bare minimum. The key points are as follows:
 - Samples should not be taken at anatomical landmarks or areas important for ageing or sexing, and visual impact must be considered (e.g. for future museum display).
 - Teeth should only be sampled if its antimere (the corresponding tooth from the opposite side of the jaw) is present, or if a cast of the tooth can be created before sampling.
 - Samples should not be taken from bones that show pathological changes, unless the research question specifically requires this. Please clearly state and justify such requirements in your application.



- Sampling should preferably be carried out on bones that are already incomplete, damaged, or fragmentary.
 - Sampling of bones without a clear context or layer is preferable to dated individuals which were found in articulation.
 - The smallest useable quantity must be taken (e.g. 1g of bone).
 - Any sampled material unused for analysis is to be retained (extant material) so as to avoid unnecessary future sampling of the same element or individual.
 - A clear note should be left in the box to indicate that the individual has been sampled, and what specifically has been taken.
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- If you are granted access for destructive sampling of our collections, you are required to take high quality photographs of the sample, which will then be deposited to the site archive.
 - All extant material must be returned to the Department of Archaeology as soon as possible.
 - We also require a copy of the data produced following destructive analysis for our site archives.
 - Samples must not be moved between institutions, or abroad, without our prior knowledge and permission. Please be clear where the samples will be stored and processed at the time of application.
 - The data generated from the analysis must only be used for the purposes of the original research application only. If you wish to use the data in further projects you must contact us first.
 - You do not have permission to transfer any data pertaining to our collections, and data derived from destructive analysis from them, to third parties.

Guidelines for use of the collections in the labs

The study and analysis of human skeletal remains requires both ethical considerations and specific working procedures.

These guidelines are mandatory and must be observed by all staff / students / visiting researchers working in the designated human osteology labs in the Department of Archaeology, University of Sheffield. Failure to adhere to the guidelines could result in termination of our agreement for you to continue to access the collections, and use any data already collected from them.

1. The osteology labs are designated primarily for teaching, research and study using human skeletal remains and any materials/equipment relating to the study of human remains. The facilities may also be used for general teaching or analysis of non-hazardous materials.
2. No hazardous materials should be stored or used in the osteology labs under any circumstances.
3. Eating, drinking, smoking, storing of either food, personal belongings, or utensils, applying cosmetics and inserting or removing contact lenses are not permitted in any laboratory.
4. Laboratories are to be kept clean and tidy, and all materials should be put away in their designated places after use. The benches must be brushed down after use.



5. When leaving the labs turn off all lights and equipment and close all the windows.
6. No material is to be added to or removed from the labs without permission from the demonstrator in human osteology.
7. Lone working is not permitted outside normal working hours.
8. Skeletal remains should be treated with respect. Guidelines for the ethical treatment of human remains should be followed at all times (BABAO 2019).
9. Any breakages or damage to the labs or their contents should be reported immediately to a staff member, preferably the Research Technician in Human Osteology.
10. All skeletal material should be placed back into the bags and boxes it came from. It is vital that skeletal remains are boxed correctly as they are easily mislaid and damaged.
11. All photographs and sketches made of skeletal remains are for personal use only, and must NOT be reproduced for commercial purposes, published or placed on social network sites without permission.

Acknowledgements: This access policy was created with consideration of current access policies from the British Museum, the Museum of London, Bournemouth University and BARC: Bradford University.

References

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