
Overview

This standard is for archaeologists who need accommodation for items for a range of reasons, e.g. research, display, or conservation. It is for people who have responsibility within organisations to determine how accommodation allocated to them will be organised.

The accommodation for items has to be prepared so that the items can be displayed, stored or used, for example for research. This requires a specification of the accommodation requirements of items, and then the preparation of the accommodation has to be organised to ensure that the specification is achieved. This standard covers identifying the accommodation requirements and organising the preparation of the facilities.

Performance
criteria

You must be able to:

Identify the accommodation requirements of items

- P1 Identify and apply relevant technical and ethical standards
- P2 Identify, assess and accurately record the needs of users and the way the item is likely to be used
- P3 Ensure the proposed arrangements take full account of technical and resource constraints
- P4 Consult with specialists where necessary to determine the conservation and security needs of items
- P5 Identify the environmental conditions necessary to maintain the condition of items
- P6 Identify accurately the space requirements of the existing and potential collection
- P7 Identify a preferred option to meet requirements and ensure the specification contains sufficient detail for work to proceed
- P8 Assess and implement documentation requirements

Organise the preparation of facilities to accommodate items

- P9 Identify and obtain the resources that are necessary to prepare the facilities
- P10 Check that the components installed during the preparation of facilities meet specifications and are suitable for the items
- P11 Consult with specialists where necessary to determine the conservation needs of items
- P12 Confirm that none of the materials used in the installation pose a threat to the items
- P13 Prepare the facilities according to the specified requirements and complete them according to the agreed timescales and budgets
- P14 Seek and propose alternative solutions where the requirements for access, environmental monitoring or security of items cannot be met
- P15 Record information relating to the preparation of facilities accurately and pass it to the appropriate people

Knowledge and understanding

You need to know and understand:

- K1 Relevant technical and ethical standards
- K2 How to assess the existing space requirements of the collection
- K3 How to select a preferred option, including the criteria for selection
- K4 How to draw up a specification of the work that is needed
- K5 Who are the different users of the items
- K6 What handling procedures and equipment might be required
- K7 The technical and resource constraints affecting the work
- K8 The types of environmental conditions that have to be considered
- K9 How space requirements differ according to the use of items
- K10 The protection requirements of the items
- K11 Why it is important to confirm conclusions with specialists
- K12 How to identify and obtain resources for the activity
- K13 How to assess whether facilities meet the specification
- K14 How much information on objectives is needed by others
- K15 The specifications for the facilities
- K16 What components should be installed in the location
- K17 The threats to the item from materials, and how these can be avoided
- K18 The agreed timescales and budgets
- K19 Where relevant specialist help may be found
- K20 What information is needed by others
- K21 The health and safety requirements relating to the accommodation of items

Developed by

Version number

Date approved

**Indicative review
date**

Validity

Status

Originating

CCSAPAF2

Prepare the accommodation of archaeological items

organisation

Original URN

**Relevant
occupations**

Suite

Key words
