

## **APPENDIX 1: Consultation for the Review**

### Groups

Association of Local Government Archaeological Officers  
Finds Research Group  
Historic Environment Records Forum  
Institute of Field Archaeologists Finds Group  
National Council for Metal Detecting: Regions and Independent / Associate Members  
Portable Antiquities Scheme  
Roman Finds Group  
Society of Museum Archaeologists

### Individuals interviewed

Roger Bland Head of PAS  
Richard Brewer NMGW  
Stewart Bryant ALGAO  
Mike Buckley HLF  
Nina Crummy Roman Finds Group  
Jane Cowgill FRG  
Andrew David English Heritage  
Alan Golbourne Treasure Hunting Magazine  
Nick Herepath PAS FLO NW  
Mike Heyworth Council for British Archaeology  
Peter Hinton Institute of Field Archaeologists  
Richard Hobbs BM  
Michael Lewis Deputy-Head of PAS  
Mark Lodwick PAS Finds Co-ordinator Wales  
Alan Lupton OA North  
Hilary Malaws RCAHMW  
Caroline MacDonald, PAS FLO Essex  
Adrian Marsden PAS FLO EE  
Richard K. Morris University of Leeds  
Adrian Olivier EH  
Ceinwen Paynton PAS Education Officer  
Dan Pett PAS ICT Officer  
Nicky Powell PAS FLO Devon  
Julian Richards Archaeology Data Service University of York  
Andrew Richardson PAS FLO Kent  
Faye Simpson PAS FLO NW  
Ken Smith ALGAO  
Jeff Spencer CPAT  
Dave Thomas RCAHMW  
Sally Worrall PAS Finds Adviser  
Bob Whalley NCMD  
Liz Wilson PAS FLO Sussex  
Pete Wilson EH  
Jo Wright Hornagold and Hills (HLF monitor)

### Workshop participants, 15 June 2004

Roger Bland, Head of PAS, Daniel Pett, PAS ICT Officer, Sally Worrell Finds Advisor, Ian Leins, Finds Advisor, Kevin Leahy, Finds Adv/ FLO EE, Caroline Johnson FLO MID, David Williams FLO SE, Angie Bolton FLO MID, Katie Hinds SW, Simon Holmes FLO NE, Liz Wilson FLO Sussex, David Barwell (NCMD), Robert Whalley (NCMD), Stewart Bryant (ALGAO), Gill Chitty and Rachel Edwards (consultants).

## APPENDIX 2

### PORTABLE ANTIQUITIES SCHEME: PHASE 2 PLANNED OBJECTIVES, OUTPUTS AND OUTCOMES

#### ACCESS

Finding Our Past aims to provide access for members of the public and enthusiasts to participate and enjoy an interest in local archaeology through learning more about their own discoveries and by sharing those of others.

Among the **key objectives** in Phase 2 are to continue

- to increase opportunities for active and more inclusive public involvement in archaeology
- to educate finders about the importance of recording their finds for the benefit of everyone
- to raise general awareness among the public of the interest and importance of archaeological finds for our cultural heritage

*The Scheme recognises the need to protect sensitive sites and land, where appropriate, by limiting unrestricted access to some information.*

The principal **outputs** will include:

- Publicity through increased media coverage, local and national newsletters, leaflets
- 'Finds open days', 'road shows', and talks to extend audiences
- Website information about the Scheme with updates on local finds, events and activities, FAQ, Forum etc
- Recorded finds on the Finds database, reported through the finds liaison officers and on line via the Website
- Volunteer-organised events to share expertise and knowledge among and between local groups.

**Key outcomes** will be:

- Improved public information across England and Wales about why it is important to record archaeological finds and share information about them
- New developments for the website to provide information, links and resource discovery tools
- New audiences for the project, identified locally through outreach and surveys, and nationally through a commissioned 'user study'
- Increased opportunity for volunteer participation in the Scheme.

#### EDUCATION AND LEARNING

A **key objective** is to deliver the full educational value and learning opportunities of the project by developing resources for schools, for further and higher education and for life-long learning. The Finds Website is now available on the National Grid for Learning and is being developed for educational use as part of Phase 2.

The principal **outputs** will be:

- Enhancement of the Finds.org.uk website for the National Grid for Learning
- Development of professionally designed teaching resources for primary and secondary education, available as downloads from the Website and as teachers' packs and handbooks
- Development and piloting of teaching resources for A-level archaeology
- Development of the Finds database as a resource discovery tool for use in college and university programmes of learning and research
- Local events, activities, workshops and outreach designed for a range of audiences offering opportunities to learn a variety of skills, for example, map reading, field walking, surveying, systematic recording, keyboard skills, internet use, object identification.

**Key outcomes** will be:

- new educational resources for the study of archaeology
- improved access for individual learning through local museums and other centres for archaeology, and through the internet resources
- opportunities for acquiring new skills across a range of technical and interpretative areas.

## **KNOWLEDGE AND UNDERSTANDING**

One of the **key objectives** of Phase 2 of the Scheme is to continue to arrest the large level of archaeological information lost every year by actively recording this material on a systematic basis for public benefit, for its use in planning and managing conservation and to advance knowledge and understanding about the past. It also aims to ensure that finders and owners are better informed about appropriate measures for the conservation of finds and sites, and how to care for them responsibly.

The principal **outputs** will include

- The transfer of finds data to local Sites and Monuments Records for use in local planning and conservation programmes
- The Finds Database as a central information resource for the historic environment enabling, e.g. new distribution maps of archaeological finds across local, regional and national scales
- New research and publication about archaeological finds reported through the project: from student dissertations to national research programmes and projects such as the Celtic Coins Index, Early Medieval Coins project
- New expertise and technical guidance on specialist finds and coin identification, recording and conservation
- Good practice guides and information for finders and landowners about the conservation of archaeological sites and finds
- Contributions to Regional Archaeology Research Frameworks and Research Agendas
- Links with other historic environment information resources, through the ADS portal, and with museum and archive record systems
- Joint projects involving metal detector groups and archaeologists working together to mutual advantage.

**Key outcomes** will be

- Increased knowledge about the range and distribution of material culture in the past across England and Wales
- Advancement of research into the pattern and character of archaeological finds bringing fresh understanding of the historic environment and its past communities
- New links and dialogue across the archaeological conservation community
- Strengthened links between amateurs and professionals in museums and archaeological services so that archaeological information is shared for mutual benefit
- Increased awareness amongst chance finders and landowners of how the archaeological heritage is managed.

## APPENDIX 3

### RESULTS OF USER SURVEY

#### 1 Introduction

The PAS Review User Survey took the form of a short questionnaire, distributed to some groups in printed form (see p2 below), to others as an electronic email attachment, and made available in online form on the PAS website. Links to the online survey were posted on the PAS Forum, Britarch, the Time Team Forum, HER Forum, UK Detector net, and the NCMD and Federation of Independent Detectorists websites. ALGAO members were asked to respond to the online survey, and members of the IFA Finds Group with email addresses were sent the questionnaire by email. Copies of the printed questionnaire were sent to members of the Society of Museum Archaeologists, the Roman Finds Group, and to NCMD members and clubs. The Finds Research Group as a whole were unfortunately prevented from responding by unrelated delays to their newsletter circulation, but replies were received from some committee members. Circulation through the hobby and special interest magazines was also suggested, but this was not realistic in the time available and would have been a different scale of operation, given that these collectively have a circulation of over 20,000.

Due to the timetable for the review, the consultation period was brief, and coincided with the summer holiday period from mid-July to mid-August 2004. The online questionnaire was available from 21 July to 20 August, and printed questionnaires were accepted until 22 August. Nevertheless, a very good response was achieved from a wide range of respondents.

A total of 424 valid responses was received by 22 August 2004. Invalid responses included several digital returns which were received blank, a duplicated response to the online survey, and a combined response for 5 or 6 individuals on a single sheet, which could not be entered onto the database, as the views had not been differentiated. The online questionnaire design recorded the digital address of each respondent, to reveal any attempts at biasing the survey results. This proved to be an unnecessary precaution, but allowed two other invalid responses to be identified.

	Number of responses	Valid	Invalid	Late (to 15/09/04)
Online survey	255	252	3	
NCMD by email	50	47	3	6
NCMD paper returns	77	76	1	37
Society of Museum Archaeologists	24	24		
Finds Research Group	2	2		
Roman Finds Group	9	9		
IFA Finds Group	11	11		
Other paper returns	3	3		3
Total	431	424	7	46

The results of the survey are presented in the following three sections. Section 2 gives the total responses from all respondents. Section 3 segments responses by whether respondents had had direct involvement with the scheme, and Section 4 by five different categories of respondent: members of the public including finders, those involved in education, academics, archaeologists, and museum staff.

 <p><b>Portable Antiquities Scheme</b> www.finds.org.uk</p>	<p><b>PORTABLE ANTIQUITIES SCHEME USER FEEDBACK</b></p>
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The Portable Antiquities Scheme is the largest public archaeology project in England and Wales. This survey of user feedback about the Scheme is part of an independent review for the Museums Libraries and Archives Council.

Views are welcomed from anyone with an interest in the Scheme. Your participation will be very much appreciated and will help the Portable Antiquities Scheme to develop its work in the future. The questionnaire should only take about 2 minutes to complete. If you prefer to complete the form on-line you will find it at [www.finds.org.uk](http://www.finds.org.uk).

1. **Have you been directly involved with the Portable Antiquities Scheme and / or worked with a Finds Liaison Officer?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(If yes, please give some brief details here, e.g. reporting finds, attending Finds days, etc.)

2. The main aim of the Portable Antiquities Scheme is to promote recording of archaeological objects found by the public and to make people aware of the importance of these finds for understanding the past.

<b>How far do you agree that the Scheme has made a positive change:</b>	Strongly agree	Agree	Partly agree	Needs to do more	Don't know
<b>- by informing finders about the importance of recording their finds?</b>	<input type="checkbox"/>				
<b>- in raising general awareness about the importance of archaeological finds for appreciating our heritage?</b>	<input type="checkbox"/>				
<b>- by educating about conservation good practice for finds and sites?</b>	<input type="checkbox"/>				
<b>- by increasing opportunities for public involvement in archaeology?</b>	<input type="checkbox"/>				

3. **How often do you use the Scheme's website – [www.finds.org.uk](http://www.finds.org.uk)?**

never	<input type="checkbox"/>	several times a week	<input type="checkbox"/>
occasionally	<input type="checkbox"/>	more frequently	<input type="checkbox"/>
several times a month	<input type="checkbox"/>		

4. **If you visit the website, what do you use it for?** (tick more than one box if relevant)

To find out about finds in my local area or region	<input type="checkbox"/>
To find information about a particular type of find	<input type="checkbox"/>
To report a find or find out who to contact	<input type="checkbox"/>
To use the Forum for a query or to post a find for identification	<input type="checkbox"/>
To learn about archaeology and archaeological finds in general	<input type="checkbox"/>
For general interest	<input type="checkbox"/>
Other [please give brief details below ]	<input type="checkbox"/>

5. In the long term the Scheme aims to change attitudes and improve awareness so that there is a common understanding of the need to record and report archaeological finds.

**Would you agree that the Scheme is succeeding in gradually changing attitudes in this way?**

strongly agree	<input type="checkbox"/>	needs to do more	<input type="checkbox"/>
agree	<input type="checkbox"/>	disagree	<input type="checkbox"/>
partly agree	<input type="checkbox"/>	don't know	<input type="checkbox"/>

6. If there are any further comments you would like to make about the Portable Antiquities Scheme, please add them on the reverse of the form.

7. Please indicate what best describes your main interest in or work with the Portable Antiquities Scheme.

Personal research about my own finds	<input type="checkbox"/>
Personal research about the archaeology of my local area	<input type="checkbox"/>
General interest in archaeology and finds	<input type="checkbox"/>
Study for school or further education	<input type="checkbox"/>
Teaching or lecturing	<input type="checkbox"/>
Local archaeology or heritage service	<input type="checkbox"/>
SMR / HER officer	<input type="checkbox"/>
National archaeology or heritage organisation	<input type="checkbox"/>
Museum or gallery officer	<input type="checkbox"/>
Archaeological researcher	<input type="checkbox"/>
Commercial archaeological consultant or organisation	<input type="checkbox"/>
Other [please give details ]	<input type="checkbox"/>

8. (optional) Please provide your post code. This information will help us to see how widely the PAS scheme has reached across England and Wales.

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**Thank you for your time and for taking part in the user survey.**

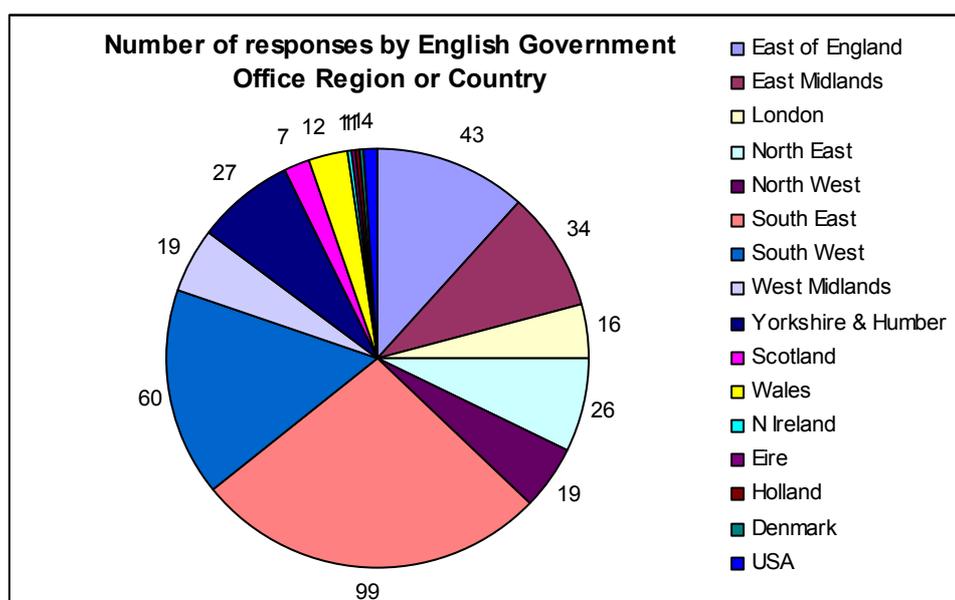
## 2 Overall results of the User Survey

The following tables and charts summarise all responses to the questionnaire, starting with the responses which demonstrate the range of respondents. Where relevant the numbers of responses to each question is given, as not all respondents answered all questions. Unless otherwise stated, percentages have been calculated in relation to all 424 valid responses.

### 2.1 Geographical distribution of responses (Q8)

The geographical distribution of responses was determined from the 370 respondents who gave a postcode or location. The table and pie chart illustrate the range of English Government Office Regions and countries reported.

GOR / Country	Number	% of all responses
East of England	43	10%
East Midlands	34	8%
London	16	4%
North East	26	6%
North West	19	4%
South East	99	23%
South West	60	14%
West Midlands	19	4%
Yorkshire & Humber	27	6%
Scotland	7	2%
Wales	12	3%
N Ireland	1	0%
Eire	1	0%
Holland	1	0%
Denmark	1	0%
USA	4	1%
Total	370	87%



Pie charts read clockwise from the top following the order of the key

### 2.2 Range of responses (Q 7)

Respondents identified their interest in or work with the PAS as follows:

<b>Interest in or work with the PAS</b>	<b>No.</b>	<b>% of all responses</b>
Personal research about my own finds	142	33%
Personal research into local archaeology	40	9%
General interest in archaeology and finds	74	17%
Study for school or further education	6	1%
Teaching or lecturing	6	1%
Archaeological researcher	18	4%
Local archaeology or heritage service	39	9%
SMR / HER officer	29	7%
National archaeology or heritage organisation	8	2%
Museum or gallery officer	36	8%
Commercial archaeological organisation	3	1%
Other	7	2%
<b>Total</b>	<b>408</b>	<b>96%</b>

Using the information provided in answer to other questions, and taking into account the consultation groups from which responses came, the following list of respondents' principal interests in the Scheme was compiled. Two respondents gave insufficient information for their interest to be determined.

<b>Principal interest in PAS</b>	<b>No.</b>	<b>% of responses</b>
Finder	183	43%
Local archaeological research	15	4%
General interest in archaeology and finds	35	8%
Study for school or higher education	7	2%
Teaching or lecturing	5	1%
Archaeological researcher	24	6%
Local archaeology or heritage service	41	10%
SMR / HER	30	7%
National archaeology or heritage organisation	8	2%
Museum	54	13%
Commercial archaeological consultancy or organisation	4	1%
PAS	16	4%
<b>Total</b>	<b>422</b>	<b>100%</b>

### **2.3 Involvement with the Scheme (Q1)**

*Have you been directly involved with the Portable Antiquities Scheme and / or worked with a Finds Liaison Officer?*

	<b>No.</b>	<b>% of all responses</b>
No	132	31%
Yes	283	67%
<b>Total</b>	<b>415</b>	<b>98%</b>

Those answering 'yes' were invited to give details, and 235 respondents did so.

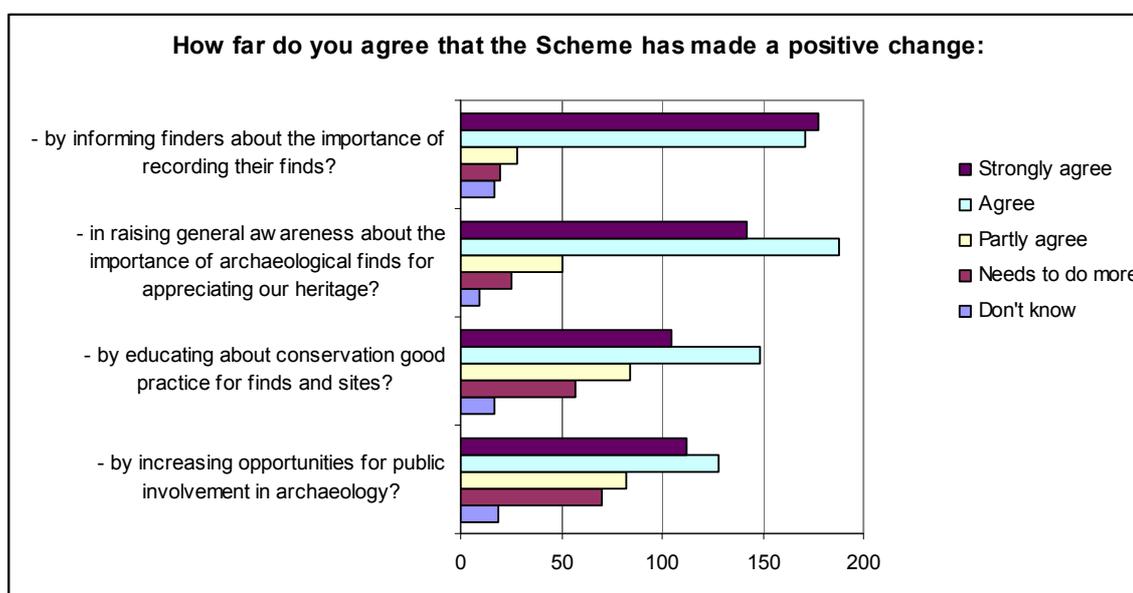
### **2.4 Progress towards the aims of the Scheme (Q2)**

Respondents were asked to what extent they considered that the PAS has brought about positive change in relation to its aims and objectives. The following table and chart summarise responses.

*Q2 The main aim of the Portable Antiquities Scheme is to promote recording of archaeological objects found by the public and to make people aware of the importance of these finds for understanding the past.*

*How far do you agree that the Scheme has made a positive change:*

	<b>Strongly agree</b>	<b>Agree</b>	<b>Partly agree</b>	<b>Needs to do more</b>	<b>Don't know</b>	<b>Total; % of all responses</b>
- by informing finders about the importance of recording their finds?	178 42%	171 40%	28 7%	20 5%	17 4%	414 98%
- in raising general awareness about the importance of archaeological finds for appreciating our heritage?	142 33%	188 44%	50 12%	25 6%	9 2%	414 98%
- by educating about conservation good practice for finds and sites?	105 25%	149 35%	84 20%	57 13%	17 4%	412 97%
- by increasing opportunities for public involvement in archaeology?	112 26%	128 30%	82 19%	70 17%	19 4%	411 97%



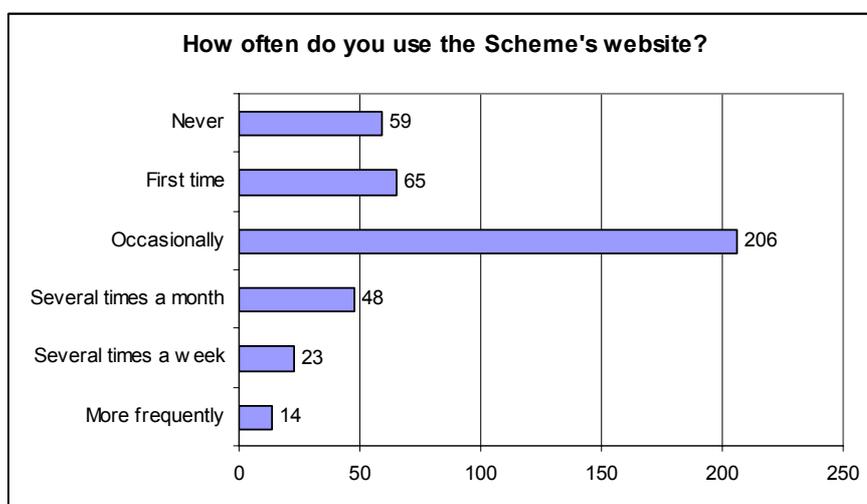
### 2.5 Use of PAS website (Q3-4)

Respondents were asked about their use of the PAS website. The following table and chart illustrate frequency of use.

*Q3 How often do you use the Scheme's website?*

	<b>No</b>	<b>% of all responses</b>
Never	59	14%
First time	65	15%
Occasionally	206	49%
Several times a month	48	11%
Several times a week	23	5%
More frequently	14	3%

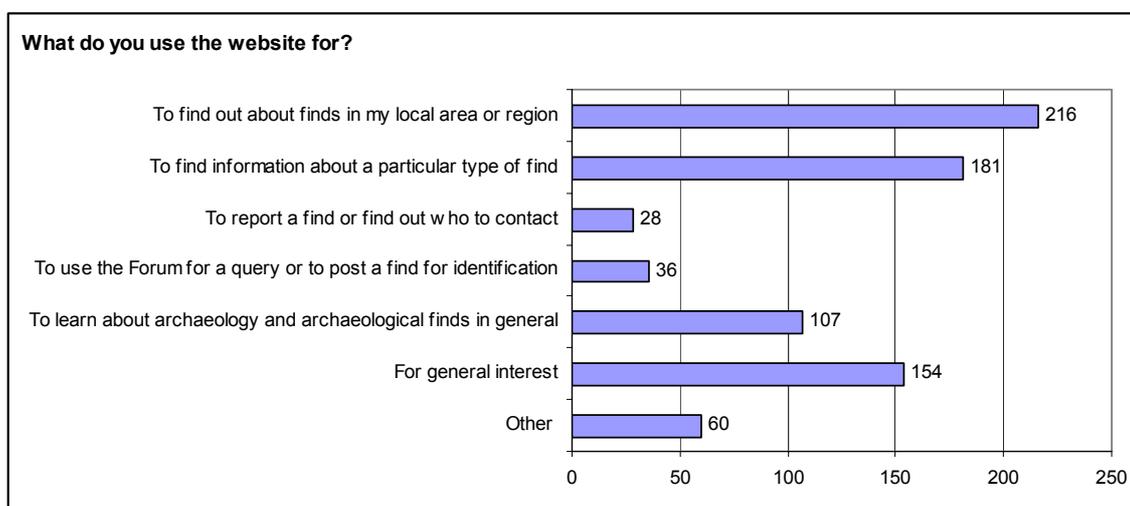
Total	415	98%
Total using website	356	84%



The questionnaire also asked what use was made of the website by those respondents who do use it. Respondents could select as many uses as were relevant, so the total responses for this question exceed the 424 valid questionnaire responses. In this case percentages are of the 356 website users.

*Q4 If you visit the website, what do you use it for?*

	No. of responses	% of website users
To find out about finds in my local area or region	216	61%
To find information about a particular type of find	181	51%
To report a find or find out who to contact	28	8%
To use the Forum for a query or to post a find for identification	36	10%
To learn about archaeology and archaeological finds in general	107	30%
For general interest	154	43%
Other	60	17%

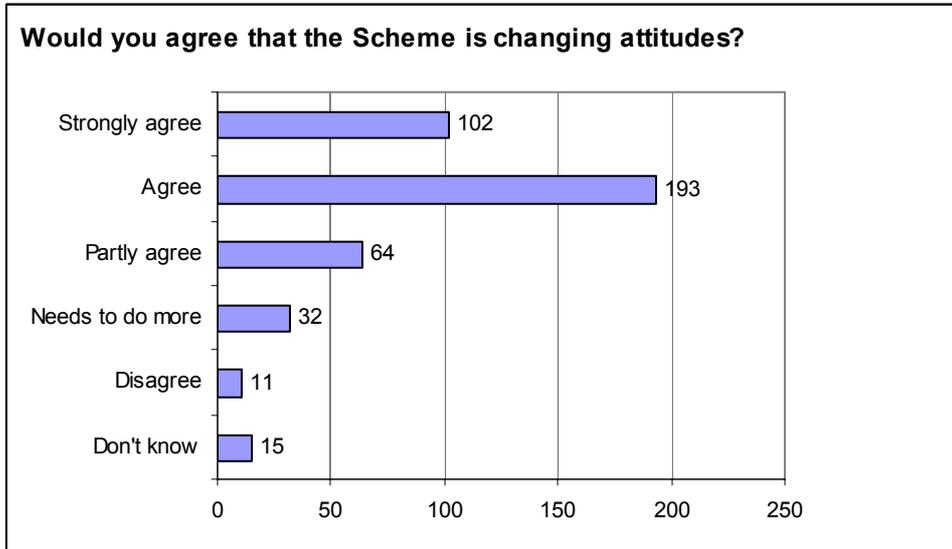


**2.6 Perceptions of change brought about by the Scheme (Q5)**

Respondents were asked about their perceptions of the effects of the PAS to date. The following table and chart summarise responses.

*Q5 In the long term the Scheme aims to change attitudes and improve awareness so that there is a common understanding of the need to record and report archaeological finds. Would you agree that the Scheme is succeeding in gradually changing attitudes in this way?*

	No.	% of responses
Strongly agree	102	24%
Agree	193	46%
Partly agree	64	15%
Needs to do more	32	8%
Disagree	11	3%
Don't know	15	4%
Total	417	98%



**3 Results of the User Survey in relation to involvement with the Scheme**

The opinions of respondents about the Scheme were analysed in relation to their involvement in the Scheme, as stated in answer to Q1 (see 2.3 above). The question asked whether respondents had been directly involved in the Scheme, but not about what their interest was if they had no direct involvement.

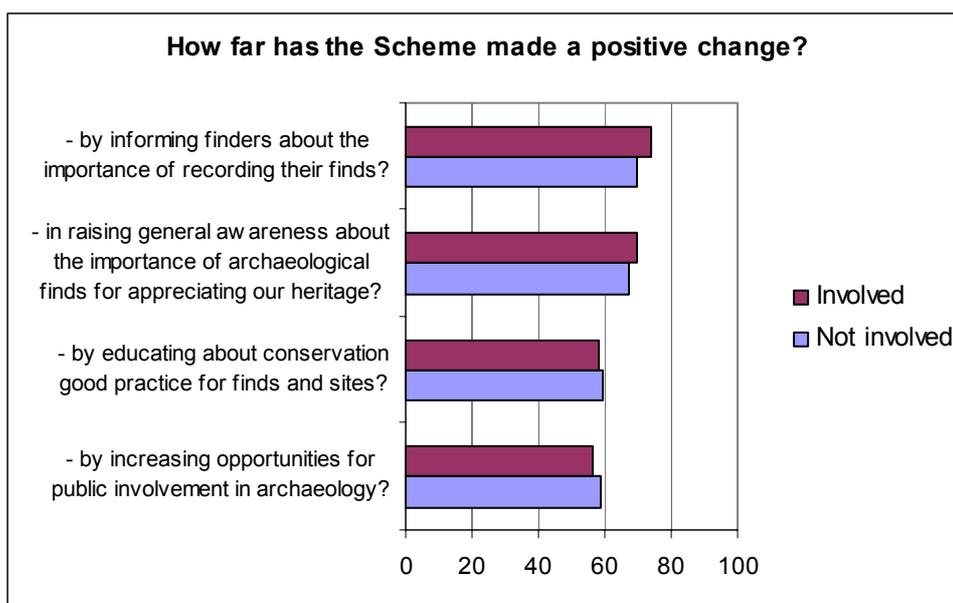
**3.1 Progress towards the aims of the Scheme and involvement (Q2)**

The following table compares the responses to Q2 of those directly involved and those not involved in the Scheme. It shows little divergence between the two groups in terms of their opinions on whether the Scheme has brought about positive change in relation to its aims and objectives. Percentages are of all respondents to each part of the question.

<b>- by informing finders about the importance of recording their finds?</b>				
	Not involved	Involved	Not involved	Involved

Strongly agree	54	124	13%	30%
Agree	54	117	13%	28%
Partly agree	9	19	2%	5%
Needs to do more	5	15	1%	4%
Don't know	11	6	3%	1%
<b>- in raising general awareness about the importance of archaeological finds for appreciating our heritage?</b>				
	Not involved	Involved	Not involved	Involved
Strongly agree	47	95	11%	23%
Agree	55	133	13%	32%
Partly agree	15	35	4%	8%
Needs to do more	9	16	2%	4%
Don't know	7	2	2%	0%
<b>- by educating about conservation good practice for finds and sites?</b>				
	Not involved	Involved	Not involved	Involved
Strongly agree	38	67	9%	16%
Agree	46	103	11%	25%
Partly agree	23	61	6%	15%
Needs to do more	17	40	4%	10%
Don't know	9	8	2%	2%
<b>- by increasing opportunities for public involvement in archaeology?</b>				
	Not involved	Involved	Not involved	Involved
Strongly agree	45	67	11%	16%
Agree	32	96	8%	23%
Partly agree	23	59	6%	14%
Needs to do more	22	48	5%	12%
Don't know	10	9	2%	2%

The following chart presents the same information as in the tables above, but uses a multiplier to allow views to be compared graphically. The number of responses by each category were multiplied by the square of numbers from 5 to 1, so 'strongly agree' = 25, 'agree' = 16, 'partly agree' = 9, 'needs to do more' = 4 and 'don't know' = 1. The scores were added together, providing an overall score from the respondent category in relation to each question, and converted into percentages of the maximum for each part of the question. If all respondents to a question strongly agreed, the score would be 100.



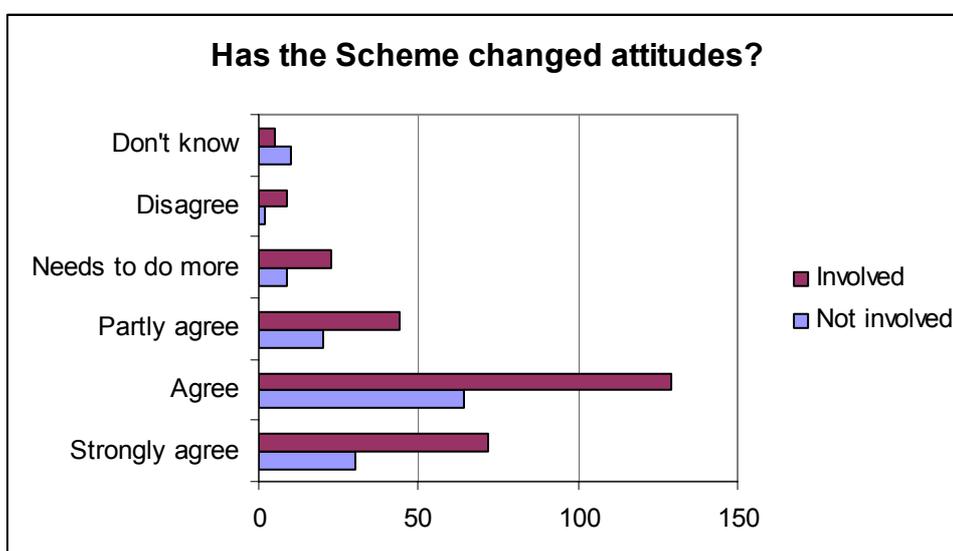
### 3.2 Perceptions of change brought about by the Scheme and involvement (Q5)

The following table and chart compares the perceptions of those involved and not involved in the Scheme of the change brought about by the PAS.

*Q5 In the long term the Scheme aims to change attitudes and improve awareness so that there is a common understanding of the need to record and report archaeological finds. Would you agree that the Scheme is succeeding in gradually changing attitudes in this way?*

% of those involved or not involved

	Not involved	Involved
Strongly agree	22%	26%
Agree	47%	46%
Partly agree	15%	16%
Needs to do more	7%	8%
Disagree	1%	3%
Don't know	67%	33%



### **3.3 Comparison of the tone of respondents' further comments**

The number of 'further comments' made by respondents allowed an approximate quantification to be made of whether they were negative, neutral (including equal measures of positive and negative), or positive with regard to the Scheme. Expressed as percentages, although a higher proportion of those with no direct involvement in the Scheme made negative comments, overall a slightly higher proportion made positive comments.

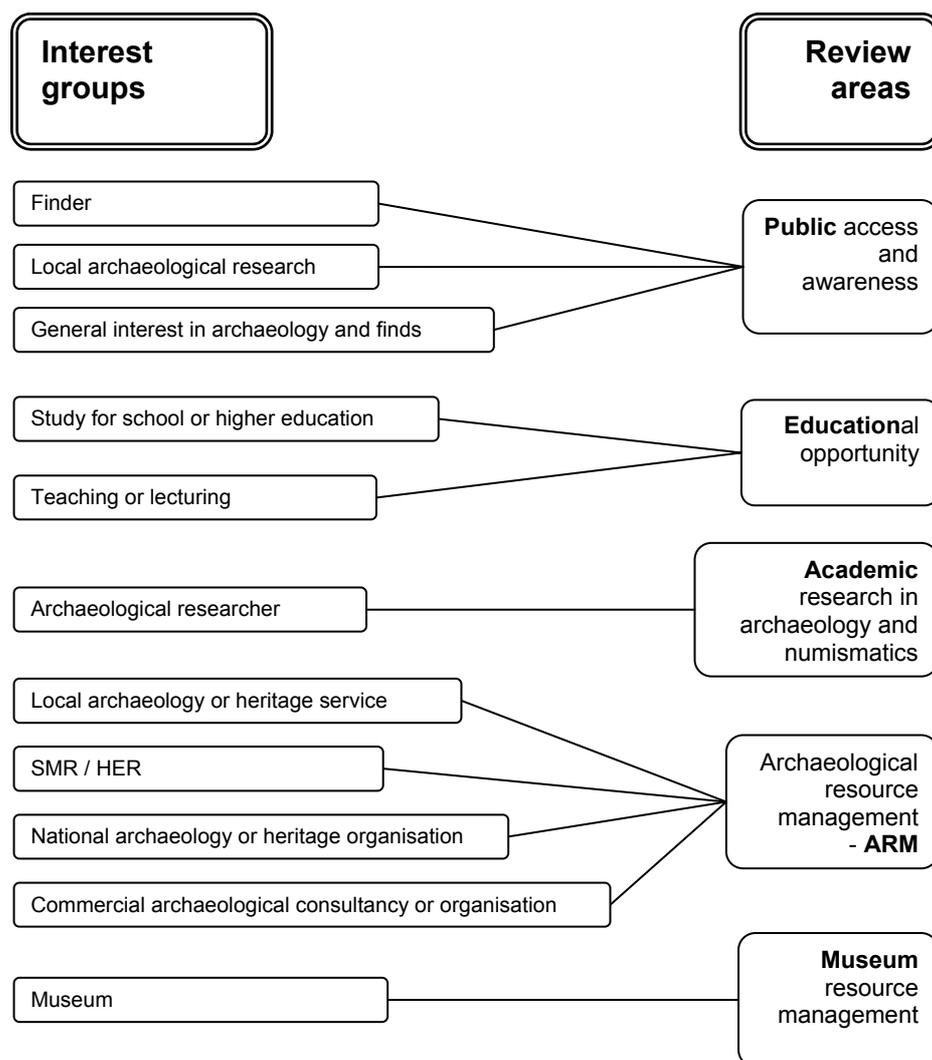
	<b>Not involved</b>	<b>Involved</b>
Negative	19	67
Neutral	5	34
Positive	11	41

	<b>Not involved</b>	<b>Involved</b>	<b>All</b>
Negative	54%	47%	49%
Neutral	14%	24%	22%
Positive	31%	29%	29%
Total	100%	100%	100%

## **4 Results of the User Survey segmented by respondent category**

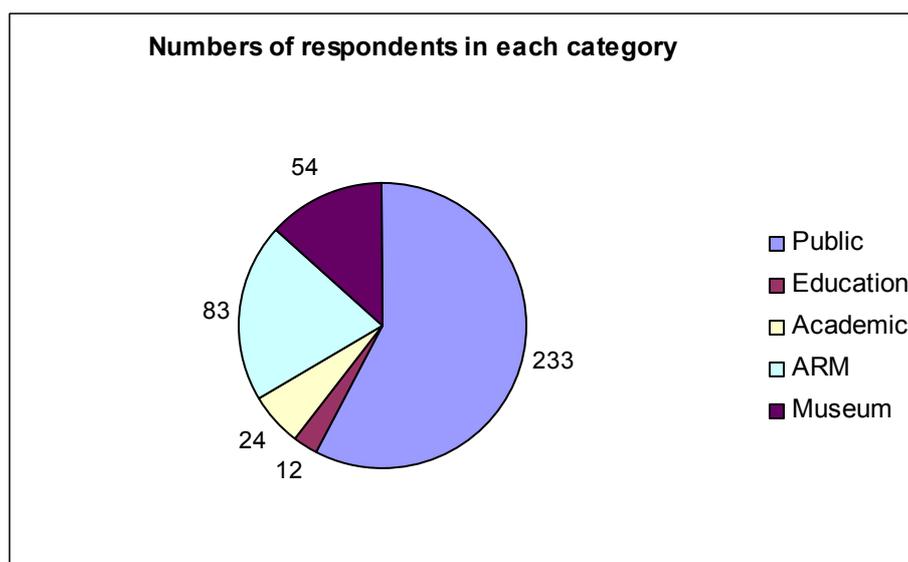
### **4.1 Definition of respondent categories**

For analytical purposes, the principal interests defined above (2.2) were aggregated into five groups, corresponding to the areas being covered in the Review. PAS staff were excluded from these groups. The following diagram illustrates these relationships.



The numbers of respondents in each category and the proportions of the total which they represent are shown in the following table and chart.

Interest group	Number	% of all responses
Public	233	55%
Education	12	3%
Academic	24	6%
ARM	83	20%
Museum	54	13%
Total	406	96%



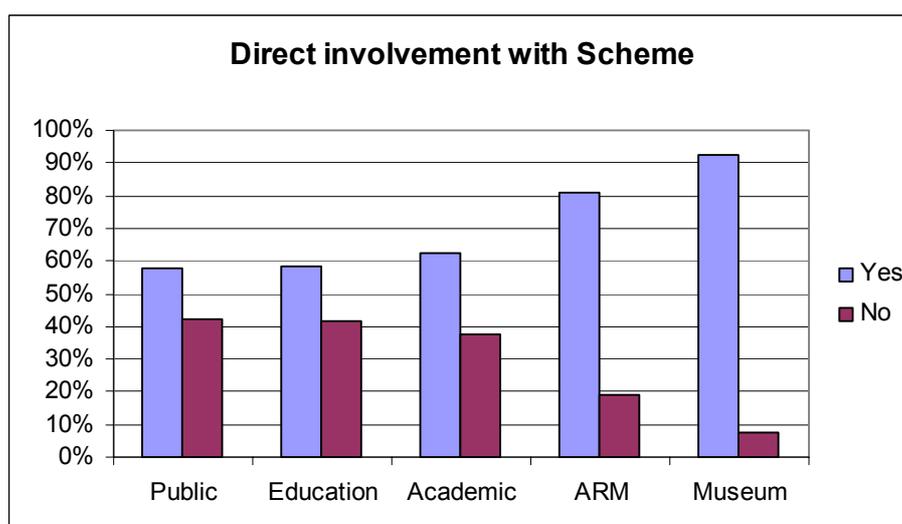
Pie charts read clockwise from the top following the order of the key

#### 4.2 Involvement with the Scheme by respondent category

Q1 Have you been directly involved with the Portable Antiquities Scheme and / or worked with a Finds Liaison Officer?

The following table and chart illustrate the proportions of respondents in each category which reported direct involvement with the PAS or FLO. Percentages are of those in each category who answered this question. Respondents in the Museum and ARM categories were most likely to report direct involvement with the Scheme.

	Public		Education		Academic		ARM		Museum	
Yes	132	58%	7	58%	15	63%	67	81%	50	93%
No	97	42%	5	42%	9	38%	16	19%	4	7%
Total	229	100%	12	100%	24	100%	83	100%	54	100%



**4.3 Progress towards the aims of the Scheme reported by respondent category**

Respondents were asked to what extent they considered that the PAS has made positive change in relation to its aims and objectives. The following tables quantify the responses from each category of respondent. Percentages are of those in each category who answered each part of the question. These results are depicted graphically following the tables.

*Q2 The main aim of the Portable Antiquities Scheme is to promote recording of archaeological objects found by the public and to make people aware of the importance of these finds for understanding the past.*

*How far do you agree that the Scheme has made a positive change:*

* percentages relate to the number of responses to each question only	No.	% responses*	No.	% responses*	No.	% responses*	No.	% responses*	No.	% responses*	No.	% responses*
	Strongly agree		Agree		Partly agree		Needs to do more		Don't know		Total	
- by informing finders about the importance of recording their finds?	104	45%	89	39%	19	8%	9	4%	9	4%	230	100%
- in raising general awareness about the importance of archaeological finds for appreciating our heritage?	86	37%	110	48%	20	9%	9	4%	5	2%	230	100%
- by educating about conservation good practice for finds and sites?	66	29%	94	41%	37	16%	26	11%	5	2%	228	100%
- by increasing opportunities for public involvement in archaeology?	70	31%	77	34%	37	16%	35	15%	9	4%	228	100%

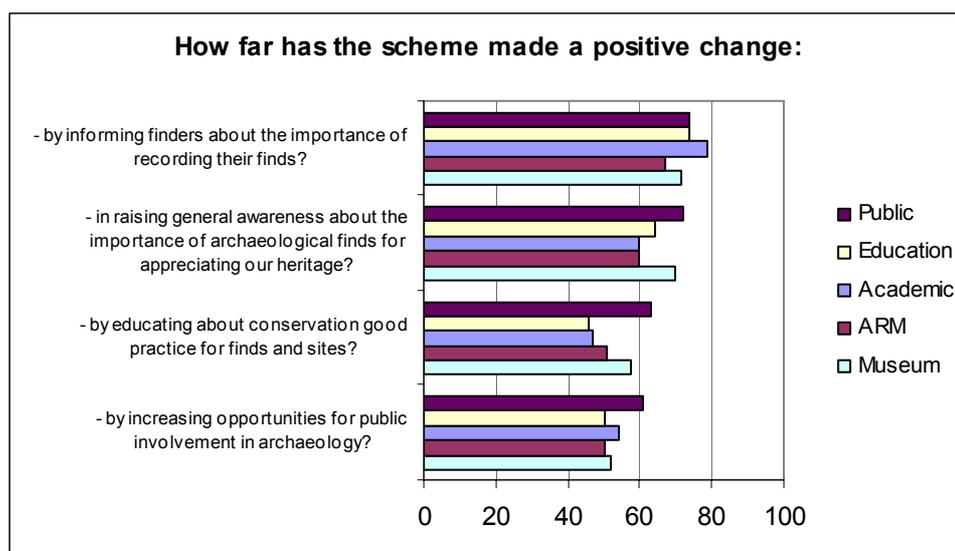
<b>Education</b>	Strongly agree		Agree		Partly agree		Needs to do more		Don't know		Total	
	- by informing finders about the importance of recording their finds?	4	33%	7	58%	1	8%	0	0%	0	0%	12
- in raising general awareness about the importance of archaeological finds for appreciating our heritage?	4	33%	3	25%	5	42%	0	0%	0	0%	12	100%
- by educating about conservation good practice for finds and sites?	2	17%	3	25%	3	25%	3	25%	1	8%	12	100%
- by increasing opportunities for public involvement in archaeology?	4	33%	2	17%	0	0%	4	33%	2	17%	12	100%

<b>Academic</b>	Strongly agree		Agree		Partly agree		Needs to do more		Don't know		Total	
	- by informing finders about the importance of recording their finds?	11	48%	11	48%	0	0%	0	0%	1	4%	23
- in raising general awareness about the importance of archaeological finds for appreciating our heritage?	5	22%	10	43%	6	26%	1	4%	1	4%	23	100%
- by educating about conservation good practice for finds and sites?	4	17%	6	26%	5	22%	7	30%	1	4%	23	100%
- by increasing opportunities for public involvement in archaeology?	6	26%	7	30%	3	13%	5	22%	2	9%	23	100%

ARM	Strongly agree		Agree		Partly agree		Needs to do more		Don't know		Total	
- by informing finders about the importance of recording their finds?	30	37%	34	41%	5	6%	7	9%	6	7%	82	100%
- in raising general awareness about the importance of archaeological finds for appreciating our heritage?	21	26%	33	40%	14	17%	12	15%	2	2%	82	100%
- by educating about conservation good practice for finds and sites?	19	23%	17	21%	26	32%	14	17%	6	7%	82	100%
- by increasing opportunities for public involvement in archaeology?	17	21%	20	24%	24	29%	17	21%	4	5%	82	100%

Museum	Strongly agree		Agree		Partly agree		Needs to do more		Don't know		Total	
- by informing finders about the importance of recording their finds?	21	39%	25	46%	3	6%	4	7%	1	2%	54	100%
- in raising general awareness about the importance of archaeological finds for appreciating our heritage?	18	33%	27	50%	5	9%	3	6%	1	2%	54	100%
- by educating about conservation good practice for finds and sites?	10	19%	26	48%	10	19%	4	7%	4	7%	54	100%
- by increasing opportunities for public involvement in archaeology?	9	17%	18	34%	16	30%	8	15%	2	4%	53	100%

The following chart uses a multiplier in order to allow easier comparison of these results. The number of responses by each category were multiplied by the square of numbers from 5 to 1, so 'strongly agree' = 25, 'agree' = 16, 'partly agree' = 9, 'needs to do more' = 4 and 'don't know' = 1. The scores were and added together, providing an overall score from the respondent category in relation to each question, and converted into percentages of the maximum for each part of the question. The following chart illustrates these results graphically. If all respondents to a question strongly agreed, the score would be 100.

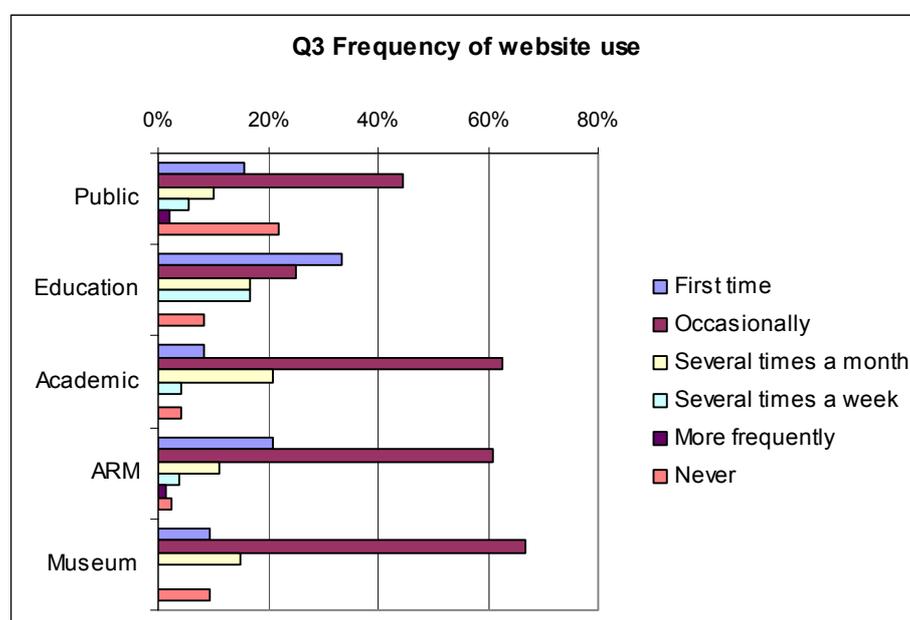


#### 4.4 Use of PAS website by each respondent category

Respondents were asked about their use of the PAS website. The following table and chart illustrate frequency of use. Percentages are of those in each category who answered this question.

Q3 How often do you use the Scheme's website?

	Public		Education		Academic		ARM		Museum	
	No	%	No	%	No	%	No	%	No	%
First time	36	16%	4	33%	2	8%	17	21%	5	9%
Occasionally	102	45%	3	25%	15	63%	50	61%	36	67%
Several times a month	23	10%	2	17%	5	21%	9	11%	8	15%
Several times a week	13	6%	2	17%	1	4%	3	4%	0	0%
More frequently	5	2%	0	0%	0	0%	1	1%	0	0%
Never	50	22%	1	8%	1	4%	2	2%	5	9%
	229	100%	12	100%	24	100%	82	100%	54	100%

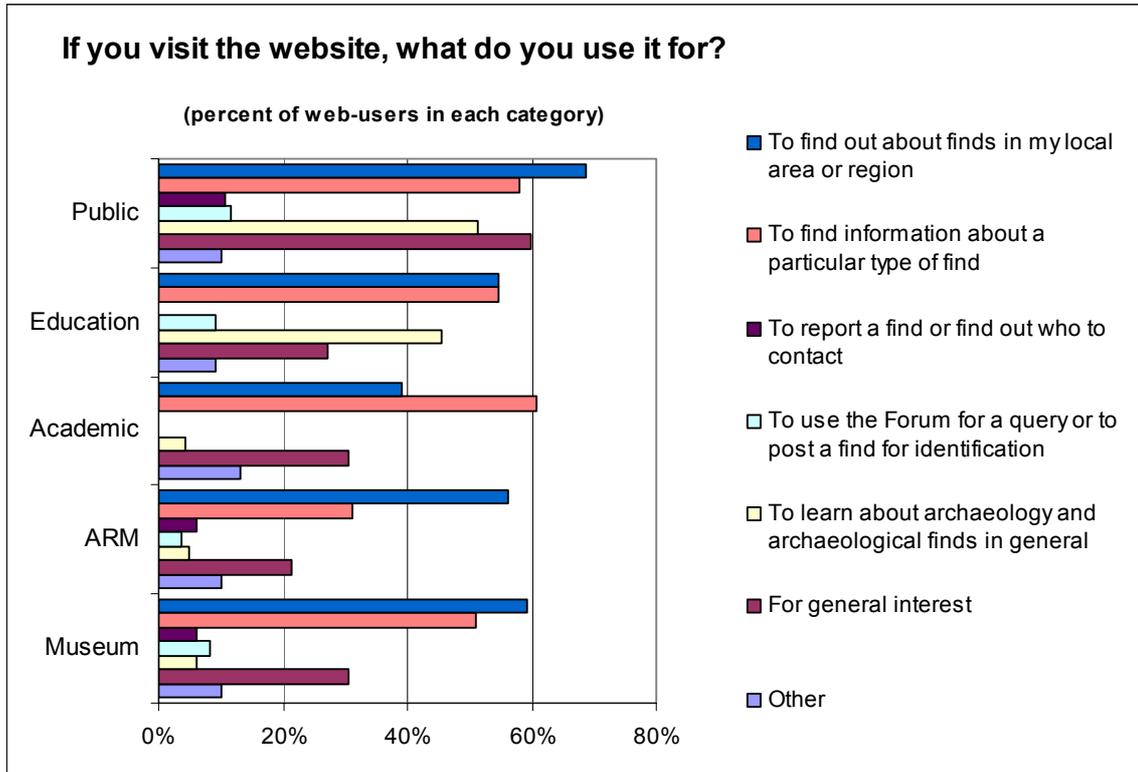


Q4 If you visit the website, what do you use it for?

Percentages show the percent of web-users in each category.

	Public		Education		Academic		ARM		Museum	
	No	% of web-users	No	% of web-users	No	% of web-users	No	% of web-users	No	% of web-users
To find out about finds in my local area or region	123	69%	6	55%	9	39%	45	56%	29	59%
To find information about a particular type of find	104	58%	6	55%	14	61%	25	31%	25	51%
To report a find or find out who to contact	19	11%	0	0%	0	0%	5	6%	3	6%
To use the Forum for a query or to post a find for identification	21	12%	1	9%	0	0%	3	4%	4	8%

	Public		Education		Academic		ARM		Museum	
	No	% of web-users	No	% of web-users	No	% of web-users	No	% of web-users	No	% of web-users
To learn about archaeology and archaeological finds in general	92	51%	5	45%	1	4%	4	5%	3	6%
For general interest	107	60%	3	27%	7	30%	17	21%	15	31%
Other	18	10%	1	9%	3	13%	8	10%	5	10%



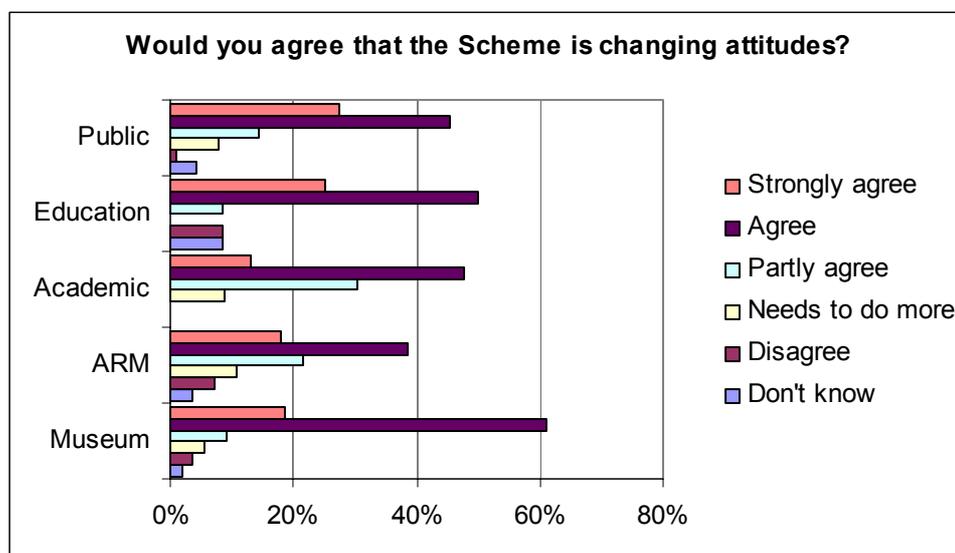
**4.5 Perceptions of change brought about by the Scheme by respondent category (Q5)**

Respondents were asked about their perceptions of the effects of the PAS to date. The following table and chart summarise responses. Percentages are of those in each category who answered this question.

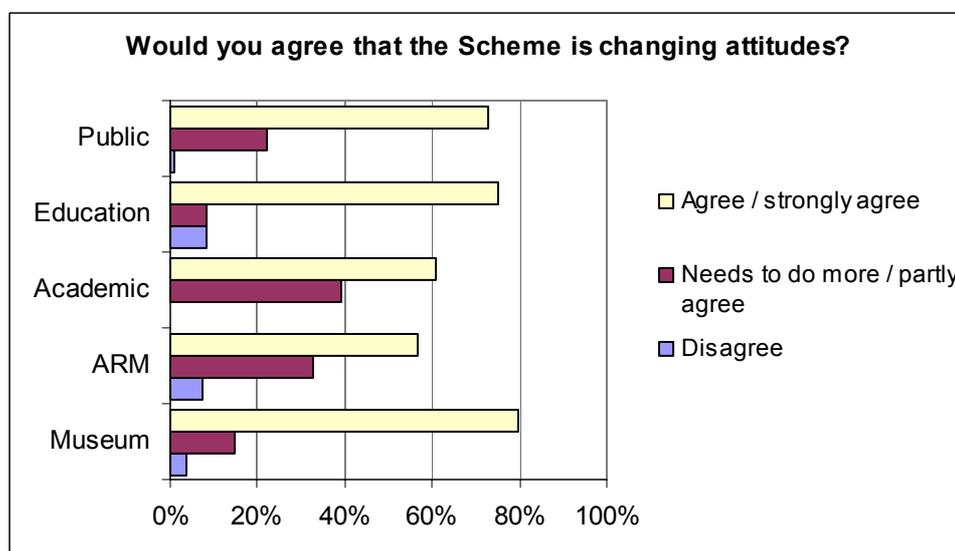
*Q5 In the long term the Scheme aims to change attitudes and improve awareness so that there is a common understanding of the need to record and report archaeological finds. Would you agree that the Scheme is succeeding in gradually changing attitudes in this way?*

	Public		Education		Academic		ARM		Museum	
	No	%	No	%	No	%	No	%	No	%
Strongly agree	64	28%	3	25%	3	13%	15	18%	10	19%
Agree	105	45%	6	50%	11	48%	32	39%	33	61%
Partly agree	33	14%	1	8%	7	30%	18	22%	5	9%
Needs to do more	18	8%	0	0%	2	9%	9	11%	3	6%
Disagree	2	1%	1	8%	0	0%	6	7%	2	4%
Don't	10	4%	1	8%	0	0%	3	4%	1	2%

	Public		Education		Academic		ARM		Museum	
know										
Total	232	100%	12	100%	23	100%	83	100%	54	100%



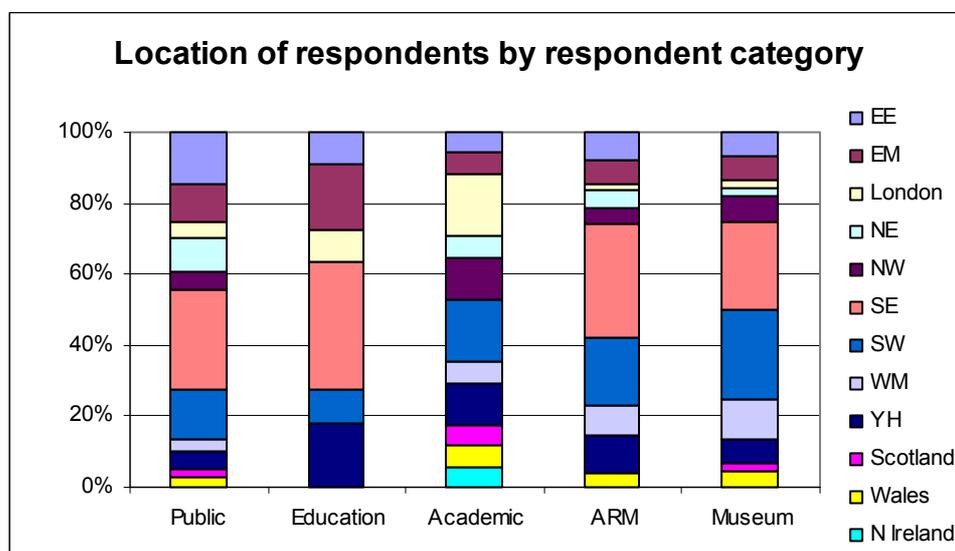
	Public	Education	Academic	ARM	Museum
Disagree	1%	8%	0%	7%	4%
Needs to do more / partly agree	22%	8%	39%	33%	15%
Agree / strongly agree	73%	75%	61%	57%	80%



#### 4.6 Geographical distribution of responses by respondent category

The geographical distribution of responses was determined from the 370 respondents who gave a postcode or location. The chart illustrates the range of English Government Office Regions and UK countries reported. Percentages are of those in each category who answered this question.

	Public		Education		Academic		ARM		Museum	
EE	31	14%	1	9%	1	6%	6	8%	3	7%
EM	22	10%	2	18%	1	6%	5	7%	3	7%
London	9	4%	1	9%	3	17%	1	1%	1	2%
NE	20	9%	0	0%	1	6%	4	5%	1	2%
NW	11	5%	0	0%	2	11%	3	4%	3	7%
SE	59	27%	4	36%	0	0%	24	32%	11	25%
SW	30	14%	1	9%	3	17%	14	19%	11	25%
WM	7	3%	0	0%	1	6%	6	8%	5	11%
YH	10	5%	2	18%	2	11%	8	11%	3	7%
Scotland	5	2%	0	0%	1	6%	0	0%	1	2%
Wales	6	3%	0	0%	1	6%	3	4%	2	5%
N Ireland	0	0%	0	0%	1	6%	0	0%	0	0%
Eire	1	0%	0	0%	0	0%	0	0%	0	0%
Denmark	0	0%	0	0%	1	6%	0	0%	0	0%
Holland	1	0%	0	0%	0	0%	0	0%	0	0%
USA	4	2%	0	0%	0	0%	0	0%	0	0%
	216	100%	11	100%	18	100%	74	100%	44	100%



## APPENDIX 4

### MLA BRIEF FOR THE REVIEW



### MUSEUMS, LIBRARIES AND ARCHIVES COUNCIL

INVITATION TO TENDER AND BRIEF:  
A REVIEW OF THE PORTABLE ANTIQUITIES SCHEME

**Applications are invited to tender to a review the impact and operational effectiveness of the Portable Antiquities Scheme ([www.finds.org.uk](http://www.finds.org.uk)) and identify the potential for improvement:**

#### 1. Introduction

1.1 This review (the Review) of the Portable Antiquities Scheme is being commissioned by the Museums, Libraries and Archives Council (MLA) on behalf of the Portable Antiquities Project Board and Advisory Group (PAPBAG). It is being undertaken as required in the Scheme's bid to the Heritage Lottery Fund (HLF) and is a condition of funding. The Review will examine the impact and operational effectiveness of the Scheme, identify the potential for improvement and funding to enable the work of the Scheme to continue.

#### 2. Aim

2.1 The aim of the review is to provide an independent assessment to identify progress since the last review of the Portable Antiquities Scheme which took place in January 2001.

It will include:

- i) A qualitative evaluation of the strengths and weaknesses of the operation of the Scheme, including an appraisal of the need for the Scheme (to include a 'user needs study') as detailed in the HLF bid document.
- ii) An assessment of the opportunities offered by the Scheme in the short, medium and long term to inform proposals for the future of the project beyond the end of lottery funding in April 2006 currently being considered by Government as part of MLA's Spending Review bid.

#### 3. Scope

3.1 All 'local' Portable Antiquities Scheme posts should be included in the study, with detailed evaluation and assessment of one post in each of the 6 main 'areas' (North, Midlands, East, South-East, South-West and Wales) covered

by the Scheme. These should include some existing posts already in existence in April 2003 and some new posts established since then.

- 3.2 The study will also include the activities of the 'Central Unit', including the Head and Deputy Head of Portable Antiquities, the Administrator, the ICT Adviser, and in particular the Education Officer and the specialist Finds Advisers.
- 3.3 The intention is to provide a snapshot of the current impact of the Scheme now that it has been extended to the whole of England and Wales in order to measure progress since the previous review in 2001.
- 3.4 The review will consider the following audiences and users of the Portable Antiquities Scheme:
- *Finders*: metal-detector users (both club-members and independents), members of amateur groups (such as historical and archaeological societies) and other chance finders.
  - *Archaeologists*: both professionals and amateurs.
  - *Historic Environment Records and other data providers or web-based portals*.
  - *Museums*: museum curators and education officers.
  - *Schools, Colleges and Universities*, including children (both formal and informal), under-graduate and post-graduate students and adult learners.
  - *Educators*: primary and secondary school teachers, tutors at colleges and universities.
  - *Academic community*: specialist study groups and research agendas.
  - *Portable Antiquities Scheme personnel and their host organisations*.
- 3.5 The Review will incorporate other evaluation work already being undertaken by the Scheme (e.g., the Education Officer's survey of metal detector users involvement in archaeology; a user needs analysis of the online database etc.)

#### **4. Method Statement**

##### **4.1 Stage 1: Review of documentation and design of research framework for assessment and evaluation**

4.1.1 The initial task will be familiarisation with the Portable Antiquities Scheme, its documentation and relevant background literature. It will include briefing meetings with the staff of the Scheme.

4.1.2 The main tasks in this first stage are to:

- i) Develop a research framework for the assessment. This is the set of practical issues to be investigated that will allow the opportunities offered by the Scheme to be assessed in relation to achievement so far and to the broader context of policies and activities in:
- public access and awareness
  - educational opportunities
  - academic research in archaeology and numismatics
  - archaeological resource management

- museum resource management

ii) Identify the main elements of the Scheme to be evaluated (variables that can be itemised or measured) and design a method for data gathering and analysis appropriate to the time-scale and sample size, and related to the assessment framework.

## **4.2 Stage 2: Interview design, interviews and data gathering**

4.2.1 Information will be gathered by questionnaires, backed up by a small number of telephone and face-to-face interviews of key players. The aim will be to gather information, informed opinion and perceptions, illustrated by actual examples wherever possible, in order to map the strengths and weaknesses of the Scheme.

4.2.2 Questionnaires will follow a similar pattern with the possibility of special questions for each interest group, the design of which will be the first task of this stage. The questionnaire and the targeted recipients will be designed to fit the assessment framework and to feed into the evaluation process. The data gathered should be relevant to aspects of both of the Review main aims and cover the range of interest areas.

4.2.3 It is proposed to draw a small pilot sample, from the membership of the PAPBAG and Finds Liaison Officers, for initial exploratory interviews, before embarking on distributing the questionnaires.

## **4.3 Stage 3: Analysis of information for evaluation and assessment**

4.3.1 The results of returned questionnaires will be analysed to identify patterns of outcome and issues identified by the interview sample. The assessment framework will provide the structure for this process. The Scheme will be evaluated (wherever possible with actual examples) using the information and views presented by respondents about the relative strengths and weaknesses of existing arrangements. The evaluation will draw on other relevant documentation identified in the course of the Review where this is helpful in clarifying the issues that emerge.

4.3.2 Using the results of the evaluation exercise, the opportunities (and identified challenges) for the Scheme in the future will be assessed in terms of:

- the short term - demonstrable outcomes, illustrated by actual examples.
- the medium term - identifiable or predictable outcomes, with specific illustrations.
- the long term - in terms of potential outcomes that can be substantiated by achievement so far.

## **4.4 Stage 4: Review and report writing**

4.4.1 Initially this stage will correlate the results of interviews and other information gathered in the course of the research with Portable Antiquities Scheme Annual Reports and the HLF bid document. This will provide a crosscheck on coverage for each key area identified in the assessment framework, the balance of the review and assist in identifying any areas for which information is substantially lacking.

- 4.4.2 The report will present a summary of the results of the evaluation and assessment procedure, a synthesis of its findings and, in the light of this, a full discussion of the current Scheme's achievements. It will make recommendations regarding the scope, the scale and the focus of the Scheme and identify the need for any further action to strengthen the operation and future potential of the project.
- 4.4.3 A draft report will be circulated for comment, initially to members of the PAPBAG for discussion at a meeting in September Any revisions required will be completed before submission of the final Review report.

## 5. Programme

The programme outlined is based on a start date of 1 June. Submission of a draft report for comment to the PAPBAG will be delivered in the week beginning 13 September.

- 5.1 **Stage 1:** Review of documentation and design of framework for assessment and evaluation.  
*Target: 11 June*  
Deliverables  
Assessment framework and evaluation procedure.
- 5.2 **Stage 2:** Questionnaire design, creation of mailing lists and data gathering.  
*Target: 9 July*  
Deliverables  
Questionnaire and mailing list.  
Completed questionnaires.
- 5.3 **Stage 3:** Analysis of information for evaluation and assessment  
*Target: 30 August*  
Deliverable  
SWOT analysis and evaluation of responses  
Assessment of future opportunities for the Scheme
- 5.4 **Stage 4:** Review and report writing  
*Target: beginning 13 September*  
Deliverable  
Draft report for circulation to PAPBAG  
Presentation to PAPBAG (date to be arranged)  
Revised final report.
- 5.5 Budget : tender proposals should be in the range of £8,000 to £10,000

## 6. Report delivery

- 6.1. The draft Review report will be circulated as soft copy by email. Three hard copies of the final Review report will be provided (two bound, and one unbound) and one electronic copy emailed to MLA. The project

archive, comprising all research data, will be deposited, as directed by the client, as an electronic copy.

- 6.2 All rights and results of the work undertaken shall rest in, and be the property of MLA, which reserves the right to determine whether the work shall be published and, if so, on what conditions.

## **7. Tender Submission Requirements**

Tender submissions should be submitted to Roger Bland either at the Email address below or in writing by 4 May 2004.

Tender submissions should be no longer than 5 pages. You should outline the skills and experience in evaluating a project such as the Portable Antiquities Scheme, and how you/your organisation would meet requirements and targets stated in the project brief. We also require the names and addresses of two references to support your tender submission.

Companies applying to provide consultancy services or being commissioned to undertake assignments for MLA are required to demonstrate their active commitment to eliminate discrimination against employees, suppliers or users on the basis of colour, disability, ethnic origin, gender or gender re-assignment, race, religious belief or sexual orientation.

## **8. Contact**

For further information about this project please contact Roger Bland or Michael Lewis at:

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London  
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Tel: 020 7323 8611

6 April 2004