

**Non-conformity in the Library Landscape:
the Specialist Classification Scheme
of the
Royal Commission on the Ancient and
Historical Monuments of Wales**

Penelope Icke

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Department of Information Studies

Aberystwyth University

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Summary

Specialist classification schemes are highly diverse in nature yet frequently hidden from view. Most have not been documented and thus remain obscure. One such scheme is that belonging to the library of the Royal Commission on the Ancient and Historical Monuments of Wales, which, not having been updated for many years was in urgent need of revision. This dissertation presents a deconstruction and revision of this scheme. Four other previously unpublished taxonomies within the heritage sector are also examined in order to contextualise the Commission's scheme.

Due to the lack of information on the classification schemes under examination a multifaceted research methodology was employed in order to collect primary data. This included archival research, semi-structured interviews and questionnaires. Through these means a history of the Commission's library was compiled, information was gathered about the operation of other libraries within the heritage sector and user needs were captured and analysed.

The proposed revision of the Commission's scheme and the addition of various management tools, provide practical solutions for its effective operation. Through these methods the library is made fit for purpose, thereby improving access to the collections and widening public knowledge of the library.

This research addresses a gap in the literature of classification concerning the theoretical and practical application of unique taxonomies within the specialist environment of heritage. By highlighting the disparate nature of these specialist schemes, it contributes to an alternative representation of library classification, one that reflects their range and non-conformity.

DECLARATION

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Abbreviations

ASLIB	Association of Special Libraries and Information Bureaux
CMP	Collection Management Policy
Copac	National, Academic, and Specialist Library Catalogue
DDC	Dewey Decimal Classification
ESRC	Economic and Social Research Council
IHR	Institute of Historical Research
IoA	Institute of Archaeology
IoCS	Institute of Classical Studies
LCC	Library of Congress Classification
LIS	Library and Information Systems
LISA	Library and Information Science Abstracts
LISTA	Library Information Science and Technology Abstracts
NLW	National Library of Wales
NMRW	National Monuments Record of Wales
OS	Ordnance Survey
RCAHMS	Royal Commission on the Ancient and Historical Monuments of Scotland
RCAHMW	Royal Commission on the Ancient and Historical Monuments of Wales
RIBA	Royal Institute of British Architects
SANT	Society of Antiquaries of Newcastle upon Tyne
UCL	University College London
UDC	Universal Decimal Classification
UK	United Kingdom
US & USA	United States of America

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1. Introduction

1.1 Background

The Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW; the Commission) is an institution that investigates and records the archaeological, maritime and built heritage of Wales. It holds a small open-access specialist library that supports this work and the archives generated from it. This library has a unique classification scheme designed to reflect its holdings and aid browsing. The scheme has not been revised since 1995 and therefore requires review and revision in order to reflect developments in both the collection and relevant discourses. This revision is the subject of this study.

In preparation for this revision, an examination of classification theory was made and comparisons drawn with specialist taxonomies and universal classifications within the subject areas of heritage, archaeology and architecture. A very real tension was found between the theoretical and practical realities of classification. It is evident that there has been a shift away from the practical application of library classification towards a fundamental questioning of the very need for classification in an age of full-text searching and hypertext (Fugmann, 1993; Rowley, 1994; Rafferty, 2001). In addition it is apparent that specialist libraries hold a marginal position within the literature, which was found to be unrepresentative and did not reflect the highly disparate nature of the library landscape.

It was observed that the heritage sector, in which the Commission's library sits, is almost completely unrepresented within the discourse which appeared to be dominated by the wealthier academic and public library quarter. Although the heritage sector has undergone enormous changes over the last 20 years, it remains cash-starved and is frequently one of the first areas to receive cuts in times of hardship. Financial stricture plays a key architectural role in how the sector has developed, how it operates and how it uses its resources.

1.2 Research question/issue

This research examines specialist libraries within the heritage sector to provide context for the deconstruction and revision of the Commission's classification scheme. The Commission's library not only provides an example of a specialist library in need of review and revision, but is also typical of the many and varied specialist libraries that seem invisible within the library landscape.

1.3 Aims and objectives

The aim of the research is to examine the theoretical and practical application of unique classification schemes within a specialist environment. Many of these schemes have not been published or require prior knowledge in order for them to be found. By examining four previously unpublished classification schemes within the heritage sector, this study intends to contribute to an alternative representation of libraries, one that reflects the non-conformist, diverse nature of the library classification landscape. The recent application of post-structuralist theory to classification has highlighted the need to question long held assumptions about the fundamental nature of language and meaning. The analysis, deconstruction and revision of the RCAHMMW scheme in light of these recent developments will thereby attempt to bridge the gap between these divergent approaches.

The study is structured around the following key objectives:

- Review the current literature on classification.
- Research the history of the Commission library.
- Undertake a comparative study of selected specialist libraries in the heritage sector.
- Analyse, review and deconstruct the Commission's classification scheme.
- Reconstruct and revise the Commission's classification scheme in light of these findings.

The ostensible motive for the project is to make the Commission's classification scheme fit for purpose, to improve access to the collections and thereby widen public knowledge of the library.

2. Literature Review

2.1 Introduction

The widespread philosophy that classification can be standardized and therefore reused in different contexts seems problematic because different discourse communities develop their own terminology, meanings, and relevance criteria (Hjørland, 2012, p.302).

Hjørland's view summarises the basic premise governing all specialist classification schemes. Although glossed over in much of the LIS literature, it is also fundamental to the development of classification as a whole. It is one of three areas of the classification discourse examined in this literature review that bear on the RCAHMW's specialist classification scheme. These are:

1. General classification theory with particular reference to recent post-structuralist developments.
2. Classification theory as it relates to specialist classification schemes.
3. The effect classification has on browsing.

Special attention is paid throughout to the relationship between practical and theoretical strands of the discourse.

2.2 Search Strategy

The literature search strategy comprised five stages:

Stage 1

Searches on the general subject area of classification were undertaken using the Aberystwyth University Library catalogue, Google Scholar and a range of databases and e-journals including: *Library and Information Science Abstracts* (LISA); *Library, Information Science and Technology Abstracts* (LISTA); *Journal of Documentation* and *Cataloging and Classification Quarterly*. The

search terms: 'classification', 'knowledge organisation' and 'information organisation' were entered. This brought up a huge amount of material, giving an overview of the subject discourse and highlighting particular areas that required further investigation in relation to the RCAHMW's classification scheme. The shelves of the relevant section of the Thomas Parry library were also browsed and the bibliographies of pertinent volumes examined. Of particular relevance were: discussions surrounding questions of the 'ambiguity' and 'instability' of language; problems of inconsistency and subjectivity in applying classifications; criteria required when dealing with an open-access, browsable library.

Stage 2

Searches were narrowed-down to examine the literature pertaining to specialist libraries and their specific classification needs. The search terms: 'special library', 'specialist library,' 'corporate library', 'business library', 'research centre' and 'private library' were used. These searches were problematic due to scarcity of publication and a lack of standardised terminology. The sequestered nature of specialist libraries, often inaccessible to the public, makes them largely invisible within the subject discourse (Ferguson and Mobley, 1984, p.3), except for unpublished dissertations.

Searches were also completed for literature covering specialist classification schemes. The following search terms were entered: 'alternative classification', 'unique classification', 'private classification', 'specialist classification' and 'original classification'. Again, the lack of standard terminology within the literature of this topic made the searches problematic. Indeed, even when the searches returned results, the literature rarely held detailed analyses of individual specialist classification schemes. This was particularly apparent when searching for schemes covering the subject areas of archaeology and architecture. No search results were found under these topics and thus, in order to address this deficiency, interviews were held with librarians working within these types of specialist library (Appendix 6).

Stage 3

An examination was made of literature on the classification requirements of open access libraries that use browsing as one of their main access mechanisms. Much of the information on this subject was found within the mainstream literature on cataloguing and classification which came up under stage 1. Additional searches were undertaken for the terms, 'browse', 'browsable' and 'open-access' returning some relevant articles. This was of particular importance to the review of the RCAHMW's library, not only in respect of its primary function as a browsing library but also because its direct accessibility has recently been jeopardised.

Stage 4

Searches were made into the classification literature that may have influenced Gwyn Thomas when he established the RCAHMW's scheme during the 1970s. This was carried out as a component of stage 1 by setting date parameters within the search criteria. Contemporary thought was appraised in the areas of archaeology and librarianship to contextualize the scheme by analysing texts held within the RC library, archaeological thesauri and classifications and general literature on classification from the 1950s to 1970's.

Stage 5

A comprehensive search was undertaken of primary sources, including the archives, registry and library collections of the RCAHMW. This entailed searches of both catalogued and uncatalogued material, commissioners papers, the personal papers of Gwyn Thomas, and administrative files including staff notices. This located documents and references relating to the thinking behind the classification scheme in its various manifestations and helped glean a feeling for the circumstances in to which the library was born. In particular, the commissioner's papers and RCAHMW annual reports helped provide a chronological overview of events and developments that could be fed into the history of the library.

2.3 Overview of the Literature on Classification

Much of the literature on classification and taxonomy can be split between the theoretical or philosophical and the practical (Alexander. 2012, p.726). The former discuss ideas such as the problems of 'naming' and 'representation', relating them to theories proposed by philosophers like Derrida and Foucault (Olson, 2002; Radford and Radford, 2005). The latter offer guidance on carrying out classification, defining terms and teaching students how to group and classify the 'similar' or 'like' (Rowley and Hartley, 2008, p.171). Most works on classification concentrate on the universal schemes of Library of Congress Classification (LCC) and Dewey Decimal Classification (DDC), frequently comparing them to Universal Decimal Classification (UDC) as the main faceted scheme, with Ranganathan's Colon Classification (CC) as an interesting, mainly theoretical, alternative (Hunter, 2009; Langridge, 1992; Buchanan 1979; Broughton, 2004; Chan, 1994; Rowley, 1992; Rowley and Hartley, 2008). The literature from the last decade, in particular, shows a shift in focus away from the practical application of classification schemes in libraries towards new developments in web-based knowledge organisation (Kumbhar, 2012, p.3).

Theoretical discussions of the practicalities and difficulties of classification were found to be relevant when analysing and revising RCAHMW's scheme. Of particular interest was the refutation of Cutter's original objectivist proposition, that one can create a controlled 'universal' language providing 'surrogates' that retain the original meaning of the document. This strain of the discourse argues that classification is not simply about matching a surrogate or finding a synonym from a controlled index for an item, but is a complex process of interpretation involving the negotiation of different socio-political interests and biases (Cornelius, 1996; Feinberg, 2007; Fugmann, 1993; Hjørland, 2012; Mai, 2000, 2011; Olson, 2002; Ørom, 2003; Radford and Radford, 2005). The slipperiness of language, the problems of naming, the subjective nature of interpretation and the ambiguities of meaning all contribute to making the act of classification an extremely problematic operation. The highly subjective analysis of texts being catalogued brings great disparity over the subject terms, resulting in 'concept scatter' and inefficient retrieval (Fugmann, 1993, p.153).

Both Dewey and Cutter felt a high level of consistency could be maintained as long as the cataloguer stuck to the correct indexing rules (Olson, 2002, p.65). Rafferty suggests, however, that these rules are based on, 'arbitrary assumptions', set by practitioners to both justify and police the boundaries of their discipline (Rafferty, 2001, p.191). The very act of their application defers definition, thereby making meaning highly unstable (Olson, 2002, p.183).

The formation of notation magnifies the process of classification still further and the literature again reflects the division between the theoretical and the practical. Notation is seen within the main discourse as an integral aspect of classification. It is used to indicate the preferred order and 'address' of the material on the shelves (Foskett, 2006, p.72 in Marcella and Maltby). Providing a direct link between the catalogue and the shelved item, the classification is translated into a call number (Rowley and Hartley, 2008, p.174). It is this reductionist process that theoreticians see as a further extension of the imprecision occurring in classification (Rafferty, 2001, p.184). The reduction of the, 'theoretical essence', of a book (Hyman, 1972, p.215) to a mere symbol produces a localised, synthetic language or symbolic meta-narrative, that acts as a surrogate for the subject terms it is meant to represent (Rafferty, 2001, p.189). Notation thus becomes a symbolic language that attempts to represent the relationships between concepts by means of syntactical construction and should, according to Hyman, be able to be 'read' across the shelves (1972, p.212). It is, however, a language that can take as many forms as there are classification schemes, and must be learnt and decoded by the user (Foskett, 1996, p.5).

2.4 Literature on Specialist Libraries and their Classifications

Specialist libraries are defined within the literature as libraries designed for a specific purpose and confined to a special, limited field of knowledge (Ferguson and Mobley, 1984, p.5-6). They serve well defined groups of users who have more focussed interests than those of public or academic libraries (White, 1984, p.4; Ahrensfield et al, 1986, p.2). Such libraries are usually

oriented to a single subject or several related subjects (Porter et al, 1997, p.2) and as a result frequently have unique classification schemes. These cater for the classification of large numbers of items within a small number of subject classes, requiring more detail than is found within universal schemes (Herner and Meyer, 1957). They can operate in a 'dialect' that directly furthers the specific purposes of the clientele (Alexander, 2012, p.727). Specialist classification schemes also include those used across defined sectors including: Brisch Building Classification; the Unified classification for the construction industry (Uniclass); the National Library Medical Classification.

Searches on specialist libraries and their classification schemes were hindered by a lack of standardised terminology. The meaning of 'specialist' seemed to shift, sometimes referring to corporate libraries or information centres (Ferguson and Mobley, 1984; Porter *et al*, 1997; Thornton, 1940; White, 1984), and sometimes to the broader category of libraries with 'specialist' collecting policies (Mount, 1995; Wood, 1984). Much of the literature returned for specialist libraries did not examine their classification schemes, instead tending to be concerned with managing a library with very few resources or how to be taken seriously within the corporate environment (Ahrensfield *et al* 1986; Batten, 1975; Burkett, 1965; Ferguson and Mobley, 1984; White, 1984). This was particularly apparent when looking at the literature from the U.S.A., which primarily used the term to refer to business libraries, as defined by the Special Libraries Association.

The terminology employed to describe specialist classification schemes was highly diverse, including: 'aspect schemes'; 'alternate'; 'unique'; 'private'; 'tailor-made'; 'original'; 'home-grown'; 'independent'; 'home-made'; 'custom designed'; 'specialist'; 'special' (Collison, 1950, p.61; Herner and Meyer, 1957, p.801; Buchanan, 1979, p.106; Lorenz, 1997, p.39; Ferrari, 2000, p.75; Rowley and Hartley, 2008). Some of these appear rather disparaging thus reflecting their marginalised position within the literature and accentuating the skewed view that the majority of libraries use one of the main universal schemes.

In 1957 Herner and Meyer noted that there was very little literature specifically concerned with the theory of specialist library classification (p.800) and this still largely seems to be the case. It is frequently necessary to know the name of the library, creator or classification system for searches to return positive results. Most were associated with academic institutions where specialist classification schemes were developed to aid research within specific discourses. These tend to reflect the teaching interests and trends in research within a particular institution or department (Garside, 1954; Ferrari, 2000; Lorenz, 1997; Wheeler, 1916). This bias in the literature may reflect the greater willingness of academic librarians to review and publish their schemes, whereas those used within a corporate setting tend to be regarded simply as work-tools. The marginal position of specialist libraries is reflected by the fact that there are no exact numbers of how many exist (Ferguson and Mobley, 1984, p.3). Although the U.K., like the U.S., had an organisation representing specialist libraries, the Association of Special Libraries and Information Bureaux, it is now primarily a training organisation providing services to all library and information professionals.

2.5 Classification and Browsing

Browsing is variously defined as, 'non-specific book research' (Hyman, 1972, p.9), '[a] subject retrieval mechanism ... to gather material topically' (Olson, 2002, p.11), and, 'a non-deterministic, dynamic process' (Hildraeth, 2002, p.12). Once regarded as, 'capricious self-indulgence', it can now be seen as, 'valuable self-education for the general reader and highly desirable, if not essential, for the scholar' (Hyman, 1972, p.114). Browsing is inextricably linked to the advancement of open access libraries and played a major role in the development of the main universal classification schemes. Frequently deemed a democratic right and seen to be vital for independent study and self-realization (Hyman, 1982, p.28; Buchanan, 1979), it was endorsed and legislated for in the Public Libraries and Museums Act, 1964. Browsing is distinguished from serendipity, which tends to be defined in highly subjective terms pertaining to, 'the unique and contingent mix of insight coupled with chance' (Fine and Deegan, 1996, cited in Makri and Blandford, 2012, p.706).

Although serendipity has attracted a growing body of literature (Foster and Ellis, 2014), it was seen as peripheral to the focus of this study.

The relationship between classification and browsing mirrors the connection between the theory and practice of knowledge organisation (Hjørland, 2012, p.301). Given that the library of the RCAHMW, a knowledge-based organisation, is primarily arranged to encourage browsing, understanding this relationship is of paramount importance to this study. Bibliothecal arrangement for the enhancement of browsing forms a distinct topic within the literature of classification and knowledge organisation. It is seen as an important aspect of the auto-didactic nature of both the books themselves and of individual classification schemes. Nineteenth century classification theorists felt that the physical grouping and placement of books should not only reflect subject discourses, but also aid the reader in their individual search for knowledge. Dewey, in his preface to the first edition of DDC, emphasised the way in which the scheme aids browsing by placing books on the same subject together, 'preceded and followed by other allied subjects' (Dewey, 1876, p.9). Cutter distinguished between the purpose of the catalogue and that of classification, stating that the object of the catalogue is to find a specific book by a given author, whereas classification, 'guides people readily to all the books on a given topic' (Cutter, 1879, p.240). More recently, Ranganathan outlined the importance of browsing for Colon Classification, emphasising the deeper function of shelf arrangement in satisfying both the reader's 'expressed' and 'unexpressed' needs (1962, p.17).

Hyman argues that the 'self-revealing' and educational nature of classification schemes is primarily dependent on having the correct books in the collection. The usefulness of a collection is reliant on the acquisition policy and budget available to purchase those books, and it is unlikely, in the majority of libraries, that a collection will be exhaustive (Hyman, 1972, p.143). Thus, libraries will always offer a skewed representation of knowledge, not only because they can never contain all knowledge, but also because the physical arrangement on the

shelves will directly affect the way it is used. The map of knowledge created by universal classification schemes gives the browser a false impression of a true and complete representation of reality. Classification is merely an imposed construct that reflects the biased cultural, social and political views at a specific point in time through the narrow field of a particular library collection (Hyman, 1982, p.168). The representation of reality embodied in a library is fluid and constantly shifting as the linear relationship each book has with its neighbour is altered every time a book is taken out on loan, a new book is added or items are weeded. Olson argues that the variable order manifest in the arrangement of books on shelves directly affects information seeking behaviour and its results (Olson, 2002, p.11). This power has been fully exploited in the commercial sector where there is a huge body of literature on product placement and shelf layout (Anderson, 1979; Fernie *et al*, 2015; Meier and Robinson, 2004). Such techniques have only recently begun to filter through to the library sector and then really only within public libraries (Olson, 2002, p.11).

The classification of multi-topic material is also problematic. The arrangement of books on shelves lacks the flexibility necessary to display more than one kind of relationship at a time and therefore the problem of concept scatter inevitably arises (Fugmann, 1993, p.153). For shelf arrangement to be useful to the browser assumptions must be made by the cataloguer concerning the specific user's needs (Rowley and Hartley, 2008, p.173). The physical arrangement of books can therefore be seen as a representation of anticipated collection use (Hyman, 1982, p.1), whilst also reflecting the dictates of the classification scheme (Rigby, 1965). Browsing is thus inextricably linked to classification scheme and is either helped or hindered by it.

2.6 Contextualising the RCAHMMW's Classification Scheme

Searches for material on the RCAHMMW library and classification scheme involved an examination of the Commission's archives, annual reports, the personal papers and correspondence of W. G. Thomas and personal communication from co-workers. Annual reports for the period Thomas worked

at the University of London Institute of Historical Research (IHR) were also examined, as was the specialist classification scheme used by its library. Information from these sources was sparse, but did enable a chronology for the RCAHMW library to be assembled (Appendix 1). No documentation concerning the day-to-day running of the library was located. The acquisition files and loans register seem to have been destroyed. It is unclear exactly when W. G. Thomas set up the RCAHMW's original classification scheme, but it is possible to surmise that it was during the 1970s. As no record was found of the classification scheme in its original manifestation, it has been necessary to work from an undated revision found in W. G. Thomas' personal papers (Appendix 2) and a subsequent revision made about 1995 (Appendix 3).

In attempting to trace the influences and thinking behind the RCAHMW scheme, it seems likely that Thomas was influenced by the standard archaeological typologies produced by the Ordnance Survey at that time (Ordnance Survey, 1963 and 1973). These define terms and outline how they should be used.

The post-1995 revision was intended to retain the, 'former classification categories wherever possible', to follow the guiding principles of simplicity, rationalisation and integration, and to be capable of expansion as required (Malaws, 1996, p.1). These intentions demonstrate an awareness of the guiding principles of classification as outlined in such works as Buchanan (1979) and Foskett (1982).

2.7 Conclusion

This literature review demonstrates that whilst there is a thriving discourse on classification little is currently being written about specialist schemes such as that of RCAHMW. This shift away from examinations of specific schemes and libraries towards a fundamental questioning of the very need for classification in an age of full-text searching, automatic classification and hypertext

(Fugmann, 1993; Rowley, 1994; Kumbhar, 2012; Rafferty, 2001) has moved the discourse away from the practical realities of many libraries. It is the intention of this research, in first analysing and then revising the Commission's classification scheme, to contribute towards both the practical and theoretical discourses of classification. The recent application of post-structuralist theory to classification has highlighted the need to question long held assumptions about the fundamental nature of language and meaning. The analysis, deconstruction and revision of the RCAHMMW scheme in light of these recent developments will thereby attempt to bridge the gap between these divergent approaches.

3. Methodology

3.1 Introduction

The obscure nature of specialist libraries frequently makes them both invisible within the LIS subject discourse (Ferguson and Mobley, 1984, p.3) and inaccessible to the public. The Commission library, although open to the public, does not have an online catalogue and is not easily accessible. The present classification scheme is out of date and has been inconsistently applied over the years, making the library difficult to use and inhibiting browsing. The aim of this project is therefore, to improve and update the classification scheme, making it fit for purpose. Once complete this will enable the records on the library catalogue to be updated, cleaned and standardised with the long-term aim of publishing the catalogue on the RCAHMMW website and Copac (the National, Academic, and Specialist Library Catalogue). The underlying motivation behind the project is therefore to improve access to the collections and widen public knowledge of the Commission's library.

To achieve this, the study was comprised of seven key objectives:

- Review the current literature on classification.
- Research the history of the Commission's library.
- Establish research criteria for participating libraries in order to find comparators.
- Locate and examine libraries conforming to the research criteria.
- Compare the Commission's scheme to others conforming to the research criteria.
- Analyse, review and deconstruct the Commission's classification scheme.
- Reconstruct and revise the Commission's classification scheme in light of these findings.

In order to accomplish these objectives a qualitative mixed methodology was employed combining historical research, semi-structured and informal

interviews, and an online staff survey to capture the information required. Both primary and secondary sources were examined as part of the research process.

3.2 The Literature Review

An overview was made of the secondary source material making up the established LIS discourse of classification. This helped highlight specific problems within the Commission's classification scheme that required further investigation. It raised questions concerning interpretation, subjectivity and the instability of language, prompting an examination of recent theoretical critiques of the more established objectivist views found within the LIS discourse (Cornelius, 1996; Feinberg, 2007; Fugmann, 1993; Hjørland, 2012; Mai, 2000, 2011; Olson, 2002; Ørom, 2003; Radford and Radford, 2005). A focused search on specialist libraries and their classification schemes sought to determine whether they required additional or alternative criteria in order to enhance their operation. Searches were then concentrated on specialist architectural and archaeological libraries using unique classification schemes, but failed to return any results within the literature. This prompted the use of alternative search-methods to locate libraries which could serve as comparators to the RCAHMW library.

3.3 Researching the History of the Commission's Library

As there was no written history of the RCAHMW library, one was compiled as part of this study in order to provide context for its classification scheme. This was constructed using primary sources held by the Commission. The 'W. G. Thomas' Collection was of particular use, as were the administrative collections of historic Commissioner's Papers and staff notices. Annual reports contained references to some of the major changes to the library. Documentary analysis provided a sequence of events and offered a glimpse into how the library was viewed and used by staff. However, no operational documents were found; no acquisition or borrowing ledgers were kept and the original card catalogue was destroyed after being computerised.

The evidence gathered from these sources was partial and incomplete, the material concerned having been intended as an administrative record of decision making and as evidence of due process. Even the records held within the 'History of the Royal Commission' collection were not originally intended to be used for this purpose. This disparate material, assessed and compiled by archivists in order to inform the organisation's history, makes no mention of the library. The history of the Commission's library presented here was therefore verified through testimony from previous members of staff and ex-librarians to ensure rigour, in accordance with Pickard's dictum of trustworthiness (2013, p.175). Three previous librarians were contacted and informal discussions held over the telephone and in person. These were guided by pre-formatted questions as per Appendix 4. Permission was sought and participants were notified that their responses would feed into the project and be used to inform a history of the RCAHMW library.

3.4 Research Criteria for Participating Libraries

The criteria used to select the types of library invited to participate in the study rested on key traits identified in the Commission library:

- Having a specialist subject area of archaeology and/or architecture.
- Employing a specialist classification scheme.
- Operating or having once operated as a society or corporate library.
- Being small/medium in size.
- Being open-access.

The research criteria allowed purposive sampling to take place, providing, 'information-rich cases for study' (Pickard, 2013, p.64). This refined the project's focus enabling comparisons to be made between the selected classification schemes and that of the RCAHMW. Results from this examination also fed into the reconstruction of the Commission's classification and informed its review.

3.5 The Sample: Libraries Conforming to the Research Criteria

It proved particularly difficult to locate specialist architectural and archaeological libraries that use unique classification schemes. The majority were identified through personal experience of working in the heritage information landscape rather than finding information through the internet or the literature search. Given their obscurity, it was necessary to contact them directly, by telephone and email, to ascertain whether they employed specialist classification schemes. Out of the eleven libraries contacted, four most closely matched the research criteria. These were: the Institute of Archaeology (IoA); the Society of Antiquaries of Newcastle Upon Tyne (SANT); the Institute of Classical Studies (IoCS); and Historic England. Historic England's library profile corresponded most closely to that of the Commission and contained both archaeological and architectural material. The other three are or have been society or institute libraries and tended more towards archaeology. After some research the SANT library was disregarded as a main subject of consideration due to much of its collections being closed access. In its place the libraries of the Royal Institute of British Architects (RIBA) and the architectural library at The Bartlett were examined. Although not matching all the research criteria, they offered interesting adjuncts to the sample and provided balance to the archaeological skew. The Bartlett was selected despite it being a purely academic library, due to its having recently moved from the specialist scheme, Garside, to Library of Congress. RIBA, which uses UDC, offered an interesting example of a general scheme being used to capture a high degree of specialism within a defined subject area.

Some of the specialist architectural and archaeological libraries that were contacted were not deemed suitable for inclusion. Whilst the Society of Antiquaries of London's library is a society library collecting material on archaeology and architecture, it does not use any kind of classification scheme, instead purely employing shelf-marks (A. James, personal communication, August 18 2015; Nurse, 2007, p.213). The libraries of the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS), Historic Scotland, The Haddon (Cambridge) and The Sackler (Oxford) were also

disregarded because they either employed universal schemes or had been subsumed into larger academic libraries, no longer retaining their original classification schemes or credo.

3.6 Case Study: the RCAHMW Classification Scheme

The existing RCAHMW classification scheme was examined and deconstructed following an analytical ideographic approach. It was compared to those of the selected libraries in order to detect gaps in the schedule and allow developments in the architectural and archaeological discourses to be mapped in preparation for its revision. A lack of literature on the library classification schemes selected made it necessary to collect primary data in order to enable these comparisons to take place. Qualitative research methods were deemed most appropriate for investigating the way the selected libraries operated their unique schemes. The datasets collected therefore not only served as comparators, but also fed into the review of the Commission's classification scheme and its subsequent revision. This comparative analysis offered the opportunity to triangulate the evidence as highlighted by Pickard (2013, p.102). An evaluation of the existing Commission library stock was also undertaken to ensure the proposed reconstructed scheme reflected both the development of the subject areas and the library's own collections.

To gather the primary information required for the case study and comparisons, two key methods were used, semi-structured interviews with librarians working in the selected libraries and a RCAHMW staff survey on library usage and requirements.

3.7 Data Collection Methods: Semi-structured Interviews

Semi-structured recorded interviews were used to gather detailed accounts from the participating libraries. This was considered the best way to explore how their classification schemes worked in practice and allowed a conversation to develop about their pros and cons. Flexible, free flowing conversation was

guided by the pre-formatted questions in the interview schedule, following Bryman's recommendations (2012, p.471). The schedule (Appendix 6) was designed in three main sections covering the classification scheme, the cataloguing and classification process and library users (after Pickard, 2013, p.197). The questions were formatted to encourage open responses without being leading. The schedule was intended for face-to-face interviews, but had the potential to be sent as a written questionnaire if participants were unavailable.

The librarians of the four comparator libraries were sent information on the project and an invitation to take part in an informal recorded interview. It was explained that, for the purposes of efficient data collection, the interviews would be audio-recorded and then transcribed (Appendix 5). Informed consent was obtained from all participants according to the guidelines outlined by the Economic and Social Research Council (ESRC, 2015). All interviewees signed consent forms. A small, unobtrusive recording device was used so as not to overly inhibit the interview, following Gorman and Clayton's recommendations (2005, p.136). This was considered to be the most appropriate method of data collection as the information being discussed was not of a sensitive nature. The recordings were saved on a secure, password protected computer and were manually transcribed. Because of the conversational nature of the interviews the responses were not coded, rather narrative analysis was employed to extract the relevant primary information (Appendix 7).

3.8 Data Collection Methods: Staff Survey

To gauge staff opinion and usage of the Commission's library an anonymous time-limited survey was conducted using SurveyMonkey. A pilot was run in order to test the questions and ensure validity. The questions were then adjusted to ensure that they were unbiased and neutral. The survey was prefaced by text explaining the content of the survey and how the information would be used (Appendix 8). A mixture of open and closed response questions were employed with the majority designed to be answered quickly, frequently

with a 'yes' or 'no'. A free-text box was also provided to give staff the opportunity to supply more in-depth replies. A link to the survey was emailed to all staff at the Commission and then a reminder sent out after one week. The survey was closed after two weeks.

3.9 Ethics

Ethical considerations were adopted following ESRC guidelines and were integral to the research design. Formal introductory letters were sent to each potential interviewee, explaining their role and rights within the research project. The letters contained information about confidentiality, security and data protection, and confirmed the participant's anonymity. Copies of these documents can be found in Appendix 5. Consent forms were forwarded once confirmation had been received, as per guidelines outlined by Bryman (2012). Prior to the interviews taking place, these assurances were repeated and the signed consent forms collected. Participants were informed of their rights at every stage and given the opportunity to withdraw.

3.10 Conclusion

The research framework and methodology for this project were designed to facilitate the collection of primary data used to inform the comparative study of archaeological and architectural libraries using specialist classification schemes. The information collected using the outlined methodology aided the subsequent review and revision of the Commission's classification scheme, thus serving both theoretical and practical ends. It provided qualitative data on how each library uses its classification scheme and the reasoning behind its development. The interview results collectively make up a comparator to the discourse on unique taxonomies and their uses in specialist libraries. Information collected through documentary analysis allowed the compilation of a chronology and history of the Commission library. This enabled comparisons with similar libraries, feeding into the formulation of a revised classification scheme for the Commission and filling the gap identified in the LIS discourse.

4. History of the RCAHMW Library

4.1 Introduction

In 1908 the RCAHMW was setup under Royal Warrant to investigate and record the archaeological and built heritage of Wales. This work was originally published in county inventories and now appears in thematic studies and the online site database and catalogue, Coflein. Surveys, photographs and reports were produced as part of this work and books, pamphlets and other information collected to inform it. By the 1960s a huge amount of material had accumulated that required sorting, accessioning and cataloguing, and in 1963 the National Monuments Record of Wales (NMRW) was officially set up. This is comprised of both the archive and library, holding unpublished and published material respectively.

Although originally created to serve the Commission staff, the library is now open to the public and is used in tandem with the archive collections. Its stock directly complements and enhances the archives, covering all aspects of Welsh archaeology, architecture, history, topography and cartography, planning legislation and historic environment strategy. A small antiquarian collection is also held. Texts covering wider geographic areas provide context for the Welsh material.

The library collects all the current county archaeological society journals for Wales, as well as the major relevant specialist archaeological, architectural and historical periodicals. Many complete runs are held. The collections represent the general discourses of Welsh archaeology and architecture, as well as reflecting the specific interests of staff and the projects they have undertaken. Holdings are particularly strong on the key subject areas of Welsh non-conformity, vernacular architecture and industrial archaeology.

4.2 The Early Years

The Commission's first librarian was William Gwyn Thomas (1928-1994). Born in Tenby, he studied Modern History at Jesus College, Oxford under the architectural historian, Sir Howard Colvin (Smith, 1995, p.227). After working in local libraries in Pembrokeshire he was appointed as a library assistant at the University of London Institute of Historical Research, under the direction of Sir Goronwy Edwards (University of London Institute of Historical Research, 1954, p.5). At the time, Sir Goronwy was a Commissioner of the RCAHMW, becoming Chairman in 1955 (RCAHMW, 1960, p.xvii). Benefitting from this connection, Gwyn Thomas joined the staff of the Commission in 1956, becoming an investigator (University of London Institute of Historical Research, 1956, p.5). Thomas initially worked on the Caernarvonshire Inventories but seems to have had responsibility for the book collection from the start, although always in addition to his other duties (Hogg, n.d. p. 1). As with many specialist libraries, all the Commission's librarians have only ever worked in the library part-time.

By the 1970s the book collection at Edleston House, the Commission's main offices in Aberystwyth, had grown substantially and had begun to be known as, 'The Investigators' Library' (Richard Suggett, personal communication, June 12, 2015). A very basic classification scheme was devised to allow the general subject areas to be shelved together. During this period library management took on a more formal approach, with the introduction of staff loan procedures and the segregation of reference-only books. By 1980 all book selection was carried out by a library committee containing representatives from the Commission's constituent specialisms within archaeology and architecture: Roman and Prehistory; Medieval; Tudor and Stuart; Modern (RCAHMW, 1988, p. 9).

In 1983 the Ordnance Survey's Archaeological Division was wound up and their Welsh material deposited in the NMRW, including a considerable number of books and journals (RCAHMW, 1996, p.29). This book collection can be

identified in the current library catalogue through the 'OS' prefix on the accession number. It contained a number of antiquarian books including (OS0044) Coxe's, *An historical tour in Monmouthshire* (1801) and (OS0030) Fenton's, *A historical tour through Pembrokeshire* (1811). Due to the lack of space at Edleston House, this collection was housed in the Burton Building, another of the Commission's offices in Aberystwyth. It was probably this substantial addition to the library that prompted Thomas to update the existing simple classification scheme to the one whose basic alpha-numeric notation are recognisable in the current classification. Unlike the English Royal Commission, he did not adopt the numeric specialist scheme used by the OS (Appendix 9).

4.3 Development

The receipt of the OS collection appears to have been a catalyst for change within the library, prompting management to think about the ever growing collection of books as a 'library' requiring particular management. Once Gwyn Thomas had retired in 1988, responsibility for the library was passed to the NMRW under Hilary Malaws (née Sherrington), with guidance on book purchase still being provided by the Library Committee (RCAHMW, 1989, Agenda Item 8). A year later this was revoked and the library committee dissolved, giving the library greater autonomy. 1990 also saw the acquisition of Dr Hogg's library, another substantial collection of books and journals. Space and shelving now became critical and it was decided to have a dedicated room for the library and spend a substantial part of the budget on new shelving (RCAHMW, 1989, January 23, Notes of the inaugural meeting of the library committee).

This period saw a shift in emphasis away from purely supporting project activity to building a more representative collection on the archaeology and architecture of Wales. Primarily this was due to the library opening to the public for reference purposes, providing access to both the archive and book collections together. Given the library's limited budget, registration with the

British Library's Booknet scheme during this period was an attempt to acquire out of print works, at nominal cost, to balance the collections. This aim was advanced over the following years, coming to fruition at the Commissioners' Meeting in September 1992 when the first written collecting policy for the NMRW was proposed,

The collection of material should go hand-in-hand with its dissemination; full consideration will therefore need to be given to the library and information functions. If 'information' is at the heart of the collecting policy, the library itself must **surely** be seen as an integral part of the information service. The development of an up-to-date and 'comprehensive' library of published information will form part of the core of the 'archive' and a clear book-purchasing policy will be required', (RCAHMW, 1992, RCP2/24 Agenda Item 8).

This period saw the development of both the catalogue and the classification scheme.

4.4 The Catalogue

Although Thomas only worked on the library in a partial capacity it should not be assumed that he was isolated from contemporary ideas and developments in librarianship. Sources reveal he sat on various local library committees and used a 1967 copy of the *Anglo American Cataloguing Rules*, from which he made substantial notes (Thomas, n.d., personal papers). It is unclear when the first catalogue of the collections was made, but reference to one being generated in 1989 in preparation for the Commission's move to Crown Building, Aberystwyth has been located (RCAHMW, 1989, January 23). It is believed Thomas' updated classification scheme was used in this process, as class-marks from it can still be found written in pencil in the earlier stock. The catalogue cards and accession register generated from this process were destroyed following computerisation, but a note in the Commissioners papers concerning the stock-check carried out in 1990 states there were over 3000 monographs (RCAHMW, 1990, Agenda item 6). This quickly increased, with collections being donated by the retired Secretary, Peter Smith and the Commissioner, Dr Apted. No evidence of a subject index has been found.

The 1990's saw great changes at the Commission as a new focus was placed on the NMRW. The management of the library and archive were separated and Hilary became head of the library and enquiries service. The library benefited from this close working relationship, with many books being acquired in lieu of copyright fees as part of the sale of images from the archive. Under Hilary, work on cataloguing the library was greatly advanced and a computerised catalogue established by 1997. Originally using Foxpro databases to catalogue the book and journal stock, this was migrated to Access in 2003, where it remains today.

4.5 The Classification Scheme

The library has a unique classification scheme which was originally created by Gwyn Thomas. No record has been found of its initial manifestation, but an undated revision has been discovered in Thomas' personal papers (Appendix 2). It is likely Thomas was influenced by the specialist classification scheme used by the Institute of Historical Research (IHR) in his choice of an enumerative system and the use of alpha-numeric notation (Appendix 9). He had worked at the IHR for two years at the beginning of his career (University of London Institute of Historical Research, 1954 & 1956) and the two schemes present certain similarities. Not only are both schemes strongly geographic, they also use decimal division to expand.

Due to the rapid growth of the Commission's library, the scheme, in this form, does not seem to have been used for very long. Working with the postgraduate student, Michael O'Hare, from the Library and Information Studies course at Aberystwyth University, Hilary Malaws and her staff radically overhauled the classification scheme by 1995 (S. Spink, personal communication, May 07, 2015). A full analysis of the two schemes can be found in chapter 5.

4.6 Accommodation

From its first incarnation in the office of Gwyn Thomas, the corridors of Edleston House and The Burton Building, to the allocation of its own space once Thomas retired, the library made a further three moves over the next eleven years. In 1990 the whole of the Commission moved to Crown Building, Plas Crug, Aberystwyth where the library was placed on the third floor. It quickly ran out of room and was moved to its first purpose designed space on the fourth floor in 1995. This was officially opened by the Librarian of the National Library of Wales (NLW), Dr Lionel Madden, in 1996.



Fig. 4.1 Opening of the new library by Dr Lionel Madden (Librarian of NLW), Peter White (Secretary of RCAHMW) and Dr Beverley Smith (Chairman of RCAHMW). (© Crown : RCAHMW, 1996. DI2016-057).

For the first time, the public could use all the Commission's resources in one place. The periodicals were located alongside the books and could be viewed in conjunction with the archive and map collections. The space was large and airy and could accommodate a significant number of users.



Fig. 4.2 The new RCAHMW Library, opened in 1996. (© Crown: RCAHMW, 1996. DI2016-0059).

This amenity was lost, however, when it moved to the ground floor to comply with disabled access legislation in 2001. There was not enough space for the entire library to be moved downstairs and thus, once again, the journals were split from the main collections.

4.7 Recent History

As public interest in archaeology, historic buildings, local history and genealogy has increased (Nurse, 2007, p.222) so the potential to attract greater audiences to such heritage information storehouses as the NMRW has multiplied. To make the library collections more accessible to the public various initiatives have been set up over the last few years. In 2013 the library underwent a radical review of its stock. Due to much of the library's holdings having been donated by previous members of staff and commissioners, a large quantity of duplicates had accumulated. These were offered to other heritage institutions and the remainder put into a book sale. While doing this care was taken to retain different editions of titles, as, unlike a university or public library,

one of the primary aims of the NMRW is to reflect changing thought and interpretation about the historic environment over time.

The Commission will be moving to its own space within the NLW in 2016, whilst retaining its independence. It is anticipated this will enhance and increase the use of both the library and archive. Journals and books will once again be on open access within the new NMRW search-room allowing readers to employ an integrated research approach.

4.8 Conclusion

The origins of the Commission's library are typical of many specialist institutional libraries reflecting the way they grow organically responding to the needs of internal users. As it has developed over time its collections have broadened and it has opened to the public. The receipt of substantial book collections have provided a firm foundation on which to actively build a library that reflects the wider archaeological, topographical and architectural discourses of Wales. Thus, not only does the present library complement and provide context to the NMRW archive, but has become an important resource for research of the Welsh historic environment in its own right. This symbiotic relationship will once again be fully realised in the move to NLW and, it is hoped, this unique resource will gain a wider audience thereby helping the Commission fulfil its remit to promote 'the public use of information available in the National Monuments Record of Wales by all appropriate means', (RCAHMW, 2000, *Royal Warrant*) for a further century.

5. Case Study

5.1 Introduction

This chapter provides a contextual discussion of the nature of specialist classification schemes as an introduction to the comparative exposition of Gwyn Thomas' 'revised' classification and the expanded post-1995 version. The later scheme is then deconstructed and analysed, before a comparison is made with other specialist classification systems within the subject areas of archaeology, architecture and history.

Following Schiffer (1999), this study takes the position that classification schemes are artefacts conveying information about past communication, perspectives and interpretations. They are seen as intrinsically anachronistic; 'as complete statements of intellectual activity they must be obsolescent almost with publication' (Sayers, 1938, p.xx). At the same time they constitute dynamic language systems where meaning is always just out of reach. It follows that both the Commission's library classification schemes can be recognised as examples of such systems whilst also being snap-shots of the library and its collections at set points in time. The fact that both schemes are undated and have no instructions on how they should be used adds a further haziness emphasising both their ambiguity as historic documents and their underlying transience. Although classification schemes purport to convey stability they are, by their very nature and the nature of the world they attempt to represent, in constant flux, referencing both the past and the present. Meaning is always shifting and the arbitrary language of surrogates used to construct classification schemes can never articulate the full sense of the original document (Rafferty, 2001, p.191). With each item's classification comes subjective interpretation based on culture, personal experience and, to a certain extent, happenstance (Fugmann, 1993). Because of this inherent instability, early classification theorists formulated a suite of tools to aid the use of classification schedules, including indexes, instructions and thesauri. However, these tools are frequently overlooked in the formulation of specialist classification schemes making them all the more unstable as meaning shifts over time. The

RCAHMMW's library classification schemes are no different, indeed the historic uncertainty attending them makes them still more problematic.

5.2 The Specialist Classification Scheme

Specialist classification schemes are extremely common (Sayers, 1938, p.190) and yet, as discussed in the Literature Review, are often invisible within the classification discourse. Compared with universal schemes such as DDC and LCC, specialist schemes provide greater flexibility and, using the terminology and viewpoints of their users, offer a higher level of detail (Herner and Meyer, 1957, p.800). These schemes grew out of a need to negotiate language and meaning to a higher degree of specificity than universal classifications are capable of. They allow a greater responsiveness to the changing terminology and perspectives of specialist subject areas (Hjørland, 2012, p.310), although they must be constantly revised in order to remain efficient (Lorenz, 1997, p.44). Modern knowledge frequently crosses the boundaries of disciplines and discourses on which universal classification schemes are based (Batten, 1975, p.157). The flexibility of specialist schemes allows them to be adapted as this development occurs. Unique classification schemes tend to be based on literary warrant rather than abstract bodies of knowledge (Herner and Meyer, 1957, p.800) and are usually used within open access libraries. Browsability is therefore of primary importance and the relationship of a book to its neighbour is key. One of the main objectives of specialist classification schemes is to guide users to all the books on a given topic through the use of particular emphases. Unlike universal schemes which are based on an overarching philosophy of knowledge and language (Herner and Meyer, 1957, p.800), this can vary from library to library depending on the particular needs of the user. Thus, specialist classification schemes are frequently highly idiosyncratic (Wood, 1984, p.6).

When deciding whether to adopt a universal or a specialist classification scheme consideration should be taken not only of the scheme itself but also the practical aspects of input and output costs. Tailor-made schemes are quick

and cheap. When classifying an item the simplified schedule gives the cataloguer far fewer choices than a general scheme, allowing familiarity to grow more quickly and thereby speeding up the cataloguing process (Herner and Meyer, 1957, p.802). Although it is possible to buy ready-made DDC and LCC records, most specialist libraries operate on such a small budget that their cost is prohibitive. Indeed, financial considerations impact on decision making and procedure in most specialist libraries and are thus a key constraining feature.

5.3 The RCAHMW Specialist Classification Schemes – A Comparison

The Commission’s scheme, as designed by Gwyn Thomas, is based on literary warrant and has a simple alpha-numeric enumerative classification. It has a shallow hierarchy consisting of nine main classes and up to eight sub-classes. Most of the main classes are unnamed but are identified by the capital letters A to P. It is possible to discern the areas these relate to by examining the titles of the sub-classes (Table 5.1). Single letter notation, similar to that of LCC classification is adopted for the main classes.

RCAHMW Classification G. Thomas Revision (Pre-1988)	RCAHMW Classification (Post-1995)
A General Reference	A General Reference
B (Unassigned)	B Theory and Techniques
C Related Subjects	C Related Subjects
D (Unassigned)	D General History and Topography – All Periods
E History and topography	E Regional Welsh Archaeology, Architecture, History and Topography
F (Unassigned)	F Inventories, RCAHMW Official Publications, and Publications of Other Countries
G Archaeology	G Archaeology

H Architecture	H Architecture
J Guidebooks	J Industrial Archaeology
K (Unassigned)	K Maritime and Underwater Archaeology
L Archaeological Theory and Techniques	
M (Unassigned)	
N Annual Reports and Miscellanea	
O (Unassigned)	
P Periodicals	

Table 5.1. The Main Classes of Gwyn Thomas' Revised Classification Scheme and those of the post-1995 Scheme.

The main classes J, N and P are given titles relating to the types of material to be housed in them: guidebooks; annual reports; periodicals. In the other sections the classification leaps directly to listing the sub-classes under the numbers 1 to 8. The hierarchical structure varies throughout the scheme with divisions being based on: types of material, e.g. bibliographies, dictionaries; period, e.g. Iron Age, Roman; subject, e.g. genealogy, heraldry; geographic area, e.g. Wales, England. The scheme reflects a library at the very beginning of its life as it moves from being a collection of books to something more organised. Although the structure of the classification is very loose, Thomas was obviously thinking about how it could be expanded as the collection grew. He ensured it had good hospitality by using alternate letters for the main classes and leaving the others blank, i.e. A, C, E, G, etc. Interestingly, as with the classification scheme of the Institute of Archaeology, there is no indication there was ever a class 'I'.

The post-1995 scheme retains Thomas' categories wherever possible (Malaws, 1996, p.1) inserting new classes in the gaps and expanding and dividing sub-classes into second and third levels, using decimal points. These

changes reflect the ways in which both the collections and approaches to the subjects had altered in the interim. The post-1995 classification retains the same alpha-numeric style but has discarded the use of lower-case letters to expand level 3 sub-classes, e.g. J2.a. to d. Instead development is made through numeric decimal division, e.g. J1.2 which accommodates an infinitely expandable hospitality (Hunter, 2009, p.42).

No mention is made of pamphlets in either scheme, yet the Commission's collections hold a huge number of these. A note in the minutes of the inaugural meeting of the Library Committee held on 23rd January 1989 states that, 'Many pamphlets on specific sites could be more appropriately housed in the archive' (RCAHMMW). Thus, even though they are published works, many of the site specific pamphlets were omitted from the library catalogue and instead placed in the archive, indexed to site. Presently, those held by the library are kept in pamphlet boxes, in a separate run following the classification scheme. The Commission's library conforms to a historical pattern within archaeological libraries whereby pamphlets were heavily relied on as a cheap method of making up a shortfall of material. This can also be seen at the Institute of Archaeology Library, the Edwards Library of Egyptology at UCL (Janssen, 1992) and the Egypt Exploration Library (Egypt Exploration Society).

5.4 Geographic Principles of Division

Both Thomas' classification and the post-1995 scheme reflect the Commission's geographic method of working in their geographic and topographical structure. This is particularly evident in the main class, 'E History and Topography', which retains geographic dominance in both schemes. The post-1995 scheme expanded this geographic specificity by dividing Thomas' main class E into three sections while retaining their subject parameters: 'General History and Topography' (D); Regional Welsh (E); Inventories (F). It then split 'General History and Topography' into three sub-classes in order to reflect the periods covered by the material, whilst dividing the Welsh regional material in E on a purely geographical basis. There are 27 sub-classes to E,

mirroring the local authority and county changes of 1974 (Local Government Act 1972) and 1996 (Local Government (Wales) Act 1994) (see table 5.2 for details). It places archaeology, architecture, history and topography together, with the proviso, 'where the period/subject classification is inappropriate'. It is unlikely that all 27 sub-classes were added to the scheme concordantly and some were probably appended later as books were acquired relating to the post-1974 areas and placement became problematic.

RCAHMW Classification G. Thomas Revision (Pre-1988)		RCAHMW Classification (Post-1995)	
D. Unassigned		D. General history & topography	
		D1	History & topography general
		D2	Roman, Dark Age & Medieval
		D3	Early Modern & Modern History
E. General history & topography		E. Regional Welsh archaeology, architecture, history & topography	
E1	General history & topography	E1	Wales general
E2	Wales, general	E2	Pre 1974 Counties
		E2.1	Anglesey
		E2.2	Brecknockshire
		E2.3	Caernarfonshire
		E2.4	Cardiganshire
		E2.5	Carmarthenshire
		E2.6	Denbighshire
		E2.7	Flintshire
		E2.8	Glamorganshire
		E2.9	Merionethshire
		E2.10	Monmouthshire
		E2.11	Montgomeryshire
		E2.12	Pembrokeshire
		E2.13	Radnorshire
E3	Wales, local	E3	1974-97 Counties
		E3.1	Clwyd

		E3.2	Dyfed
		E3.3	Glamorgans
		E3.3.1	Mid Glamorgan
		E3.3.2	South Glamorgan
		E3.3.3	West Glamorgan
		E3.4	Gwent
		E3.5	Gwynedd
		E3.6	
		E3.7	Powys

Table 5.2. A comparison between the main topographical classes in Gwyn Thomas' revised classification scheme and those of the post-1995 scheme.

5.5 New Rules and New Subject Areas

Inventories move from being a sub-class in Thomas' scheme to constituting a main class in the post-1995 classification. A new rule was introduced, extracting Commission publications from the main classification to enable them to be displayed together alongside the inventories. Indeed, it has become standard practice for them to be kept out of sequence within the library for ease of reference.

RCAHMW Classification G. Thomas Revision (Pre-1988)		RCAHMW Classification (Post-1995)	
E4	Inventories, Wales		
E5	Inventories, England		
E6	Inventories, Scotland		
E7	Inventories, Northern Ireland		
		F. Inventories, RCAHMW publications, & publications of other countries	
		F1	RCAHMW publications
		F1.2	County inventories
		F1.3	All Wales thematic works
		F1.4	Local areas
		F2	RCHME Inventories

		F3	RCAHMS Inventories
		F4	Northern Ireland
		F5	Other (General inventory type publications)

Table 5.3. A comparison between the way inventories are depicted in the Gwyn Thomas' revised classification scheme and the post-1995 scheme.

The main class J, that covered guidebooks in the early scheme, is divided into the countries of the British Isles and then into facets through the introduction of a third level indicated by the use of lower-case letters, a - d. This category and its faceted structure are abandoned in the post-1995 classification scheme where guidebooks do not appear. Instead, an unwritten rule was introduced allocating guidebooks to a parallel run, ordered by site name, still used today. The categories N and P are also abandoned in the post-1995 version of the scheme. Again, an unwritten rule was introduced whereby periodicals and annual reports are kept together alphabetically by title in a separate run. Once the guidebooks had been extracted from the main run, J was used for Industrial Archaeology. This subject had become a major area of the Commission's work due to the loss of much of Wales' industry. The Commission's change of focus and the introduction of new projects directly impacts the library's collections and the classification scheme. This can again be seen with the addition of the main class, K, which was created around 2000 to house the growing collection of material on maritime archaeology, generated by the Commission's new remit to extend its recording activity to the underwater heritage of Wales (RCAHMS, 2000, *Royal Warrant*).

5.6 An Evaluation of the Royal Commission's Post-1995 Classification Scheme

When designing a tailor-made scheme Herner and Meyer outline seven basic requirements which must be met (1957, p.801). These provide a useful benchmark with which to examine the Commission's classification:

1. The subject classes and the terms used to define these classes must be directly reflective of the viewpoints and language of the users.
2. The system must reflect the actual literature to be organized as well as the actual purposes for which this literature is used.
3. All classes and descriptive terms must be mutually exclusive in their content and meanings ... (this) can be accomplished by means of delimiting labels which define clearly the scope and content of each class and descriptive term.
4. The number of documents within classes must be approximately equal and of such magnitude as to permit ready perusal.
5. The system must be readily and logically expandable to permit the assimilation of new documents and new subjects.
6. The notation used to identify classes must be constant in its number of characters and otherwise simple to transmit and recognize.
7. The classification must be constructed by means of groupings of like subjects, and any hierarchical relationships designed into the system must reflect the intellectual habits and preferences of the users rather than any philosophic laws of nature.

1. & 2. The post-1995 scheme appears to have fulfilled Herner and Meyer's first two requirements when constructed. The scheme is based on literary warrant and reflects the standard language and viewpoints of archaeology and architecture during the period prior to the 1990s. Some terminology, however, is no longer representative of modern archaeological thought e.g. the use of 'Celtic' is now seen as contentious by many archaeologists (James, 1999). The term 'Iron Age' now tends to be used to describe this period. This illustrates the

importance of updating the classification scheme to reflect changing terminology and perspectives.

3. The consequences of not adhering to Herner and Meyer's third requirement has been felt throughout the library's history. No evidence has been found of instructions detailing how the classification scheme should be used. Thus uncertainty as to whether geography should be prioritised above subject or period has led to the scheme being interpreted in different ways at different times. This has affected the placement of books on shelves, muddling array and hindering browsing. The scope and content of classes is not defined and consequently individuals seem to have applied different undocumented rules for different sections. Inconsistency of application has led to problems of distributed relatives where multiple editions of the same book have been shelved in different sections of the library.
4. Herner and Meyer's fourth requirement has not been adhered to owing to the Commission's classification scheme having gone without revision for over 15 years. Certain sections have become too large to browse without difficulty. This is particularly apparent in the main classes of E 'Regional Welsh Archaeology, Architecture, History and Topography' and H 'Architecture'. Other sections have become dumping grounds for texts that do not fit readily within the existing classes, e.g. G1, H1, and J1.
5. Through the use of decimal expansion the Commission's post-1995 classification scheme is able to be expanded with relative ease (see table 5.2). It was designed as, 'a broad framework which can be expanded as necessary to cater for the expanding book stock and subject areas' (Malaws, 1996, p.1). It is unfortunate, however, that when updating Thomas' classification some of the gaps were not retained to ensure future hospitality and ease prospective revisions. This would have enabled the hierarchy to be more strictly and logically adhered to.
6. The notation used by the Commission fulfils Herner and Meyer's requirements in the use of a constant number of characters and in its

easy mnemonics. It follows the standard dictum of, 'simplicity, brevity and hospitality' (Hunter, 2009, pp.73-75). The mixed alpha-numeric notation provides more symbols than a purely alphabetical or numerical form (Buchanan, 1979, p.74) allowing greater hospitality. In this it is aided by the use of decimal division, allowing the easy accommodation of new sub-classes.

7. Whilst the grouping employed by the post-1995 scheme conforms to Herner and Meyer's requirements in general terms, it tends to vary depending on the literature held and is not necessarily consistent from one subject to another. Nonetheless, it does reflect 'the intellectual habits and preferences of users', albeit in a rather outdated form. It appears that the conventions of classification layout have, however, been ignored. Usually the subject divisions of a class are arranged by indenting them under the containing class. The resulting visual display corresponds to the conceptual structure and allows the eye to move from broad class to narrower ones (Broughton, 2004, p.23). The flat depiction of the RCAHMW classification reflects the ordinal nature of the scheme, which rarely shows strong hierarchical relationships. It is the intention of the revision to rectify this.

5.7 A Comparison with other Classification Schemes

To set the Commission's post-1995 scheme in context a comparison was undertaken with other specialist schemes within the subject areas of archaeology and architecture. The schemes selected were those of the Institute of Classical Studies (IoCS), the Institute of Archaeology (IoA), The Bartlett and Historic England. Copies of these schemes were obtained and interviews undertaken with a librarian at each institution. As a further comparator, a brief appraisal of UDC, as used by RIBA, was also performed to show how a general faceted scheme can be employed in a very specialist area of knowledge.

The four specialist schemes under consideration are all unique. Although they cover similar subject matter, each does so in a very different and idiosyncratic manner. They do, however, have a number of common characteristics. Like the RCAHMW scheme, all are aspect classifications that deal with disciplines or fields of study (after Buchanan, 1979, p.106). They are enumerative in form, meaning that they have a propensity to become extremely long and complex. This characteristic is exemplified in the loCS scheme which reveals a great deal of granularity even in its main classes (Appendix 9). All of the schemes use parallel classification for certain areas of the library, some keeping pamphlets in a discreet run and others holding quartos and guidebooks separately. All libraries order their periodicals alphabetically.

The following points were evident from an examination of the main classes within the four schemes (Appendix 10). Literary warrant can be seen to be the common underlying principle of division. Educational consensus of theme and topic appear to determine how the classes are collocated, over-riding the accepted classification rule of displaying mainly hierarchical relationships (Hunter, 2009, p.46). All the schemes use both geographic and chronological sub-divisions allowing items to be positioned by area and period. The Bartlett, Historic England and the loA scheme have separate tables or regional schedules in order to locate items according to specific towns, counties or countries. Semantic relationships are embraced across the schemes in both 'thing-kind' and 'whole-part' forms (after Broughton, 2004, p.25).

The loCS scheme displays additional evidence of the 'instantive relationships' needed to order works by classical authors. It is interesting to note that, although the loCS schedule has rarely been updated, it remains as relevant to the study of the subject today as it did when it was created in 1958 (loCs Librarian, personal communication, March 12, 2015). The discourse surrounding classics has altered very little over time and geographic areas have remained static, with ancient area names taking precedence over their modern counterparts. In the loA, however, 'the Iron Curtain is still down' (loA

Librarian, personal communication, March 12, 2015). The geographic regions have not been revised since the scheme was created in 1947 and appear very outdated. The work needed to modernise the scheme and the reclassification that would necessarily ensue would be prohibitively expensive ((IoA Librarian, personal communication, March 12, 2015).

The issue of shifting geographic names highlights the problems that classification schemes have with naming in general. Meanings alter and the cultural ramifications of naming hold great significance. A classification scheme is not a neutral tool (Olson, 2002, p.2) and will always show cultural bias. Classification schemes have a 'fixing effect' and inevitably project a false image of the world (Buchanan, 1979, p.108). They cannot display changing relationships between different areas of knowledge. In theory, schemes should be constantly modernised while maintaining their stability of structure (Marcella and Maltby, 2006, p.xii). The reality, however, is fraught with financial and practical constraints, and outdated classification schemes continue to be applied, perpetuating outmoded biases and inconsistencies.

The notation used by three of the schemes is very simple and, like that of the RCAHMW, follows the accepted dictum of, 'simplicity, brevity and hospitality' (above). The Bartlett, IoA and IoCS use mixed notation with subject levels rarely going above level two. Historic England, on the other hand, employs a more complex, purely numeric system in which subject division occurs up to level four. The notation for the London scheme can reach seven digits and can look a little like that of UDC in the length of some numbers. All four classification schemes appear very hospitable and accommodate new classes without issue. The Historic England scheme, in particular, is undergoing regular review as new subject areas are required in order to manage the amalgamation of additional collections (HE Librarian, personal communication, October 09, 2015).

It is notable that all four schemes lack instructions on how they should be applied. As the Librarian of IoCS states, the way items are classified is, 'part of the collective memory' (personal communication, March 12, 2015). It follows that cataloguers tend to examine past practice in order to ascertain precedent. This process, however, allows much opportunity for shifting interpretation, subjectivity and confusion. This, in turn, can have the effect of muddling citation order and thus hampering effective browsing and retrieval.

The Commission's collections have most in common with those of Historic England, both having incorporated parts of the Ordnance Survey Archaeological Section library. Unlike RCAHMW, the English Commission, which merged with English Heritage and recently became Historic England, adopted the Ordnance Survey classification scheme in which geography takes precedence over subject. Thus Cautley's *Norfolk Churches* (1949) is placed under the class 1.1.57 for Norfolk rather than 7.2.1.2 for Churches and Chapels. This also reflects the way the organisation works and the outputs they produce (HE Librarian, personal communication, October 09, 2015). The practical application of the RCAHMW's scheme has not been so rigorous and there has been a great deal of inconsistency, sometimes making geography dominate and at other times, subject or period.

5.8 Universal Classification Schemes within a Specialist Context

A common problem found with many enumerative schemes is the positioning of compound and complex subjects (Rowley, 1992, p.180). This type of scheme does not allow the synthesis or joining together of concepts. Some specialist libraries have therefore adopted UDC as a means of classifying subjects. Whilst UDC is a universal scheme it has a faceted structure that allows great granularity. RIBA and Historic Scotland use this scheme, but have found it problematic. UDC is an extremely complex system that uses multiple symbols and punctuation as auxiliary notation. RIBA has a desk manual and index that outlines the numbers and sequences most commonly used within the library's subject area. Even so, both the public and staff find it difficult to

use, filing order being particularly problematic (RIBA Cataloguer, personal communication, March 12, 2015). Much of the notation is very long and has little mnemonic value.

Another common drawback of adopting a universal scheme within a specialist library is subject scatter. For example, in order to accommodate the diversity of material held by RCAHMW, a classification must include such subjects as: history, archaeology, architecture, stained glass, planning law and food processing. Within LCC it would be necessary to use multiple schedules to locate these subject areas and then, frequently, they would be filed separately from the main class. Industrial archaeology is particularly problematic for LCC and DDC as they do not recognise it as a subject in its own right. Some of its sub-classes come under 'Technology', while others are distributed amongst a variety of other schedules. This has the effect of misrepresenting the discipline of industrial archaeology; disrupting its discourse and the ability to view the subject as a cohesive whole.

Some specialist libraries are willing to sacrifice the high degree of specificity and granularity implicit in a unique scheme for the labour-saving possibilities of a universal classification. With LCC and DDC, records can be bought-in and books purchased ready classified and catalogued. Historic Environment Scotland, formed from the merging of Historic Scotland and the Royal Commission on the Ancient and Historical Monuments of Scotland in 2015, has decided to adopt DDC for precisely this reason (P. Hill, personal communication, August 19, 2015). With staff time now recognised as one of the most expensive resources within an organisation, automated processes are being ever more encouraged.

Although the Commission's library has now reached sufficient size where a universal scheme may initially appear cost-effective, there are many hidden expenses that such a small library is unable to bare. To access the savings a

universal scheme provides, considerable financial outlay is required both to set up the infrastructure to support it and to fund the ongoing expenditure of licence fees and the purchase of records. A modern library management system would need to be purchased to replace the existing Access database that is currently employed to house the library catalogue. Reclassification of all stock would be required and a budget provided for staff training. Where such programs have been initiated, in libraries such as the Bartlett and HES (Librarian at the Bartlett, personal communication, March 12, 2015 and P. Hill, personal communication, August 19, 2015), the umbrella organisations have been in a position to provide the large financial investment required. For both practical and theoretical reasons the advantages of revising the existing scheme therefore far outweigh the drawbacks. Not only does the existing scheme reflect the way the organisation works, it facilitates browsing and research within its specialist subject areas. The infrastructure to support the scheme is already in place and the financial outlay to the organisation is minimal.

5.9 Conclusion

Examination of the Commission's two classification schemes provides a practical assessment of the organisation's development and the ways in which its library collections have grown to reflect this. As historical documents they provide snapshots of a small institutional library in the process of becoming. The comparison of Thomas' scheme to the post-1995 classification shows how they were founded on professional expertise, literary warrant, and as a response to institutional needs. Understanding how the scheme has been remodelled over the years also provides precedent for subsequent revisions. The way in which the discourses of archaeology, architecture and other related subjects have developed, has not only increased the volume of material produced, but has also seen more cross-discipline texts being written. This has resulted in both library classification schemes becoming inadequate information management tools. In the case of the post-1995 scheme this has been compounded by a lack of documented instruction. The consequence of

which has been that its application has become intuitive and therefore highly subjective in nature.

Comparison with other specialist classification schemes within the areas of archaeology and architecture has revealed both similarities and great variation. Each scheme is built on its own logic and is highly idiosyncratic, facilitating their particular users' needs. Such libraries are frequently run by a single member of staff on a very small budget. The librarian is very familiar with the aspect scheme in use and thus classification is a quick and simple process. It is not financially possible for these libraries to benefit from the costly automated processes offered by the major universal schemes. Thus, in order to make the Commission's classification scheme fit for purpose, it will be revised and additional tools produced to help control both its language and meaning. In the long term, this will benefit the library's users far more than migrating the entire classification to a universal scheme. As a library used primarily by specialist staff of a wider organisation, it is essential it accommodates their needs and ways of working. The RCAHMMW is an institution founded on history and therefore, it is fully appropriate its classification scheme reflects this and retains elements of its 'historicity' within its schedule. Thus, it is intended that the revision of the scheme will benefit both the organisation as a whole and the specialist users of its library.

6. Proposed Revision of the RCAHMW Classification Scheme

6.1 Introduction

The previous chapters have established that there are good practical reasons for retaining and preserving the Commission's classification scheme rather than employing an established universal system. Having a simple structure that is both user-friendly and hospitable for subject support, the existing scheme has the ability to classify material by geography, chronology and theme. These aspects give it great flexibility aiding collection management as well as reflecting the key concerns of the organisation. It has, however, been determined that the scheme requires revision and the formulation of library management tools. Precedents for this can be identified in Gwyn Thomas' revised version of the classification and the staff memo describing the scheme's development in 1995 (Malaws, 1996, p.1). Comparison with other specialist schemes has presented alternative principles and practices to aid the revision of the Commission's schedule. The following chapter will propose a revised classification scheme based on these principles, as well as management tools to aid its use. This will be done while respecting its unique historicity and structure.

6.2 Retention and Revision

The key principles governing the revision will be as follows:

- Structure, notation and pattern of scheme will be retained as key historic elements.
- Basic principles of division on grounds of geography, chronological theme and topic will be retained but modified as appropriate.
- Current main classes will be retained on grounds of practicality (expense, staff time and inconvenience to users).
- Greater granularity will be introduced through the use of decimal sub-division.
- Geographic and chronological terminology will be updated as necessary.
- Preferred shelf-listing order will be introduced where appropriate.

- Additional library management tools will be created: index, instructions, collection management policy.
- User needs will be examined and acted upon as appropriate.

These principles will be discussed under the headings: costs; hierarchy; user needs; terminology; geography and topology; documentation and use - additional aids.

6.3 Considerations Affecting the Revision

To remain effective a classification scheme must be regularly revised and updated. In a small specialist library the fundamental disparity between the 'inertia of shelf arrangement and the fluidity of knowledge' (Marcella and Maltby, 2006, p.76), can only be managed through such revision. In order to pin down meaning and ensure a subject always has a constant place in a scheme, Savage advocates a holistic approach using a suite of tools including indexes and instructions (1946, p.94). Controlled vocabularies restrict descriptors, making them more predictive and thus aiding definition (Fugmann, 1993, p.82). Thus, a revision of the Commission's classification scheme must also include the creation of an index and comprehensive instructions.

Language is naturally unstable and meaning constantly deferred (Olson, 2002, p.183). It follows that the introduction of a suite of library management tools is no guarantee that problems with instability and intuitive classification will not occur in the future; it is only possible to attempt mitigation. To classify a text, translation from one mode of expression to another must occur and this act is fraught with difficulty (Fugmann, 1993, p.67). The Digital Age is tackling this issue through the adoption of hypertext, automatic classification and full-text searching using natural language, thereby negating the need to find surrogates (Rafferty, 2001, p.193; Kumbhar, 2012, p.xi). This process is not, however, possible in a small, cash-starved specialist library where the majority of texts are not digitised and, quite probably, never will be.

6.4 Costs

The resource implications of updating a scheme and the reclassification that ensues can be prohibitive and are cited as one of the main reasons classification schemes become redundant (Marcella and Maltby, 2006, p.77). At present, the RCAHMW library is still small enough for its scheme to be updated without a large financial outlay. By treating the scheme as a historic artefact (Schiffer, 1999) ensuring that both the classes and their positions within it are preserved wherever possible, large-scale reclassification is reduced and overheads kept down. Future costs of updating can be spread by subjecting the scheme to a program of constant review and revision. This model is used by Historic England to ensure that their scheme reflects the way the wider organisation works, as well as the shifting nature of the relevant discourses (HE Librarian, personal communication, October 09, 2015). In order to adopt these working practices, it will be necessary to program them into the library's management and ensure time is allowed for appraisal, review and the necessary regular reclassification.

6.5 Hierarchy

Due to the constraining factors of time and cost, the maintenance and correction of hierarchies is not a priority for this revision. Whilst hierarchical considerations will be adhered to wherever possible, the key constraining features are good co-location, browsability and ease of use. Indeed, addition of new subclasses may impair the hierarchy further, owing to the lack of space for insertions within the existing scheme.

6.6 User Needs

Responding to the needs of stakeholders is a primary consideration in the revision. These were gauged by circulating a staff questionnaire (Appendix 8). Public users were not canvassed as the library's remit is primarily to serve staff of the organisation.

Responses to the questionnaire were enthusiastic and, on the whole, positive (Appendix 8a). 100% of those who responded believed that the library was a useful staff resource and 72.22% felt that the library's subject areas adequately reflected the research topics and work of the Commission. Additional comments were especially useful. These included a request for a business section, one for the expansion of existing collections in non-traditional areas, such as community archaeology and marketing, and a plea for complementary literary material, such as medieval poetry chronicles.

When examining these areas it was found that although some books on business had been collected in the past, these had been distributed amongst 'A6 Miscellaneous Reference' and the various sub-classes of 'B Theory and Techniques', and were consequently difficult to locate. It was decided to extract these and other related works and make a new main class at the beginning of the classification: AA Business Management.

AA	Business Management - (Project Management, Corporate Strategy)
AA1	Management Theory (Project Management, Strategy, etc)
AA2	Marketing (Audience Development)
AA3	Compliance
AA4	Copyright
AA5	Data Protection and Freedom of Information

Table 6.1. The layout of the new Business Management class.

This section will require very different treatment to the rest of the library and will need to be weeded frequently for currency and topicality. Giving this section the 'AA' prefix will distinguish its contents from the main archaeological and architectural subjects.

It was found that the library had collected very little material on community archaeology in the past and this is now being rectified. There was, however, a considerable amount of complementary material in the form of chronicles and

poetry. These had been split between 'D General History and Topography' and 'E Regional Welsh Archaeology, Architecture, History and Topography'. It was therefore decided to form subclasses for 'Chronicles, Folklore & Festivals' (C7) and 'Literature (including poetry)' (C12), within the main class of 'C Related Subjects', to aid browsing and retrieval of these subjects.

6.7 Terminology

An important part of the revision was an examination of the terminology used within the existing scheme. This involved analysis of both universal schemes and specialist archaeological and architectural taxonomies and terminology used by comparable libraries, as discussed in the previous chapter (p.48). In addition to the changes made to archaeological classes, terms from Uniclass, UDC and Garside were used to expand and granulate architectural and industrial sections, providing greater specificity and definition.

Some archaeological and historical terminology was particularly problematic, no longer being representative of current thought. The class 'G6 Post Roman/Dark Ages/Celtic' was one such area. 'Celtic' has been used both to describe a period in history and to categorise linguistic and cultural traits amongst Breton, Manx, Cornish, Scottish Gaelic and the Welsh which purport to derive from the Iron Age Celts. This is seen to have nationalistic and political connotations by some archaeologists (James, 1999), who now prefer to use the term 'Iron Age'. Similarly, the term 'Dark Ages' also holds various negative connotations (Cantor, 1993 and Innes, 2007). It was therefore determined to replace these terms with the more inclusive, 'Post-Roman/Early Middle Ages/Early Medieval'.

Archaeological subjects and terminology experienced major changes during the rise of 'New Archaeology' in the 1960s, when scientific methods aligned with biology, chemistry and mathematics were introduced (Trigger, 2006). The revision reflects these developments by bringing greater granularity to 'B

Theory and Techniques’, in general and ‘B6 Survey’, in particular, which has been expanded to include all forms of survey represented in the library (Table 6.2).

When examining the collections within ‘D History and Topography’ and ‘G Archaeology’, there seemed to be confusion between what constitutes historical subject matter and what is archaeological. It was therefore decided to impose strict rules and cut-offs, although it is recognised that these must be artificial (Tabaczynski, 2011). This was particularly apparent regarding G6 to G8, the classes covering Early Medieval, Medieval and Post Medieval archaeology, where distinctions can be very blurred.

The other major change to the subject areas covered by the RCAHMW library is the growth in material covering the concept of heritage. The development of this subject has been rapid since the 1990s even as its meaning and parameters continue to be disputed (Catling, 2016). To reflect this and the related area of tourism, the B class ‘Theory and Techniques’ was extended to include both subjects. Community archaeology, which is now key to funding proposals within archaeology, was also added in anticipation of a boom in related literature.

RCAHMW Classification (Post-1995)		Proposed Revision (2016)	
B.	Theory and Techniques	B.	Theory and Techniques
B1	Collection Management	B1	
B2	Archives Management	B2	Archives Management
B2.1	PRO Guides	B2.1	PRO/TNA Guides
		B2.2	Digitisation and Digital Archives
		B2.2.1	Digital Data Strategy
		B2.3	Documentation Standards
B3	Information Systems	B3	Information Systems/Information Management
		B3.1	GIS
		B3.2	Virtual Representation, Animations, 3D Modelling
B4	Library Management	B4	Library Management

B5	Photography General	B5	Photography General
B5.1	Aerial Photography	B5.1	Aerial Photography / Reconnaissance
B5.2	Photography Techniques	B5.2	Photography Techniques
		B5.2.1	Photogrammetry
		B5.2.2	Moving Images, Cinematography
B6	Survey General	B6	Survey General
B6.1	Survey Techniques	B6.1	Survey Techniques
		B6.1.1	Archaeological Illustration/Reconstruction
		B6.1.2	Radiocarbon dating
		B6.1.3	Lidar
		B6.1.4	Geophysical Survey
		B6.1.5	Dendrochronology
B6.2	Maritime Survey and Excavation Techniques	B6.2	Maritime Survey and Excavation Techniques
B7	Excavation Techniques	B7	Excavation Techniques
B8	Conservation and Preservation of Sites	B8	Conservation and Preservation of Sites
B8.1	English Heritage Leaflets and Guidance Notes	B8.1	English Heritage Leaflets and Guidance Notes
		B8.2	Cadw Leaflets & Guidance Notes
		B8.2.1	Cadw Register of Landscapes, Parks and Gardens, Cadw Register, not listings.
		B8.2.2	Cadw Register of Landscapes of Outstanding Historic Interest in Wales – (Format = Cadw Register, not listings)
		B8.2.3	Condition Reports – Scheduled Ancient Monuments
		B8.3	Historic Scotland Leaflets & Guidance Notes
B9	Other Archaeological Techniques	B9	Other Archaeological Techniques
B10	Archaeological and Heritage Resource Management	B10	Archaeological and Heritage Resource Management (Recording the past & Assessments)
		B11	Community Archaeology
		B12	Tourism
		B13	Heritage (incl. Heritage theory but not policy – for policy see A6.1.1)

Table 6.2. Revision of class B to bring greater granularity with additional subject areas.

6.8 Geography and Topography

The use of geographic names and boundaries to index material within the library is both useful and problematic. Geographic names are highly unstable and are prone to changes and redefinition. Within Wales there have been various county and local authority reorganisations that have impacted on the arrangement of the RCAHMW archive and library. Both have continued to use the thirteen pre-1974 Welsh counties as a primary organisational tool even when they no longer reflect the current layout of the country, as it is impractical to move large quantities of material every time Government reorganises local authorities. However, an attempt to accommodate both pre- and post-1974 arrangements, as well as Welsh regions, has led to considerable confusion in the location of books. Frequently, it is unclear in which class items should be placed.

RCAHMW Classification (Post-1995)		Revised RCAHMW Classification	
E. Regional Welsh archaeology, architecture, history & topography		E. Regional Welsh history & topography	
E1	Wales general	E1	Wales General (Includes Statistics for Wales)
		E1.1	Regions in Wales
		E1.1.1	North Wales
		E1.1.2	Mid Wales
		E1.1.3	South Wales
E2	Pre 1974 Counties	E2	Pre 1974 Counties (changes to county & unitary authority names are shown in brackets. Use the same class-mark for both)
E2.1	Anglesey	E2.1	Anglesey
E2.2	Brecknockshire	E2.2	Brecknockshire
E2.3	Caernarfonshire	E2.3	Caernarfonshire (Gwynedd)
E2.4	Cardiganshire	E2.4	Cardiganshire
E2.5	Carmarthenshire	E2.5	Carmarthenshire (Dyfed)
E2.6	Denbighshire	E2.6	Denbighshire (Clwyd)
E2.7	Flintshire	E2.7	Flintshire
E2.8	Glamorganshire	E2.8	Glamorganshire
E2.9	Merionethshire	E2.9	Merionethshire
E2.10	Monmouthshire	E2.10	Monmouthshire (Gwent)
E2.11	Montgomeryshire	E2.11	Montgomeryshire
E2.12	Pembrokeshire	E2.12	Pembrokeshire
E2.13	Radnorshire	E2.13	Radnorshire (Powys)

E3	1974-97 Counties	E3	General Welsh History
E3.1	Clwyd	E3.1	Post Roman, Early Middle Ages and Medieval Wales (up to 1499)
E3.2	Dyfed	E3.2	Sixteenth and Seventeenth Century Welsh History
E3.3	Glamorgans	E3.3	Eighteenth and Nineteenth Century Welsh History
E3.3.1	Mid Glamorgan		
E3.3.2	South Glamorgan		
E3.3.3	West Glamorgan		
E3.4	Gwent	E3.4	Twentieth and Twenty-first Century Welsh History
E3.5	Gwynedd		
E3.6			
E3.7	Powys		

Table 6.3. How the revised classification deals with changes to unitary authorities and county boundaries within Wales.

It was therefore decided to remove the post-1974 authorities and only use the regions and pre-1974 counties as classes (Table 6.3). Given that only a small number of publications followed post-1974 arrangements this will not cause a large amount of reclassification. Although it is recognised that the new arrangements will not be an exact fit, it was felt that problems arising from this will be mitigated by enhanced browsability, improved co-location and the addition of instructions within the schedule. The practice of adding variant names is standard in DDC (Chan, 1996, p.27) and in the revised scheme the county's administrative centre has been nominated to stand-in for post-1974 authorities. The adherence to what are now historic counties will safeguard the classification scheme from future geographical obsolescence. This area of the schedule is quite unstable and will require regular review.

Geographic subdivisions have also been added to 'D General History and Topography' and 'G Archaeology'. Examination of the collections in D found that they fell into five main geographic areas: World, European, British, local British and Welsh. It was therefore decided to use these as subclasses before breaking the material down by historic period. Welsh material was separated and placed within a new section, 'E3 General Welsh History', which follows the

same historic periods found in D. Its location immediately after the regional Welsh material of E1 and E2, enables more efficient browsing, as it groups all the Welsh historic material together. In contrast, the material held within G was divided first into archaeological periods and only then between the geographic areas of European, British and Welsh. Most of the architectural collections did not require such a geographic matrix, instead falling into building types and periods.

6.9 Documentation and Use - Additional Aids

Research has been unable to recover any archived documentation concerning the formation of the RCAHMW scheme. Thus questions remain regarding its intended use, structure, notation, class arrangement and treatment of compound subjects. At different periods in its history the scheme has alternated from having a strong geographic bias to one that is more thematic or subject oriented. Its varied interpretation and irregular application, compounded by a lack of instruction, has led to a great deal of confusion. To avoid this recurring, notes have been added to the revised classification scheme to clarify the types of material that should be located within each section. Instructions have also been added to the schedule, directing the cataloguer to file items geographically, by subject or by period. Item definition and placement consistency is strengthened by the introduction of an alphabetical index listing all subject terms and alternatives (Appendix 11).

Preferred shelf-listing order has been introduced in certain areas of the scheme in order to aid browsing and the co-location of specific types of material. To keep all the language-specific dictionaries filed together, the Cutter 'WEL' is used for all Welsh language dictionaries and 'ENG' for the English. This tactic has also been introduced for the *Buildings of Wales* series (Pevsners) which were previously scattered amongst 'E Regional Welsh Archaeology, Architecture, History and Topography', and 'H1.2 Regional Architecture'. Within the new scheme they can all be found together under 'H6 Regional

Architecture' within 'H6.1 Pevsners' with the instruction to 'use Cutter 'PEV' for all'.

A collection management policy (CMP) is a formal document defining the framework in which a library operates. It sets out the principles governing selection, acquisition, maintenance, storage and access of collections. As Johnson states, 'The importance and value of a collection development policy reside in the context it provides for every decision made in the library' (2009, p.97). The new CMP therefore not only explains the type of material collected by the Commission's library, but also provides instruction about retention and weeding (Appendix 13). The Commission's primary aim of recording change and development in archaeological and architectural thought over time is reflected in its policy to retain multiple editions of volumes. An exception to this will be the new section 'AA Business Management', which will require different retention rules, as discussed above.

6.10 Development of the Library and its Classification Scheme

In the future, it may be worth introducing an element of 'synthesis' or faceting to the classification scheme in the form of 'systematic schedules' or auxiliary tables for geographic signifiers and historic periods. This would reduce the length of the schedule and standardise the use of these terms (Broughton, 2004, p257; Hunter, 2009, p.61). However, this was not considered practical in the present revision due to cost and the amount of reclassification it would require.

To compensate for the classification scheme's inability to illustrate multiple or composite subject areas, subject headings will be introduced to the catalogue. These are drawn primarily from the Library of Congress, but others relating specifically to Welsh subject matter will also be used.

Once reclassification of the library is complete a training program will be set up for all staff. As requested in the staff survey, new signage will be erected to aid users in both specific searches and browsing. Other initiatives will include an electronic suggestion box for staff requests and a proposal to management to purchase an off-the-shelf web-based library management system to replace the Access databases presently used. This would greatly improve library management, making it more efficient and cost effective. It would also enable the library to be marketed and allow users to plan their visits prior to arrival.

6.11 Conclusion

The revision of the RCAHMMW library classification scheme has been a complex process. It has involved an examination of current historical, archaeological and architectural thought, assessment of comparable organisations' classification schemes and a thorough investigation of classification theory. It has necessitated a careful balancing act between remaining true to the historicity of the scheme, preserving significant historical elements, and modernisation, making it fit for purpose. Each stage of the scheme's deconstruction, reconstruction and revision was carefully evaluated in order to give the schedule a more coherent order, improve co-location and make it a more robust management tool. In order to future-proof the scheme elements have been built in to facilitate prospective revisions. This Janus-faced concern with both the future and the past has not, however, resolved all issues surrounding the post-1995 scheme. Areas of instability remain. This need not be seen as problematic, but as an indication of the scheme's dynamism and ability to acknowledge the essential transience that lies at the heart of all effective classification schemes.

7. Conclusions

7.1 Introduction

In a time of great technological change and financial hardship libraries are becoming ever more disparate in their form and nature. A gulf seems to have opened up between theoretical advancement and the practical realities of many libraries. The present study has explored this problem as it affects one particular specialist library, using both theoretical and practical methodologies to consider issues surrounding the revision of its classification scheme.

7.2 Aims and Objectives

The purpose of this study has been three-fold:

- to address the gap in the literature of classification concerning the theoretical and practical application of unique schemes within the specialist environment of heritage
- to contribute to an alternative representation of libraries, one that reflects the non-conformist, diverse nature of the library classification landscape
- to revise the RCAHMW specialist classification scheme with the view of making it fit for purpose, with the long-term aim of improving its accessibility.

These aims have been successfully achieved in accordance with the key objectives set out in the introduction. At a time when there is a trend in the literature to focus on new technological developments (Kumbhar, 2012), this study provides a glimpse into a very different reality where financial strictures impact on every aspect of library management. Thus, it is shown that these innovations have little bearing on the day-to-day running of many specialist libraries and it is still the fundamental theories of classification and knowledge management that dominate.

The underlying motivation behind the project has been to revise the Commission's classification scheme and implement management tools to ensure it is understood and adhered to. This has provided a foundation on which to improve access to the collections and widen public knowledge of the RCAHMW library.

7.3 Literature Review

The review focussed on the literature surrounding classification. It demonstrated that while there is a thriving discourse on classification little is currently being written about specialist schemes and nothing on those used by libraries within the heritage sector. The majority of the literature concentrates on universal classification schemes, portraying the library landscape as a homogenous whole rather than one characterised by fragmentation, disparity and idiosyncrasy. There is a growing gap between the reporting of such new developments as full-text searching and hypertext, and the practical realities of small, cash-starved specialist libraries. These findings shaped much of the research.

Examination of the recent application of post-structuralist theory to classification highlighted the need to question long held assumptions about the fundamental nature of language and meaning, and fed directly into the revision of the Commission's classification scheme. Traditional tools, such as an index, additional notes to the schedule and a clear CMP, were introduced in an attempt to mitigate the slipperiness of language and meaning, although it is recognised that anomalies in interpretation will always occur.

7.4 Methodology

The multifaceted research methodology for this project was designed to facilitate the effective collection of primary data used to inform the comparative study of archaeological and architectural libraries using specialist classification schemes. This successfully aided the subsequent review and revision of the

RCAHMW classification scheme, thus serving both theoretical and practical ends. In particular, semi-structured interviews and documentary research played an important role. The first of these provided qualitative data on the various libraries' use of their classification schemes and the reasoning underlying their development. By their nature specialist libraries can be isolated and going out and speaking to others in a similar position was invaluable. Extensive documentary research was needed in order to compile a chronology and history of the RCAHMW library, which can be regarded as a valuable original contribution to the discourse.

7.5 Findings

It is evident that specialist libraries and their unique schemes hold a marginal position within the literature of classification, with some sectors, such as heritage, being completely unrepresented. A very real tension was found between the theoretical and practical realities of classification. It is evident that there has been a shift away from the practical application of library classification towards a fundamental questioning of its necessity. The appraisal of the Commission's library and its classification scheme provided an ideal conduit for the examination of specialist schemes used within the heritage sector.

7.6 Revision

The revision of the RCAHMW library classification scheme has involved an examination of current historical, archaeological and architectural thought, assessment of comparable organisations' classification schemes and a thorough investigation of classification theory. It has necessitated careful balance between remaining true to the historicity of the scheme and making it fit for purpose. Each stage of the scheme's deconstruction, reconstruction and revision has involved careful evaluation in order to give the schedule a more coherent order, improve co-location and make it a more robust management tool.

7.7 Limitations and Value

The lack of literature on specialist libraries and their classification schemes makes it very difficult to draw general conclusions. Librarians within such institutions rarely have the time or money to write about their schemes which thus remain undocumented and obscure. By carrying out an in-depth examination of the Commission's scheme and comparing it to others in the heritage sector this study has filled a significant gap in the literature.

7.8 Further Research

The findings of this study have highlighted the need for further research into specialist libraries and their classification schemes. Many of these schemes are disappearing and are unlikely to be recorded before their demise, so that an important part of the history of library classification is being lost. It is proposed, therefore, that a countrywide project be initiated to record and publish these schemes. The Chartered Institute of Library and Information Professionals would be in an ideal position to spearhead this and could help attract funding for such a project. Only when all such schemes are documented will the literature reflect the broad spectrum of libraries and classification schemes in existence, and thus the true non-conformist, idiosyncratic nature of the library landscape.

(Word count: 14846)

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Appendix 1: RCAHMW Library Chronology

- 1928 William Gwyn Thomas born in Tenby. Studied Modern History at Jesus College, Oxford. Among his tutors was architectural historian, Sir Howard Colvin. (Smith, 1995, p.227). After working in local libraries in Pembrokeshire he was appointed to the library staff of the University of London Institute of Historical Research, then under the direction of Sir Goronwy Edwards. Sir G. Edwards was a Fellow of Jesus and became Vice Principle before becoming Director of IHR in 1948. Sir G. Edwards was a Commissioner from 1949, and became Chairman March 03, 1955 (Royal Commission on the Ancient and Historical Monuments of Wales, 1960, p.xvii).
- 1956 W. G. Thomas joined the staff of RCAHMW under A. H. A. Hogg, Secretary.
- 1970-1989 W. G. Thomas was editor of *Archaeologia Cambrensis*.
- 1970s W. G. Thomas named 'Librarian'. Library in Gwyn Thomas' office and journals along corridor in Edleston House. W. G. Thomas devised original classification scheme. This was revised by W. G. Thomas before he retired.
- 1971 Instigation of NMR Index cards of all the monuments in Wales classified under a system originated by Chris Houlder (Royal Commission on Ancient and Historical Monuments of Wales and Monmouthshire ,1971, p.5)
- 1977 Lending policy revised. *Minutes of Office Meeting*, November 25, 1977, Item 6. noted that, 'A discussion of library policy revealed strong differences of opinion. A small number were opposed to any books being lent to staff or members of the public however distinguished. A majority seemed to favour the present policy of restricted lending. By a show of hands it was agreed that staff and, exceptionally, members of the public could borrow books, but the latter only with the express approval of the Librarian. The publications of the Welsh Commission itself, however, were not in future to leave the building as they were in constant use for reference purposes'.
- 1980 Library Committee set up (Minutes of the 2nd Whitley Council Meeting, June 16, 1980, Item 4ii). Procedures for book purchases was discussed at the 3rd General Purposes Committee Meeting, September 29, 1980, Minutes, Item 2.) 'All book requests should be sent to Mr. G. Thomas who would have a suggestions file to

be produced for discussion at the next meeting.’ (Only committee members were circulated with folder of book catalogues and photocopied book reviews etc).

1983 Transfer of Archaeological Branch of OS following recommendations of Serpell Report leading to the, ‘incorporation of the OS archaeological record cards, maps, books and related archive to the NMR’ (Royal Commission on the Ancient and Historical Monuments of Wales, *Report 1995-1996*, p.29). The OS collection had own classification scheme and was housed in The Burton Building.

1988 W. G. Thomas retired.

1989 With W. G. Thomas’ retirement interim arrangements were made for the library to come under the direction of the library committee, under the chairmanship of Peter Smith. The procedures are set out for staff in a Note to All Staff, January 10, 1989. Four members of the committee representing the interests of the main historical periods covered by the library (and the work of the Commission) and H.A.S as Secretary. C.H.H Roman and prehistoric; C.J.S Medieval; P.S Tudor and Stuart; A.J.P Modern.

1989 Budget for year 1988-9 was £4000. This was for book purchases and binding but not periodicals and other items bought on subscription (Notes of the inaugural meeting of the new library committee - January 23, 1989).

Dr Hogg’s Library purchased for £500.

Moved away from having budgets for each subject area and instead allocated money by quarter or half-year period.

W. G. Thomas’ old office was turned in to the main library with the overflow being housed in The Burtons Building. Extra shelving was purchased ‘to clear the large backlog of un-shelved books’. ‘Given the present financial straits this rather than the purchase of more books should be the Committee’s priority.’

NMRW staff listed material in Burtons.

Decision made to house site specific pamphlets in the archive rather than the library.

No binding done since 1984.

Note to staff concerning new accessions and procedures for borrowing books (August 23, 1989) – states there is a ‘large

backlog of books requiring cataloguing and shelving'. Present library loans procedures date from this time.

Commissioners Meeting, November 30, 1989, Agenda Item 8 (RCP2/19) – National Monuments Record: December 1988 – April 1989

'Following the retirement of Mr Thomas responsibility for the library has passed to the NMR with guidance on book purchase being provided by a library committee chaired by Mr Smith. Effort in this direction so far has concentrated on listing the books purchased from Dr Hogg and assessing the volume of books awaiting cataloguing and shelving. Additional shelving is now being ordered both for Edleston House and Burtons building. Consideration is still being given to the problem of the cataloguing backlog, but it seems sensible to 'close' the NMR for a week or two and attempt a general stocktaking and re-shelving when the new shelving has been erected.'

The Commission is now registered with the British Library 'Booknet' scheme which it is hoped will enable the acquisition of necessary but out of print works at nominal cost.'

Stock check 11th – 15th December 1989 – books and journals – and bringing the library catalogue up to date in order to assess shelving requirements prior to expected move. (Library notice November 14, 1989).

Bibliographic referencing on NMR cards begun by R.A.J.

1990 Sian Spink 'running the library' in a part-time capacity (Commissioners Meeting September 03, 1990 – RCP2/20 Agenda Item 6).

Stock-take and cataloguing of library in readiness for move to Plas Crug, 'producing for the first time a card catalogue for the entire library stock. Excluding periodicals the library now consists of some 3000 volumes with, unfortunately, 100 or so (monographs and periodicals) missing from stock. (Commissioners Meeting September 03, 1990 – RCP2/20 Agenda Item 6).

Bookplates designed to commemorate Peter Smith's collection which was donated and other private collections donated by Dr Apted and Mrs Hogg. (Commissioners Meeting September 03, 1990 – RCP2/20 Agenda Item 6).

Preparation for computerisation and move to Plas Crug, Aberystwyth.

'The library catalogue has been copied – see staff notice 5. All books and periodicals up to and including 12/10/1990 are covered. Since January 1989 all incoming books and periodicals are entered in an accessions catalogue. This in itself is an inventory and further 'en mass' copying of catalogue cards should not be necessary' (October 16, 1990 – Notes).

Note to C.S.B inviting him to join library Committee in capacity of pre-historian, in place of Chris Houlder (October 31, 1990).

Library Committee Meeting, December 12, 1990 – 'Large bill for PSA work causing problems this financial year – therefore no Booknet purchases. Periodicals to be included in forward budgeting – circulate list for comments/updates/removals. Library Committee will meet if disagreement or item over £50. Library Committee will meet at least quarterly. Preference to core material and items of direct relevance to ongoing projects. Members must check if books are in stock'.

1992

Sian Spink invited to represent RCAHMW on the Aberystwyth and District Library Cooperation Group Meeting (June 4, 1992).

First written Collecting Policy for NMRW – (archive) 'The collection of material should go hand-in-hand with its dissemination; full consideration will therefore need to be given to the library and information functions. If 'information' is at the heart of the collecting policy, the library itself must **surely** be seen as an integral part of the information service. The development of an up-to-date and 'comprehensive' library of published information will form part of the core of the 'archive' and a clear book-purchasing policy will be required' (Commissioners Meeting, September 1992 – RCP2/24 Agenda Item 8).

(Commissioners Meeting, September 1992 – RCP2/24 Agenda Item 8) - Puts forward argument for reassessment and provision of better library and reading-room facilities to enable published and unpublished material to be viewed by public and staff – in view of Royal Warrant that stipulates promotion of the information service.

Student, Michael O'Hare, aids review of W.G. Thomas Classification Scheme. 'As an integral part of his MA course on library and information studies, a post-graduate student gave

much-needed general help and, in particular, assisted in a partial review of the library's classification scheme.' (Royal Commission on the Ancient and Historical Monuments of Wales, *Report 1992-93*, p.37).

1992-3 W. G. Thomas president of the Cambrian Archaeological Association.

1993 The library is moved to the third Floor of Crown Building. 'Reorganisation of the Library and Reading Room area has begun with the replacement of the existing tables and chairs and some of the map cabinets, providing a small increase in the amount of table space available to researchers. A new computer terminal has also been installed to access the increasing number of reference works available on CD Rom.' (Royal Commission on the Ancient and Historical Monuments of Wales, *Report 1993-94*, p.38).

A computerised library catalogue is completed. (ibid. P.39).

1994 W. G. Thomas died.

Improvements to the library are planned with the acquisition of new library shelving, and extra tables for readers (Royal Commission on the Ancient and Historical Monuments of Wales, *Report 1994-95*, p.35).

1995 The library and search room is moved to a purpose designed space on the fourth floor of Crown Building.

The classification scheme is reviewed, expanded and radically overhauled. Cutters are added the call number (Staff Notice - National Monuments Record Library Classification System (June 27, 1996)).

'The current library classification was devised in 1995 to meet the specific needs of RCAHMW and the NMR. The classification is intended as a broad framework which can be expanded as necessary to cater for the expanding book stock and subject areas. It is still under development and review and amendments are issued periodically.

The classification is based on the following principles: simplicity – a system suited to the size of the book stock but capable of expansion in any area as required; rationalisation and integration of subject fields; and retention of the former library classification categories wherever possible'.

- 1996 New Library and search room on the fourth floor is officially opened by Dr Lionel Madden, Librarian of NLW beginning of 1996. (Royal Commission on the Ancient and Historical Monuments of Wales, *Report 1996-97*, p.25).
- Computerised library and journal catalogues introduced. 'Cataloguing and re-classifying the library collections continued and on-line book and journal catalogues are now available for staff use.' (Royal Commission on the Ancient and Historical Monuments of Wales, *Report 1996-97*, p.25).
- Sian Spink leaves.
- 1998 Library classification updated by adding the Industrial Archaeology section under 'J' (Malaws, November 20, 1998, Staff Memo).
- 2000 Patricia Moore became Librarian and head of Reader Services.
- Library classification updated by adding a Maritime Archaeology section under 'K'.
- 2001 Library moved to ground floor of Crown Building to enable disabled access.
- 2013 Patricia Moore leaves post and Penny Icke is made Information Service Manager (covering the library and enquiry service).
- Review of library stock undertaken and duplicates extracted.
- 2014 Disposal of unwanted duplicate library stock.

Appendix 2: Undated Copy of the RCAHMW Early Revised Library Classification Scheme

R.C.A.M. LIBRARY
REVISED CLASSIFICATION

- A 1. Bibliographies, general
- 2. Guides to records, reference lists, calendars
- 3. Dictionaries
- 4. Miscellaneous reference
- C 1. Biographical dictionaries
- 2. Genealogy
- 3. Heraldry
- E 1. General history ~~and~~ topography
- 2. Wales, general
- 3. " , local
- 4. Inventories, Wales
- 5. " , England
- 6. " , Scotland
- 7. " , Northern Ireland
- G 1. General prehistory
- 2. Neolithic
- 3. ~~Pre-historic~~ Bronze Age
- 4. Iron Age
- 5. Roman
- 6. Post-Roman
- 7. Medieval
- 8. Modern
- H 1. Architecture, general
- 2. " , ecclesiastical
- 3. " , military
- 4. " , domestic
- 5. Applied arts
- 6. Industrial archaeology
- J Guidebooks
- 1. General surveys
- 2. Wales : a. pre-medieval
b. ecclesiastical
c. military
d. domestic
- 3. England : a - d as Wales
- 4. Scotland: a - d as Wales
- 5. Northern Ireland
- L 1. Archaeological theory
- 2. Archaeological techniques
- N Annual Reports
- 1. Official Bodies
- 2. Non-official
- 3. Odd issues
- P Periodicals
- 1. Wales, general
- 2. " local
- 3. National

Appendix 3: The Post-1995 RCAHMW Classification Scheme

NMRW LIBRARY CLASSIFICATION

A GENERAL REFERENCE

- A1 BIBLIOGRAPHY GENERAL
- A2 GENERAL GUIDES
- A3 DICTIONARIES
- A3.1 THESAURI
- A4 GAZETTEERS
- A5 ATLASES, MAPS & RELATED GUIDES
- A6 MISCELLANEOUS REFERENCE (inc. Govt. papers)
- A6.1 BUILDINGS LEGISLATION
- A6.2 WELSH OFFICE CIRCULARS
- A6.3 IFA PAPERS, STANDARDS & GUIDANCE NOTES

B THEORY AND TECHNIQUES

- B1 COLLECTION MANAGEMENT
- B2 ARCHIVES MANAGEMENT
- B2.1 PRO GUIDES
- B3 INFORMATION SYSTEMS
- B4 LIBRARY MANAGEMENT
- B5 PHOTOGRAPHY GENERAL
- B5.1 AERIAL PHOTOGRAPHY
- B5.2 PHOTOGRAPHY TECHNIQUES
- B6 SURVEY GENERAL

- B6.1 SURVEY TECHNIQUES
- B6.2 MARITIME SURVEY AND EXCAVATION TECHNIQUES
- B7 EXCAVATION TECHNIQUES
- B8 CONSERVATION AND PRESERVATION OF SITES
- B8.1 ENGLISH HERITAGE LEAFLETS AND GUIDANCE NOTES
- B9 OTHER ARCHAEOLOGICAL TECHNIQUES
- B10 ARCHAEOLOGICAL AND HERITAGE RESOURCE MANAGEMENT

C RELATED SUBJECTS

- C1 BIOGRAPHY GENERAL
- C2 GENEALOGY
- C3 HERALDRY
- C4 GEOLOGY

D GENERAL HISTORY AND TOPOGRAPHY - ALL PERIODS

- D1 HISTORY AND TOPOGRAPHY GENERAL
- D2 ROMAN, DARK AGE AND MEDIEVAL HISTORY
- D3 EARLY MODERN AND MODERN HISTORY

E REGIONAL WELSH ARCHAEOLOGY, ARCHITECTURE, HISTORY AND TOPOGRAPHY (WHERE THE PERIOD/SUBJECT CLASSIFICATION IS INAPPROPRIATE)

NOTE: SMALL GUIDES AND PAMPHLETS SUCH AS CADW SITE GUIDES AND MUSEUM GUIDES ARE BOXED IN A SEPARATE SEQUENCE

- E1 WALES GENERAL (ALSO NORTH, SOUTH, MID; IE. REGIONS LARGER THAN COUNTY SIZE)
- E2 PRE 1974 COUNTIES
- E2.1 ANGLESEY

E2.2	BRECKNOCKSHIRE
E2.3	CAERNARFONSHIRE
E2.4	CARDIGANSHIRE
E2.5	CARMARTHENSHIRE
E2.6	DENBIGHSHIRE
E2.7	FLINTSHIRE
E2.8	GLAMORGANSHIRE
E2.8.1	GLAMORGAN COUNTY HISTORY
E2.8.2	GLAMORGAN TOWNS/PLACES (eg. MERTHYR TYDFIL)
E2.9	MERIONETHSHIRE
E2.10	MONMOUTHSHIRE
E2.11	MONTGOMERYSHIRE
E2.12	PEMBROKESHIRE
E2.13	RADNORSHIRE
E3	1974-97 COUNTIES
E3.1	CLWYD
E3.2	DYFED
E3.3	GLAMORGANS
E3.3.1	MID GLAMORGAN
E3.3.2	SOUTH GLAMORGAN
E3.3.3	WEST GLAMORGAN
E3.4	GWENT
E3.5	GWYNEDD
E3.7	POWYS

F INVENTORIES, RCAHMW OFFICIAL PUBLICATIONS, AND PUBLICATIONS OF OTHER COUNTRIES

- F1 RCAHMW PUBLICATIONS
- F1.2 COUNTY INVENTORIES
- F1.3 ALL WALES THEMATIC WORKS
- F1.4 LOCAL AREAS
- F2 RCHME INVENTORIES (ONLY - OTHER PUBLICATIONS IN SUBJECT / PERIOD CATEGORIES)
- F3 RCAMS INVENTORIES (ONLY)
- F4 NORTHERN IRELAND
- F5 OTHER (GENERAL INVENTORY TYPE PUBLICATIONS ONLY, SUBJECT SPECIALISMS WITHIN SUBJECT CATEGORIES)

G ARCHAEOLOGY

- G1 ARCHAEOLOGY GENERAL
- G1.1 MULTI-PERIOD SITES (FORMERLY F1)
- G1.2 HISTORIC LANDSCAPES
- G1.3 REGIONAL ARCHAEOLOGY
- G2 STONE AGES (PALEOLITHIC, MESOLITHIC, NEOLITHIC)
- G3 BRONZE AGE
- G4 IRON AGE
- G5 ROMAN
- G6 POST ROMAN / DARK AGES / CELTIC

G7 ~~BIOGRAPHY - ARCHAEOLOGISTS, ARCHAEOLOGICAL ORGANISATIONS~~ *medieval MEDIA*

G8 LATER

H ARCHITECTURE

- H1 ARCHITECTURE GENERAL
 - H1.1 VERNACULAR ARCHITECTURE
 - H1.2 REGIONAL ARCHITECTURE
- H2 ARCHITECTURAL PERIODS
 - H2.1 MEDIEVAL ARCHITECTURE (TO c.1540)
 - H2.2 POST-MEDIEVAL - EIGHTEENTH CENTURY ARCHITECTURE
 - H2.3 NINETEENTH CENTURY ARCHITECTURE
 - H2.4 TWENTIETH CENTURY ARCHITECTURE
- H3 ARCHITECTURE ECCLESIASTICAL GENERAL
 - H3.1 CATHEDRALS, ABBEYS, MONASTERIES
 - H3.2 CHURCHES (ESTABLISHED)
 - H3.3 NON-CONFORMIST CHAPELS & CHURCHES
 - H3.4 ECCLESIASTICAL FURNISHINGS
 - H3.5 GRAVES & GRAVEYARDS, MEMORIALS
 - H4 ARCHITECTURE DEFENSIVE / MILITARY & NAVAL
 - H4.1 CASTLES, TOWN WALLS
 - H4.2 MOATS
 - H4.3 POST-MEDIEVAL FORTIFICATIONS (NAPOLEONIC & CIVIL WAR WORKS)
 - H4.4 TWENTIETH CENTURY MILITARY ARCHITECTURE
- H5 DOMESTIC HOUSES
- H6 GARDENS AND GARDEN BUILDINGS
- H7 FARMS AND ESTATE BUILDINGS
- H8 COMMERCIAL AND RETAIL BUILDINGS
 - H8.1 WAREHOUSES

- H9 RECREATIONAL, OFFICIAL AND PUBLIC BUILDINGS
- H9.1 SCHOOLS
- H9.2 VILLAGE HALLS
- H9.3 STREET FURNITURE
- H10 MATERIALS, TECHNIQUES AND APPLIED ARTS
- H10.1 BUILDING MATERIALS
- H10.2 INTERIOR DECORATION / FURNISHINGS
- H10.3 WALL-PAINTINGS
- H10.4 STAINED GLASS
- H10.5 SCULPTURE
- H10.6 MONUMENTAL BRASSES
- H11 BIOGRAPHY - ARCHITECTS, COMPANIES, ETC.

J INDUSTRIAL ARCHAEOLOGY

- J1 INDUSTRIAL ARCHAEOLOGY (& HISTORY) GENERAL
- J1.2 REGIONAL INDUSTRIAL ARCHAEOLOGY
- ENGINEERING*
- J2 ENGINEERING GENERAL
- AGRICULTURE AND FOOD PROCESSING*
- J3 AGRICULTURE GENERAL
- J3.1 AGRICULTURAL MACHINERY AND PROCESSES
- J3.2 FISHERIES
- J3.3 FOOD PROCESSING
- J3.4 FORESTRY

MINING AND QUARRYING

- J4 MINING AND QUARRYING GENERAL
- J4.1 COAL MINING
- J4.2 METAL MINING
- J4.3 SLATE QUARRYING
- J4.4 LIMESTONE QUARRYING
- J4.5 MINERAL & STONE PROCESSING

METAL PROCESSES

- J5 METAL PROCESSES - METALLURGY GENERAL
- J5.1 METALS - WORKING
- J5.2 IRON & STEEL PRODUCTION
- J5.3 TINPLATE & ALLOY PRODUCTION

FUEL AND WATER

- J6 FUEL GENERAL
- J6.1 PEAT
- J6.2 GAS
- J6.3 COKE PRODUCTION
- J6.4 ELECTRICITY GENERATION/DISTRIBUTION
- J6.5 WATER SUPPLY & SEWAGE WORKS
- J6.6 OIL & PETROLEUM

POWER

- J7 POWER GENERAL
- J7.1 WATER POWER
- J7.2 WIND POWER
- J7.3 STEAM POWER

- J7.4 ELECTRIC & HEAT ENGINES
- J7.5 ANIMAL POWER
- MANUFACTURING**
- J8 MANUFACTURING GENERAL
- J8.1 MANUFACTURING - METALS
- J8.1.1 MACHINE TOOLS
- J8.2 TEXTILES
- J8.3 CHEMICALS
- J8.4 CERAMICS (INCLUDING BRICKS, TILES, POTTERY)
- J8.5 GLASS
- J8.6 MANUFACTURING - WOOD
- J8.7 MANUFACTURING - GUNPOWDER & EXPLOSIVES
- J8.8 MANUFACTURING - OTHER
- TRANSPORT**
- J9 TRANSPORT GENERAL
- J9.1 DOCKS AND HARBOURS
- J9.1.1 LIGHTHOUSES
- J9.2 CANALS & NAVIGABLE RIVERS
- J9.3 RAILWAYS
- J9.4 ROADS
- J9.5 BRIDGES
- J9.6 TUNNELS
- J9.7 COMMUNICATIONS - OTHER

BIOGRAPHY

J10 BIOGRAPHY - ENGINEERS, COMPANIES, ETC.

K MARITIME & UNDERWATER ARCHAEOLOGY

K1 MARITIME & UNDERWATER ARCHAEOLOGY (& HISTORY)
GENERAL

K2 SHIP TYPES

K3 REGIONAL SURVEYS

K4 SPECIFIC WELSH SITES / WRECKS

K5 OTHER SITES / WRECKS

K6 BIOGRAPHY - SHIP-BUILDERS, SEA-FARERS, COMPANIES, ETC.

Appendix 4: Informal Interview Questions to Previous RCAHMW Librarians and Members of Staff

Did you meet W. G. Thomas? What were your impressions of him?

Can you tell me what the library was like under W. G. Thomas?

Do you know why W. G. Thomas decided to use a specialist classification scheme rather than a universal one?

Were you aware of any library instructions, guidelines under W. G. Thomas?

How were the books arranged?

How was cataloguing carried out?

Was there a card catalogue, accession register?

When was the classification expanded/altered? Who did this? What were the reasons behind it?

Are you aware of any documentation relating to the library?

Can you tell me about the library while you were in charge?

How was the book selection carried out?

Appendix 5: Information Letter and Consent Form

INFORMATION LETTER

Thank you for agreeing to participate in this research. This information letter explains the nature of the research and your rights as a participant.

Who is the researcher? Penelope Icke

What is the research for? This research is for an MSc in Information and Library Studies from Aberystwyth University.

What is the purpose of the research? Unique classification schemes have frequently been used in specialist libraries to provide a depth of detail not present in general or universal systems. I will be examining the classification scheme of the Royal Commission on the Ancient and Historical Monuments of Wales, placing it within the context of other unique classification schemes used within archaeological and architectural libraries so as to explore the discourses and assumptions that underlie its conception.

What is your role? Your library was chosen as a case study due to its unique classification scheme, and I would like to interview you to find out more. As stated in my email I would like to ask you about the classification scheme, the nature of the collections and the history of the scheme. You have the right not to answer any of the questions asked.

What data will be collected? An audio recorder will be used to record the interview. Audio recordings of the interview will be stored on my personal computer which is password protected.

What will happen to the data? The interview will be transcribed into a text file and will be stored on my password protected computer. Quotes and information from the interview will be included in my dissertation, to be submitted to Aberystwyth University. The data will be deleted within six months of submission. If you wish, you may request a copy of your interview transcript or the final dissertation.

What about anonymity? It will be necessary to name the library in the case study, but the participant's anonymity will be upheld by identifying them through their job title where necessary.

Who else will see the dissertation? After the marking process, a copy of the dissertation will be placed in the Thomas Parry Library, Aberystwyth University. It may also be made available on CADAIR, the University's online open access repository.

What if you change your mind? You can choose to withdraw from the research at any time before the dissertation is submitted (expected submission date September 2015). In this case, interview recordings, transcripts, and all records of your involvement in the research will be deleted.

Who do I contact if I have any concerns or queries? You may contact me using the email address, pei1@aber.ac.uk. If you would like to contact my dissertation supervisor, please let me know and I will be happy to give you her email address.

Once again, I would like to thank you for agreeing to take part in this research.

CONSENT FORM

Name of Researcher: Penelope Icke

Title of project: Archaeological and architectural taxonomies: an examination of the unique classification scheme of the Royal Commission on the Ancient and Historical Monuments of Wales

Project authority: This research project is being undertaken as part of an MSc in Information and Library Studies from Aberystwyth University.

Please tick

1. I confirm that I have read and understood the information letter dated 06/03/2015 for the above study.
2. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.
3. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason.
4. I agree to the interview being audio-recorded.
5. I agree that the data provided may be used within the conditions outlined in the information letter, including the use of direct quotes.
6. I understand that my name will not appear in any reports, articles or presentations, although my job title may.
7. I agree to take part in the above study.

Name of Participant	Date	Signature
Researcher	Date	Signature

Appendix 6: Interview Schedule

What is the library's mission or purpose?

The Classification Scheme

Who designed the scheme?

When was the scheme introduced?

Why was a unique scheme felt to be better than a Universal one?

What was the background to this decision?

How was the hierarchy/sequence determined?

Does the scheme follow literary warrant or is it derived from the subject discourse?

How well does the scheme reflect the archaeological/architectural discourse?

How well does the scheme work with composite, multi-subject and multi-disciplinary items?

How often do you need to update or add new classes to the schedule?

How important is the notation?

Is the notation simply a shelving tool or does it provide specific, descriptive information about the contents of the item?

What level of specificity/detail does it give? (is it exhaustive?)

Does the notation dictate or limit the scheme?

Cataloguing and Classification

Who catalogues and classifies new accessions?

What is their background? i.e. do they have specialist knowledge of archaeology/architecture/classics?

How does the classification scheme work in practice? Please can you give an example?

How easy is the scheme to use for the cataloguer (simplicity, brevity, expressiveness, flexibility)?

What are the problem areas?

What catalogue interface do you use?

Do you buy in external catalogue records and then add the classification yourselves or do you carryout copy cataloguing or do you catalogue from scratch?

Users

How many users do you have each year?

Have there been any user studies?

Do library users find it easy/difficult to use? What feedback do you receive? (usability, simplicity, accessibility)

Do users tend to go to the catalogue first and then to the shelves to find a specific item or do they browse?

How well does the scheme aid browsing?

How well does the scheme serve the users' needs?

Appendix 7: Interview Transcript Extracts

The following extracts constitute the first part of each interview. The text in italics represents the researcher's questions whilst normal font is used for the Librarian. The names of the interviewees have been withheld.

A. Institute of Archaeology - Interview with the Librarian

So when was the library set up originally?

It was set up as part of the original library in '37 when the institute started. Um from what I can gather from the annual reports of the institute, they started it off, as they often did um, in that time, with a lot of pamphlets and they also borrowed some collections from other institutions that Wheeler, I think had connections with, such as the British Archaeological Association.

Right

Um, that was a reflection of how little they had in terms of money um and then in 1947 the University of London decided to designate them as the centre for archaeology within the University of London and they got a massive injection of money, um and that gave them the money to employ Joan Duplatt Taylor and start to really build the collection. She was the first qualified um, She was an archaeologist by background. She was one of Wheelers group. She had been to Maiden Castle. Um, but she had an enormous, when I looked at the archive work um, that she did, she had an enormous natural aptitude for it. Um, she never had any formal qualification in librarianship. She was librarian until the '70s um, but she had a background at looking at pottery classification, so I think she was used to looking at typology classification and as far as I can establish from looking at other classifications the baseline she used was the Browns Subject Index which is very rarely found anywhere apart from in local studies libraries. Yerr, It has pretty much gone now. And I think, judging again by the Annual Reports, I can send you, um, I've got these photocopies I can scan them and send them to you, I think that her first year she created like a suite of tools, so she created the classification index, she started a subject index, and she also, I think, she started an author index too, which was actually incredibly sophisticated thinking for the time because it meant you could cross reference everything.

B. Historic England – Interview with the Librarian

Does the Library have a separate mission to the organisation as a whole?

Not as such. As far as we are concerned we serve the staff of Historic England and English Heritage and we do provide a service to the public as far as we can. But we do have a collecting policy which defines what the library can and can't do to some extent.

But you don't have a mission statement?

No, no we don't.

Who designed the scheme?

It was, some of it was inherited. The counties were, the county scheme was inherited from Ordnance Survey (OS) when the material was transferred, when the archaeological material was transferred to the Royal Commissions and at that point we inherited the numbers that related to England, but not the numbers that related to Wales, obviously. But from then on, it was created by the librarian Felicity Gilmore who was appointed in 1992 to the RC and then she built up the classification as more and more collections were actually added to the library.

So the scheme as it stands at the moment was introduced in the 1990s?

Yes, that's approximately when, but certainly, yes, the 1990s, yes, the early 1990s, because that was when the archaeological library was, um, brought together with the library of the National Buildings Record so that the architectural side was added to the archaeology classification. But there were other materials being added at that time, because then the RC was also taking on more responsibility for maritime recording, so the maritime numbers had to be incorporated at that stage.

So just on the maritime side, have you bought quite a lot as you have taken that side of things on?

Absolutely, we've bought material and we've been given lots of donations...

C. Institute of Classical Studies – Interview with the Librarian

Just generally to begin with, what's the library's mission or purpose? Do you come under the University of London's Mission?

I suppose yes, in a sense we do, I mean, in the sense that the University of London is the overarching institution which looks after all the various different libraries within this area, in this complex. But having said that, because of the Society's funding we do have our own mission which is effectively to promote the study of classics to everybody, you know, worldwide, and to provide materials which will enable their research, their study and research to, you know, to flourish, because, we are, as I said to you, we are one of the top 3 countries in the world for our subjects.

And you're not just limited to the faculty or that particular discourse that the academics wish to focus on?

No, I mean, of course as you can imagine because we are an international research library ourselves, our focus is mainly academic but because of the Societies there are also, what you might call, interested lay-people, um, perhaps for example, they might be school teachers reviving their interest in classics or people who are just very genuinely interested in the subject but have no academic qualifications or, um, other concerns, so, so it is a very broad clientele in that respect.

And would they be able to put in requests, um, you know, for you to purchase material?

Oh, yes, absolutely. I get bombarded with publisher's material obviously and I do try and keep abreast of that, but occasionally, you know, you are bound to miss things and I very much rely on reader's suggestions for gaps.

Right, ok, so the classification scheme, who designed the scheme?

You know actually, I don't know who designed the scheme although, and I don't know anyone does. It's rather curious because this volume here called, 'Bursian's Bibliotheca Philologica Classica' that is the scheme which the library or the Societies adopted...

D. The Bartlett Library: Interview with the Librarian

We moved into this new space in August last year and at the same time we redesigned the library and at the same time as moving we also reclassified our books and we installed RFID.

Wow.

So we had quite a busy summer.

Did you employ more staff to do this?

Yes, essentially what we did, um, the reclassification from Garside to LCC was done by, um, all the donkey work and the project planning, was done by a company from America, called Backstage. So we had outside people come in and do that element, and one of the, and alongside the reclassification, because they were already handling the books, they also tagged them as well. So it made sense to do the 2 things together and in fact it took them 6 days to do the tagging and another 6 weeks to do the reclassification.

So they were really slick.

They were extremely organised, very focussed and they did a really good job. Um, so we moved from old in-house Garside to something much more standard.

Well, um, that kind of gives us the context. If I can go through questions, perhaps if I can get both sides for each scheme that would be really useful. I am going to use my questions that I have prepared for unique classification schemes, but, it would be really handy to have both sides of the story. So the general Library Mission/purpose I assume is that of UCL's Library Service.

Yes, UCL's Library Service

You don't have a unique one?

No we are part of UCL Library Services as a whole...

Appendix 8: RCAHMW Staff Questionnaire

The Library of the Royal Commission on the Ancient and Historical Monuments of Wales

The aim of this questionnaire is to gather information on how you feel about the library, how you use it and how you would like to see it improved. The information will feed into the future plan for the library and will help me provide the resources you require to do your jobs. Some of the information collected may also be used to inform my dissertation. I would therefore be grateful if you could complete the questions below, from a work perspective, giving as much information as possible.

A. The Library as a Resource

- A1. Do you feel the library is a useful staff resource? Yes/No
If you answered no, please indicate how it could be improved.
- A2. Do the subject areas adequately reflect the research areas of the RC?
Yes/No
If you answered no, please indicate how they could be improved.
- A3. How would you like to see the library collections developed?
- A4. Would you like the library to subscribe to any new journals? Yes/No
If you answered yes, please list titles.
- A5. Do you find the monthly NMRW Bulletin useful? Yes/No
If you answered no, please indicate how it might be improved.
- A6. Do you find the display of the newly catalogued books in the library useful? Yes/No
If you answered no, please indicate how this could be improved.

B. The Library Catalogue

- B1. Do you find the library catalogue easy to use? Yes/No

- B2. Would you like to see the catalogue integrated with Oracle? Yes/No
- B3. Would you like to see the library catalogue uploaded on to the RC website, Copac or another online integrated library system? Yes/No

C. Use of the Library

- C1. On average how often do you use the main library?
Daily, Weekly, Monthly, Less than once a month, Never
- C2. On average how often do you use the library catalogue?
Daily, Weekly, Monthly, Less than once a month, Never
- C3. Do you use the current journals on display in the main library? Yes/No
- C4. On average how often do you use the journals library?
Daily, Weekly, Monthly, Less than once a month, Never
- C5. On average how often do you use the journals catalogue?
Daily, Weekly, Monthly, Less than once a month, Never
- C6. Please indicate which subject areas of the library you use most often.
- | | |
|------------------------------------|------------------------|
| General reference | Maritime |
| RC publications | Architecture |
| Archaeology | Ecclesiastic |
| Topographical | Industrial Archaeology |
| Other (Please indicate which ones) | |

D. Searching Techniques

Please tell me about the way you look for items in the Library.

- D1. Do you use the catalogue to locate the class number of the item you require prior to visiting the library? Yes/No
- D2. Do you go direct to the subject area and search for your required item?
Yes/No
- D3. Do you browse generally? Yes/No

D4. Do you find the layout of the subject areas aid browsing? Yes/No

E. The Library Classification Scheme

The RC Library has a unique classification scheme that has been developed to manage our collections of material on Welsh archaeology, architecture and topography. Please answer the following questions about the classification scheme.

E1. Do you find the classification scheme easy to use? Yes/No
If you answered No, please outline the problem areas.

E2. Can you find items easily once you know the class mark? Yes/No

E3. Do you understand what the class mark/notation on the spine of the book means? Yes/No

E4. Are you aware that the guidebooks are kept in a different sequence
Yes/No

E5. Would you find it useful to have improved aids for using the
classification scheme on display? Yes/No

F. Electronic Resources

F1. Do you access electronic journals online for work purposes? Yes/No

F2. Do you access electronic books for work purposes? Yes/No

F.3 Do you use the electronic resources listed on the Bulletin? Yes/No

G. Use of other Resources

G.1 Do you make use of our corporate membership of Aberystwyth
University Libraries? Yes/No

If you answered yes, please indicate how often you make use of these
resources (electronic and hardcopy)

Daily, Weekly, Monthly, Less than once a month

G.2 Do you use the National Library of Wales? Yes/No

If you answered yes, please indicate how often you make use of their resources (electronic and hardcopy)

Daily, Weekly, Monthly, Less than once a month

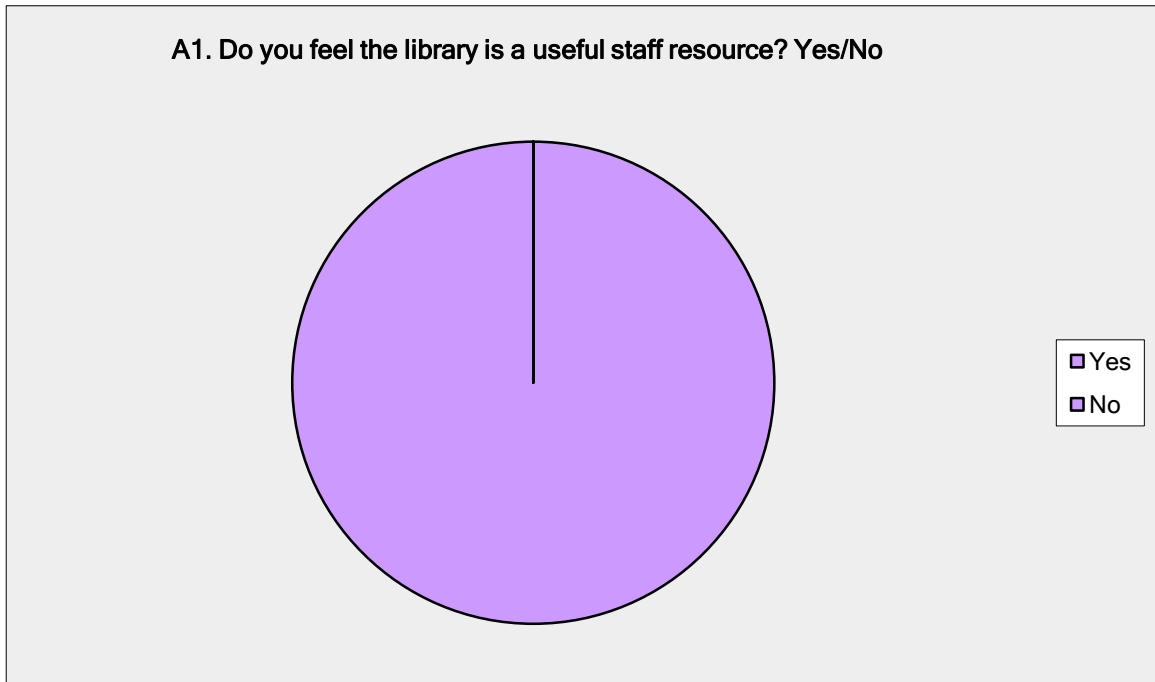
G3. Do you use the National Library of Wales' electronic resources remotely? Yes/No

If you answered yes, please indicate how often you access their electronic resources remotely

Daily, Weekly, Monthly, Less than once a month

Thank you so much for your time. If you have questions about this survey or about the library, please do not hesitate to contact me.

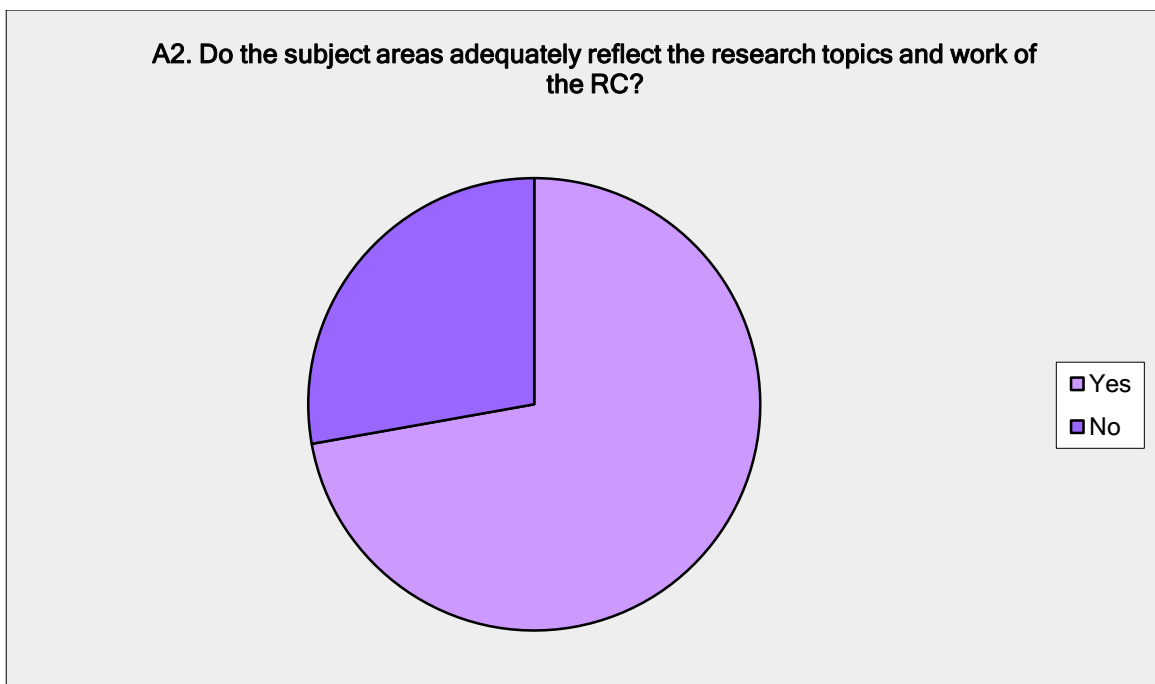
Appendix 8a: A Selection of Results from the RCAHMW Staff Questionnaire



A1. Do you feel the library is a useful staff resource? Yes/No		
Answer Options	Response Percent	Response Count
Yes	100.0%	20
No	0.0%	0
Please indicate how it could be improved.		8

Number	Please indicate how it could be improved.
1	Some areas of the library are very dated and important recent works are missing. The library needs to reflect quality not quantity. As we have a limited space for the library we should be prepared to move on some items which are of limited use in order to make space for fundamental works. We are so close to the National Library and University library that minor works can be consulted in either establishment. I don't feel it is our role to be the definitive library, but to be a useful and up to date resource for both staff and the public
2	In my current job role I rarely make use of the library. However, this is more a reflection of the nature of my work (I work on the corporate side of the Commission's business) than it is on the library's current usefulness level! With that in mind, the main improvement that would improve my personal use of the library would be to include books that are relevant to corporate areas of work. If this is not suitable for the main library (given its specialist nature) then I would find it useful to have a sort of 'Business Library' (or something along those lines!).

- 3 The library should ideally be open to staff, as with any other office or room in the building, from when library staff are present. Quite often staff are in, but the door remains locked until public opening hours are reached. Staff can gain access, but usually on upon knocking on the door!
- 4 Introduce an electronic system for taking out books so one can see what is with whom and save a trip downstairs
- 5 Improved communication for staff indicating when the library is unavailable ie when group visits are in progress, at the moment staff are not sure whether they are permitted to use the library when such a visit is in progress
- 6 Better opening hours
- 7 Overhaul and cleansing of the Library Catalogue and Journals catalogue would make finding the books and journals easy.
- 8 Books that are bought should be chosen in conjunction with staff who can advise on their quality and relevance to work that the Commission is undertaking



A2. Do the subject areas adequately reflect the research topics and work of the RC?

Answer Options	Response Percent	Response Count
Yes	72.2%	13
No	27.8%	5
Please indicate how they could be improved.		9

Number	Please indicate how they could be improved.
1	Mostly. There needs to be a better coverage of historical matters and to a lesser extent some of the important literary material, for example medieval poetry of Wales which is a rich resource of dates, battles, castles etc. We also lack many of the modern editions for important medieval chronicles referring to Wales and recent discussions. Although comparative works from outside of Wales are important in some areas we are top heavy, at the expense of material focused upon Wales.
2	Some journals appear to have been discontinued e.g. Landscape History
3	I think the subject areas currently reflect the more traditional research topics and work of the Commission quite well. However, the Commission is carrying out different sorts of work in different ways in addition (e.g. community archaeology etc.) and there's currently not a lot of up-to-date library material on those topics. I think a proportionate representation of that kind of literature could prove beneficial.
4	I think it is a good selection of books, and excellent selection of journals, for the size of the library. Purchasing new titles has never been a problem
5	Not sure how new books are selected for purchase apart from individual staff suggestions - presumably the librarian keeps an eye on the overall balance
6	Maritime and Military History of Wales
7	More books
8	Could an open access electronic 'suggestions box' be set up for book requests?
9	Some areas are extremely, even overly, well covered due to the predominance of some staff requesting and getting books, other areas are very poorly covered or have not been kept up to date.

A3. How would you like to see the library collections developed?

Answer Options	Response Count
	13
Number	Response Text
1	With a limited budget and limited space the emphasis should be on filling the gaps, such as the first thirty years of the Anglesey Transactions. The relevant journals need to be kept up to date, but electronic access is fine. Perhaps we need to take a closer look at what we can use via our university network permissions? Some items on the shelves are very out of date and in some cases no longer considered reliable, these should be removed and if somebody really needs to consult them they can use NLW or the Hugh Owen. We need to up the quality of the library not the quantity. We need to focus on our discipline strengths and Wales.
2	A larger space would allow those parts of the collections, mainly journals on the top floor, to be as accessible as those in the library area.
3	As mentioned in previous responses, I'd like to see sections added that provide access to literature on less 'traditional' areas of the Commission's work e.g. public archaeology, audience development and research etc.
4	Greater and better access to our online resources, like digitised images, catalogue etc., for enquirers through more workstations which are always on (you don't have to ask) and have a usable front end screen to help novices
5	a wider variety of subjects and more current publications

- 6 I would like to see improved methods of indexing, storing and access to all the maps and greater control over the removal of items from the library - my perception, rightly or wrongly, is that some books are not accounted for nor are always accessible when in people's rooms. Also maps are sometimes missing or not put back where they should be.
- 7 With plentiful library resources in town, the development of the RC library should be scaled back
- 8 Better finding aids, books & journals together
- 9 Reviews of newly published relevant books circulated internally with indications of (star rating?) desirability.
- 10 There needs to be a better focus on getting in publications that are going to be directly relevant to the work of the Commission. The books that staff request need to be better assessed as to their usefulness before being bought. There needs to be a systematic look at which areas are currently poorly covered. There should be more emphasis on accessing digital books and journals.
- 11 Am happy with the current situation
- 12 The areas where my work intersects with the library is around drawing on its resources to answer enquiries coming from the public. I feel I have a lot to learn in order to fully exploit the possibilities from books and journals in conjunction with the archive collections, and that using the library catalogue is only part of this, I have also to become familiar with the books and journal series on the shelves.
- Expanding my experience to that of the rest of the staff and to the general public, I would say that the number one priority for development is that of increasing awareness of the existing library resources and maintaining the brows-ability of the library. Better broad labeling of subject areas would help, as would a page under 'our services' on the website about the unique specialist reference library, welcoming the public to come in and browse and giving an idea of the subject areas and key books, etc.
- 13 We should have more of the topical publications from our sister organizations (EH & RCAHMS).

Appendix 9: Extracts from the Classification Schedules of Participating Libraries

A. Institute of Archaeology

- AB Conference proceedings
- AE Collected works; Festschriften
- AG History and philosophy of archaeology
 - 10 Biographies of archaeologists
 - 20 Antiquities laws; regulations, etc.
 - 30 Forgeries
- AH General archaeological theory; theory of prehistory
- AJ Science and archaeology
 - 10 Dating methods
- AK Use of mathematics, statistics, computers
 - 10 Maths and statistics
 - 20 Computerization
- AL Archaeological techniques
 - 10 Field archaeology
 - 11 Excavation technique
 - 12 Surveying and photogrammetry
 - 13 Archaeological prospecting
 - 14 Field Walking
 - 20 Photography
 - 21 Air photography
 - 30 Aids to publishing
- AM Industrial archaeology
- AN Underwater archaeology
- AP Cartography
- AQ Teaching archaeology
- AR Archaeology and the Media
- AS Popular works
- BA Earth sciences: Geology, Oceanography, Climatology, Geochronology, Geography general
 - 10 Geology, Geomorphology
 - 11 Petrology and mineralogy

B. Historic England

Reference

- 2.0 Reference books – general
 - 2.0.1 Dictionaries
 - 2.0.2 Directories of national organisation [Reference section only]
 - 2.0.3 Workplace skills and knowledge
- 2.1 Local directories
 - 2.1.1 Burke's peerages etc
- 2.3.1 Victoria History of the Counties of England
 - 2.3.11 English Heritage predecessors
 - 2.3.14 English Heritage publications
 - 2.3.15 Historic England publications
 - 2.3.76 Buildings of England – Pevsner
- 2.4 Bibliography

Archaeological Subjects

- 3.0 Archaeology – general
 - 3.0:9 Archaeology – regional studies
 - 3.0.1 Archaeology - structures (e.g. monuments, barrows, hill figures, lynchets)
 - 3.0.2 Archaeology – objects (e.g. brooches, buckles, pipes)
 - 3.0.3 Social archaeology (e.g. death, ritual, customs, religion)
 - 3.0.4 Paleoenvironments (reconstructions, surveys)
 - 3.0.4.1 Wetland
 - 3.0.4.2 Coastal
 - 3.0.4.3 Marine (land now covered with water)
 - 3.0.4.4 Upland
 - 3.0.6 Archaeological techniques (non-scientific) e.g. field survey

C. Institute of Classical Studies

LIBRARY CLASSIFICATION - MAIN CLASSES

60-70	DICTIONARIES
75-97	TEXTS
75	Christian Fathers
76	Sources chrétiennes
77	Teubner
78	Oxford
79	Budé
80-95	Greek & Latin texts in one alphabetic sequence
96	Collected Latin texts, legal texts
97.1-97.53	Collected Greek texts
97.60-97.62	Biblical texts
98	LANGUAGE
99	LITERATURE
100	PAPYRI and MSS
101	EPIGRAPHY
102	PRE-CLASSICAL GREECE
103	PRE-CLASSICAL ITALY
104-116	ARCHAEOLOGY AND LOCAL HISTORY
104	General Archaeology
105-106	Middle East
107	Asia Minor
108	North Africa
109	Cyprus, Crete, Aegean Islands
110	Balkans
111-112	Greece
113	Italy
114	Spain, Gaul
115	Central Europe
116	Britain
117-119	ANCIENT HISTORY
117	General
118	Greek
119A-N	Roman
119o-Q	Byzantine

D. The Bartlett – Garside Architectural Classification

- A** General Studies and related arts and sciences
 - 1 Bibliography
 - 2 Reference: atlases, dictionaries
 - 5 General texts
 - 6 Collections, festschriften
 - 7 Education and training of architects and related professions
 - 8 Theory of proportion
 - 9 Architectural criticism
 - 10 Aesthetics
 - 20 Architectural theory: abstract study of the built environment
 - 70 Biological sciences generally
 - 72 Communications: cybernetics, semiotics
 - 76 Psychology, environmental psychology
 - 77 Psychology of architecture, space, perception, design for crime prevention
 - 80 Ergonomics
 - 85 Green building
 - 90 Physical and natural sciences
 - 91 Mathematics
 - 92 Computer sciences
 - 93 Energy: conservation, solar, wind
 - 94 Photography and film
 - 95 Chemistry
 - 96 Geology
 - 97 Meteorology / climate
 - 98 Ecology: the environment [see also: Town Planning A7]
 - 99 Technology, inventions
 - 100 Alternative technologies: survival, appropriate technology

- AB** Engineering
 - 1 Architectural physics generally
 - 2 Building construction manuals, theory
 - 5 Standards [odd bits only; for BS consult online version or Barbour online]
 - 20 Engineering generally

E. Institute of Historical Research

BW. Wales

- BW.0 Bibliography
- BW.01 Welsh Libraries & Archive Centres
- BW.02 Historical Bibliographies & Guides to Sources
 - BW.021 All Periods
 - BW.0212 Politics and Administration
 - BW.0213 Law
 - BW.0214 Religion
 - BW.0215 Economy & Society
 - BW.0216 Culture & Learning
 - BW.0217 Geography & Travel
 - BW.0218 Individuals, Families & Genealogy
 - BW.0219 Other Subjects
 - BW.022 Medieval Wales to 1536
 - BW.024 Early Modern Wales, 1536–c. 1800
 - BW.026 Modern Wales from c. 1800
 - BW.027 Local History Bibliographies & Guides
- BW.03 Archives & Manuscripts
 - BW.031 General Guides
 - BW.0311 Collections in the National Library of Wales
 - BW.032 Politics and Administration
 - BW.0324 Political Parties
 - BW.0329 Other
 - BW.033 Law
 - BW.034 Religion
 - BW.035 Economy & Society
 - BW.036 Schools, Universities & Learned Institutions
 - BW.038 Family & Personal Papers
 - BW.039 Other
- BW.04 Archives & Manuscripts (Local)
- BW.05 Materials Held in other British and Foreign

Repositories

- BW.051 Britain
- BW.052 Europe
- BW.053 World
- BW.06 Other Printed Material
 - BW.062 Incunabula & Early Printed Books to 1800
 - BW.063 Library Catalogues
 - BW.064 Official/Government Publications
 - BW.065 Newspapers & Periodicals
 - BW.066 Theses
 - BW.068 Microforms
 - BW.069 Other
- BW.07 Non-Text Material
 - BW.072 Prints, drawings, paintings, etc.

Appendix 10.

The Main Classes of the Classification Schedules of Participating Libraries – A Comparison

Royal Commission on the Ancient and Historical Monuments of Wales Library (Alpha-numeric)	Institute of Archaeology Library (Alpha-numeric)	Institute of Classical Studies Library (Mainly numeric)	Historic England Library (Numeric)	The Bartlett Library (Garside) (Alpha-numeric)	Institute of Historical Research Library (Alpha-numeric)
A General Reference	A Theory, Method and Practice of Archaeology	60-70 Dictionaries	1 Regional Archaeology and Architecture	A General Studies and Related Arts and Sciences	A Asia
B Theory and Techniques	B Archaeology and Prehistory	75-97 Texts	2 Reference	AB Engineering	B General British History
C Related Subjects	C History	98 Language	3 Archaeological Subjects	AC Landscape Architecture	BC British Local History

D General History and Topography – All Periods	D Archaeology, History and Topography by Countries	99 Literature	4 Maps and Ordnance Survey	AD Design and Decoration	BI Ireland
E Regional Welsh Archaeology, Architecture, History and Topography	[E] Unassigned	100 Papyri and Manuscripts	5 Allied Subjects	B Architectural History	BL London
F Inventories, RCAHMW Official Publications, and Publications of Other Countries	F Religion and Mythology	101 Epigraphy	6 Museology and Related Subjects	BA Preconstruction: Building Management, Design, Economics, Law	BS Scotland
G Archaeology	G Philology	102 Pre-Classical Greece	7 Architectural Subjects	BB Construction	BW Wales

H Architecture	H Ancient Life	103 Pre-Classical Italy	8 Biography	BC Post-construction: Maintenance, Rehabilitation	C Imperial and Colonial History
J Industrial Archaeology	J Science	104-116 Archaeology and Local History	9 Geographical Subdivisions	D Materials	E General
K Maritime and Underwater Archaeology	K Ancient Art and Technology	117-119 Ancient History	10 Historical Subjects	F Elements	EA Austria
	L Conservation	120 Early Christianity	Serials	G Building Types	EB Slavonic
	M Museum Studies	121 A-F Political History	Guidebooks		ED Scandinavia
		121 G-K Law			EF/EFP France/French Provincial History

		122 Religion			EG/EGL Germany/German Regional History
		123 Philosophy			EH Switzerland
		127 Science and Technology			EI Italy
		128-135 Art			EM Balkans
		136 Numismatics			EN Low Countries
		140 Bibliographies			ENA Netherlands
		141-149 Encyclopaedias and Dictionaries			ENB Belgium

		150 Musical Texts			ENL Low Countries Regional History
		151 Modern Greek History and Literature			ENP Low Countries Periodicals
		152-153 Ancient Life			EP Portugal
		200 Congress Reports			ER Ecclesiastical History
		201 Collected Essays			ES/ESR Spain/Spanish Regional History
		202 Festschrift volumes			EU Crusades

		203 Classical Studies			EV Byzantine
		204 Biographies and Bibliographies of Scholars			IR International Relations
		205 Archaeological Technique			LA Latin America
		206 Original Compositions, Translations, Fiction			P Palaeography
		221-246 Maps and Atlases			UB/UF/US United States
					W Naval and Military History
					X Microforms

Appendix 11: Index to RCAHMW Library Classification Scheme

Abbeys	H3.1
Aerial Photography/Reconnaissance (Theory & Techniques)	B5.1
Aeroplanes (Transport)	J9.7
Aesthetics	C9.1
Agriculture General	J3
Agricultural Machinery and Processes	J3.1
Air Transport	J9.7
Alloy Production (Non-ferrous Metals)	J5.3
Altars	H3.5
Anglesey (not Towns/Places)	E2.1
Anglesey County Histories	E2.1.1
Anglesey Towns/Places	E2.1.2
Anglo-Saxon Archaeology	G6.1
Animal Power	J7.5
Animations/3D Modelling/Virtual Representation	B3.2
Anthropology and Sociology	C6
Antiquarians, Archaeologists, Archaeological Organisations - Biography	G13
Appliances (Domestic, Electrical)	H14.6
Applied Arts & Architectural features (see individual types for classification)	H13
Archaeological and Heritage Resource Management	B10
Archaeological Artefacts (Finds, Ceramics) (Coins, see C8 Numismatics)	G10
Archaeological Illustration/Reconstruction (Theory & Techniques)	B6.1.1
Archaeological Sources & Resources	G14
Archaeological Techniques (Survey Techniques, Excavation, etc)	B9
Archaeological Theory/Methods (see B7 for Excavation Techniques)	G12
Archaeological Thesauri	G14.1
Archaeology General	G1
Archaeology Multi-Period Sites	G1.1
Architectural Conservation	H2.1
Architectural Dictionaries and Thesauri	H1.1
Architectural Features/Details (Chimneys, porches, Staircases, Balustrades etc)	H13.3
Architectural Periods (Multiple)	H5.1
Architectural Metalwork (Gates & fences, Decorative ornament)	H13.5
Architectural Theory and Practice (handbooks etc)	H1.2
Architecture Domestic (General)	H5
Architecture Ecclesiastical General	H3
Architecture General	H1
Archive handlists	A2
Archives Management	B2
Atlases	A5
Audience Development	AA2
Auditoria, Theatres, cinemas,	H12.7

Bibliography General	A1
Biography – Architects, Companies etc.	H1.3
Biography - Archaeologists, Archaeological Organisations, Antiquarians	G13
Biography - Engineers, Companies, etc.	J10
Biography General (See subject areas for subject specific biographies)	C1
Biography - Ship-Builders, Sea-Farers, Companies, Etc	K6
Biology, Palaeobotany, Palaeontology (Vegetation general)	G11
Boundaries (mapping, geographic)	A5.1
Brecknockshire (not Towns/Places)	E2.2
Breconshire County Histories	E2.2.1
Breconshire Towns/Places	E2.2.2
Brick Buildings (See H13.1.2 for building materials – this is just for the architecture)	H8.4
Brick Manufacture	J8.4
Bridges	J9.5
British Archaeology General (Regional) (if multi-site/multi-period)	G1.3.2
Bronze Age	G3
Buildings and Monuments Legislation - Planning	A6.1
Business Management	AA
Cadw Leaflets & Guidance Notes (Conservation and Preservation of Sites) Not Registers of Landscapes, listings etc	B8.2
Cadw Register of Landscapes of Outstanding Historic Interest in Wales	B8.2.2
Cadw Register of Landscapes, Parks and Gardens	B8.2.1
Calendars	A2
Caernarfonshire (not Towns/Places)	E2.3
Caernarfonshire County Histories	E2.3.1
Caernarfonshire Towns/Places	E2.3.2
Canals & Navigable Rivers and Waterways	J9.2
Cardiganshire (not Towns/Places)	E2.4
Cardiganshire County Histories	E2.4.1
Cardiganshire Towns/Places	E2.4.2
Carmarthenshire (not Towns/Places)	E2.5
Carmarthenshire County Histories	E2.5.1
Carmarthenshire Towns/Places	E2.5.2
Cartography	A5.1
Castles	H4.1
Cathedrals, Abbeys, Monasteries, Seminaries, Convents (CoE, Catholic, Greek Orthodox)	H3.1
Ceramics (Including Bricks, Tiles, Pottery) Manufacture	J8.4
Chapel Histories - Specific (See C11.2 for Denominational Histories and Texts)	H3.3.1
Chemicals (within manufacturing)	J8.3
Chimneys	H13.3
Chronicles, Folklore, Festivals Etc	C7
Churches (General)	H3.2
Church Histories (specific – not non-confirmist)	H3.2.1
Church plate	H3.5

Cinemas, auditoria	H12.7
Cinematography/Moving Images	B5.2.2
Classical Architecture (sixteenth century)	H5.1.4
Climate change	A6.2.1
Clom/Cob/Mud Buildings (See H13.1.4 for building materials – this is just for the architecture)	H8.2
Clywd (File with Denbighshire)	E2.6
Coal Mining	J4.1
Cob/Clom/Mud Buildings (See H13.1.4 for building materials – this is just for the architecture)	H8.2
Coke Production	J6.3
Combustion Engines, Electric & Heat Engines	J7.4
Compliance	AA3
Commercial and Retail Buildings	H11
Communications	J9.8
Community Archaeology	B11
Conference Proceedings, Papers - (if don't fit within subject)	A7
Conservation and Preservation of Sites (Theory & Techniques) (see EH/Cadw Registers etc)	B8
Conservation - Architectural	H2.1
Convents	H3.1
Copyright	AA4
Corn milling	J3.3.1
Corporate Strategy	AA1
Country House Architecture (includes Greater Houses, Polite Architecture & Gentry Houses)	H7
Crematoria	H3.6
Dams, Watermills, Tidal - Water Power	J7.1
Dark Age, Early Middle Ages and Medieval History (up to 1499) (general – not Wales)	D3
Data Protection	AA5
Decoration (Interior) - general	H14
Defensive/Military & Naval Architecture - General	H4
Denbighshire (not Towns/Places)	E2.6
Denbighshire County Histories	E2.6.1
Denbighshire Towns/Places	E2.6.2
Dendrochronology	B6.1.5
Denominational Histories and Texts (Not chapel histories – see H3.3.1)	C11.2
Dictionaries and Thesauri - Architectural	H1.1
Dictionaries (General. If subject specific file with subject)	A3
Digital Data Strategy (Archives Management)	B2.2.1
Digitisation and Digital Archives (Archives Management)	B2.2
Diocesan Yearbooks	C11.1
Documentation Standards (Archives Management)	B2.3
Domestic Architecture (General)	H5
Dovecotes	H10
Dyfed (File with Carmarthenshire)	E2.5
Early Medieval/Early Middle Ages/Post-Roman Archaeology (c.383 to 1066) General	G6

Early Medieval Sculpture, Inscribed Stones & Art (Britain & Ireland)	G6.3
Early Middle Ages/Post-Roman/Early Medieval Archaeology (c.383 to 1066) General	G6
Early Middle Ages & Medieval History (General)	D3
Early Middle Ages & Medieval Welsh History (only)	E3.1
Early Modern Archaeology (see D4 to D6 for historic periods & E3.2 to E3.4 for Wales History)	G8
Ecclesiastical Architecture General	H3
Ecclesiastical Furnishings (church plate, fonts, altars, rood screens etc)	H3.5
Edwardian Architecture	H5.1.7
Eighteenth Century History (general – not Wales)	D5
Eighteenth Century Welsh History (only)	E3.3
Electric & Heat Engines, Combustion Engines	J7.4
Electricity Generation/Distribution	J6.4
Engineering Companies - Biography	J10
Engineering General	J2
Engineers Biography	J10
English Architecture (Regional)	H6.2
English Heritage Leaflets and Guidance Notes (Conservation and Preservation of Sites)	B8.1
Environmental Archaeology	G1.2
Estate Buildings & Farms (farm buildings, stables, dovecotes, lodges etc)	H10
Estuarine Archaeology (& History)	K1
Excavations (Multi-period only. Single period file within that period)	G1.1
Excavation Techniques (not maritime)	B7
Exhibition Guides	A2
Explosives Manufacturing	J8.7
Extraction Industries (Mining and Quarrying General) see individual types of extraction)	J4
Factories	H11.2
Farms and Estate Buildings (farm buildings, stables, dovecotes, lodges etc)	H10
Festivals, Folklore, Chronicles, Etc	C7
Fisheries	J3.2
Flintshire (not Towns/Places)	E2.7
Flintshire County Histories	E2.7.1
Flintshire Towns/Places	E2.7.2
Folklore, Festivals, Chronicles, Etc	C7
Fonts	H3.5
Follies	H9
Food Processing	J3.3
Fortifications Post-Medieval – (Napoleonic & Civil War Works)	H4.3
Forestry	J3.4
Fountains - Landscape Architecture	H9
Freedom of Information	AA5
Fuel General (See individual types for specific category)	J6
Funerary Architecture & Crematoria	H3.6

Furnishings – Interior Design	H14
Furniture (Street) – Applied Arts	H13.4
Garages	H11.3
Gardens, Parks, and Landscape Architecture (Obelisks, Fountains, Follies, etc)	H9
Gas (fuel)	J6.2
Gates & Fences – Architectural Metalwork	H13.5
Gazetteers (General - If subject specific file with subject)	A4
Genealogy	C2
General Reference	A
General Guides	A2
Gentry Houses	H7
Geography	A5.1
Geology	C4
Geophysical Survey	B6.1.4
Georgian & Neo-Classical (Greek & Roman Revival) Architecture	H5.1.5
GIS	B3.1
Glamorganshire (not Towns/Places)	E2.8
Glamorganshire County Histories	E2.8.1
Glamorganshire Towns/Places - E.G. Merthyr Tydfil	E2.8.2
Glass Manufacture	J8.5
Gothic Revival & Regency Architecture	H5.1.6
Government & Judicial buildings	H12.4
Graves & Graveyards, Memorials, Funerary Architecture, Crematoria	H3.6
Greater Houses	H7
Greek and Roman History (general – not Wales)	D2
Guides	A2
Gunpowder & Explosives Manufacturing	J8.7
Gwent (File with Monmouthshire)	E2.10
Gwynedd (File with Caernarfonshire)	E2.3
Heat & Electric Engines, Combustion Engines	J7.4
Heraldry	C3
Heritage & Archaeological Resource Management	B10
Heritage (incl. Heritage theory but not policy – for policy see A6.1.1)	B13
Heritage Policy (incl. Treasure hunting, etc)	A6.1.1
Historic Environment Policy (Consultation documents etc)	A6
Historic Environment Strategy	A6.2
Historic Environment Strategy Research Frameworks	A6.2.2
Historic Landscapes (Paleoenvironments, reconstructions, environmental archaeology etc)	G1.2
Historic Scotland Leaflets & Guidance Notes	B8.3
Historiography & Historical Theory	D8
History and Topography General (not Welsh)	D1
Holy Wells	H3.7
Hospitals	H12.6
IFA Papers, Standards & Guidance Notes on Heritage & Historic Environment	A6.3
Industrial Archaeology & History General (see J1.2 for Regional)	J1

Information Systems/ Information Management	B3
Inscribed Stones, Sculpture & Art (Early Medieval Archaeology - Britain & Ireland)	G6.3
Inscriptions (Roman Britain)	G5.5
Interior Design, Decoration, Furnishings - general (see individual types for detailed classification)	H14
Inventories (by UK Country). Other inventory-type publications (subject specialisms within subject categories.)	F5
Irish Architecture (Regional)	H6.3
Iron Age British (not Welsh)	G4.2
Iron Age European	G4.1
Iron Age General (see geographic regions for detail)	G4
Iron Age Welsh	G4.3
Iron & Steel Production	J5.2
Italian etc Architecture, Other, (Regional)	H6.6
Judicial & Government buildings	H12.4
Landscape Architecture (Obelisks, Fountains, Follies, etc)	H9
Legislative Reference	A6
Libraries	H12.10
Library Management	B4
Lidar (Theory & Techniques)	B6.1.3
Limestone Quarrying	J4.4
Literature (incl. poetry)	C12
Local History (general - not Welsh)	D1.1
Lombardic (architectural period)	H5.1.1
Management Theory	AA1
Machine Tools (Manufacturing)	J8.1.1
Manufacturing General	J8
Manufacturing - Metals	J8.1
Manuscripts, specific MSS analysis/editions	C10
Maps	A5
Marketing	AA2
Maritime Companies – Biography	K6
Maritime General (For maritime survey/excavation techniques see B6.2)	K1
Maritime - Regional Surveys	K3
Maritime - Specific Welsh Sites/Wrecks	K4
Maritime Survey and Excavation Techniques	B6.2
Materials, Construction, Techniques, Applied Arts & Architectural features	H13
Medieval Archaeology (to 1485) (see D3 for Medieval History & E3 for Wales History)	G7
Medieval Architecture (up to 1499)	H5.1.2
Medieval History (up to 1499) (general – not Wales)	D3
Medieval History Wales (up to 1499)	E3.1
Memorials	H3.6
Merionethshire (not Towns/Places)	E2.9
Merionethshire County Histories	E2.9.1
Merionethshire Towns/Places	E2.9.2
Mesolithic (Early Prehistory)	G2.2.3

Metallurgy General	J5
Metal Mining	J4.2
Metal Processes - Metallurgy General	J5
Metals - Working	J5.1
Metalwork, Architectural (Gates & fences, Decorative ornament)	H13.5
Military Architecture - Twentieth Century (Armories, Barracks, Bases etc)	H4.4
Military & Naval Defensive Architecture - General	H4
Military (Roman Britain)	G5.3
Mineral & Stone Processing	J4.5
Mining and Quarrying General (Extraction Industries) – see individual types for detail	J4
Moats	H4.2
Modern (Twentieth Century) Architecture	H5.1.8
Monasteries	H3.1
Monmouthshire (not Towns/Places)	E2.10
Monmouthshire County Histories	E2.10.1
Monmouthshire Towns/Places	E2.10.2
Montgomeryshire (not Towns/Places)	E2.11
Montgomeryshire County Histories	E2.11.1
Montgomeryshire Towns/Places	E2.11.2
Monumental Brasses	H14.5
Monuments Legislation - Planning	A6.1
Mosaics (Roman Britain)	G5.5
Mosques, synagogues, other temples (Non-Christian)	H3.4
Moving Images/Cinematography	B5.2.2
Mud/ Cob/Clom Buildings (See H13.1.4 for building materials – this is just for the architecture)	H8.2
Multi-period Sites & Excavations	G1.1
Museum Guides	A2
Museums	H12.11
Navigable Rivers and Waterways	J9.2
Neo-Classical (Greek & Roman Revival) architecture	H5.1.5
Neolithic	G2.2.4
Nineteenth Century History (general – not Wales)	D5
Nineteenth Century Welsh History	E3.3
Non-Conformist/Protestant Chapels & Churches - general	H3.3
Non-ferrous Metals (Tinplate & Alloy Production)	J5.3
Norman Architecture (period)	H5.1.1
Northern Ireland Inventories	F4
Nuclear Power	J7.6
Numismatics	C8
Offa's Dyke (Post Roman/Early Middle Ages/Early Medieval British Archaeology)	G6.2
Oil & Petroleum (Fuel)	J6.6
Oral History	C5
Ordnance Survey (History of etc)	A5.3
Office Management	AA
Palaeobotany, Palaeontology, Biology, (Vegetation general)	G11
Palaeoenvironments, Historic Landscapes (reconstructions,	G1.2

environmental archaeology etc)	
Palaeography, Diplomatic, manuscripts, specific MSS analysis/editions	C10
Palaeontology, Biology, Palaeobotany (Vegetation general)	G11
Paleolithic (Early Prehistory)	G2.2.2
Parks, Gardens and Landscape Architecture (Obelisks, Fountains, Follies, etc)	H9
Pavilions - sports	H12.9
Peat (fuel)	J6.1
Pembrokeshire (not Towns/Places)	E2.12
Pembrokeshire County Histories	E2.12.1
Pembrokeshire Towns/Places	E2.12.2
Pevsners (Use Cutter 'PEV' for all)	H6.1
Philosophy	C9
Photogrammetry	B5.2.1
Photographic Techniques	B5.2
Photography General	B5
Place Names (Dictionaries of)	A5.2
Planning (Urban, Regional, Garden Cities, townscapes etc)	H2
Plasterwork/Stucco (interior)	H14.1
Pleistocene (Early Prehistory)	G2.2.1
Poetry & Literature	C12
Polite Architecture & Gentry Houses	H7
Post-Medieval/Early Modern Archaeology (see D4 to D6 for historic periods & E3.2 to E3.4 for Wales History)	G8
Post-Medieval Fortifications – (Napoleonic & Civil War Works)	H4.3
Post-Roman, Early Middle Ages & Early Medieval Archaeology (general – British, including Wales)	G6
Post-Roman, Early Middle Ages & Medieval History (general – not Wales)	D3
Post-Roman, Early Middle Ages & Medieval History (Wales only)	E3.1
Pottery Manufacture (Industrial)	J8.4
Power General – Power Generation and Transmission	J7
Powys (File with Radnorshire)	E2.13
Prehistory British (Welsh is separate)	G2.1.2
Prehistory Early General (see geographic region & periods of prehistory for further detail)	G2.2
Prehistory European	G2.1.1
Prehistory General (see geographic region & periods of prehistory for further detail)	G2.1
Prehistory Welsh	G2.1.3
Prisons	H12.5
PRO Guides (Archives Management)	B2.1
Project Management	AA1
Protestant/ Non-Conformist Chapels & Churches	H3.3
Public houses	H12.8
Public monuments (not sculpture)	H12.12
Radiocarbon dating (Survey Techniques)	B6.1.2
Radnorshire (not Towns/Places)	E2.13
Radnorshire County Histories	E2.13.1

Radnorshire Towns/Places	E2.13.2
Railways	J9.3
Railway stations	J9.3.1
Railway vehicles	J9.3.2
RCAHMS Inventories – (Other RCAHMS publications use subject/period categories)	F3
RCAHMW All Wales Thematic Works	F1.3
RCAHMW County Inventories	F1.2
RCAHMW Local Area Publications	F1.4
RCAHMW Publications	F1
RCHME Inventories - (Other RCHME publications use subject/period categories)	F2
Recreational, Official and Public Buildings – general (see different types for full classification)	H12
Regency Architecture	H5.1.6
Regional Industrial Archaeology	J1.2
Regional Architecture (General - British) (Subject will trump region) see individual UK country categories	H6
Religion	C11
Renaissance/Classical (Sixteenth Century) Architecture	H5.1.4
Retail Buildings	H11
Roads (General)	J9.4
Roads (Roman Britain)	G5.4
Roman & Greek History (General – not British or Wales)	D2
Roman Britain (General – not Wales)	G5
Roman Civil (Towns, Villas, Countryside) Britain	G5.2
Roman Inscriptions, Mosaics & Sculpture (Britain)	G5.5
Roman Military (Britain)	G5.3
Roman Sculpture (Britain)	G5.5
Roman Roads (Britain)	G5.4
Roman Wales (General)	G5.1
Romanesque, Norman & Lombardic (architectural periods)	H5.1.1
Rood screens	H3.5
Saints	C11.3
Schools	H12.1
Scottish Architecture (Regional)	H6.4
Sculpture	H14.4
Sculpture (Roman Britain)	G5.5
Sea-farers - Biography	K6
Seminaries	H3.1
Seventeenth Century History (general – not Wales)	D4
Seventeenth Century Welsh History (only)	E3.2
Sewage Works & Waters Supply (and related processes)	J6.5
Ship Builders - Biography	K6
Ship Types	K2
Sixteenth Century History (general – not Wales)	D4
Sixteenth Century Welsh History (only)	E3.2
Slate Quarrying	J4.3
Spinning	J8.2
Sports buildings, stadiums, pavilions	H12.9

Stables	H10
Stadiums, pavilions	H12.9
Stained Glass	H14.3
Staircases, Balustrades etc	H13.3
Stations (Railway)	J9.3.1
Steam Power	J7.3
Steel Production	J5.2
Stone & Mineral Processing	J4.5
Stone Buildings (See H13.1.1 for building materials – this is just for the architecture)	H8.3
Street furniture	H13.4
Survey General (Theory & Techniques)	B6
Survey Techniques (Look at individual types)	B6.1
Synagogues, Mosques, other temples (Non-Christian)	H3.4
Textiles – textile mills, weaving, spinning	J8.2
Theatres, cinemas, auditoria	H12.7
Theory and Practice (handbooks etc) - Architectural	H1.2
Thesauri - Archaeological	G14.1
Thesauri - Architectural	H1.1
Thesauri (General. If subject specific file with subject)	A3.1
Tidal Mills - Water Power	J7.1
Tile Manufacture	J8.4
Tiles (Floor & Wall) – Applied Arts	H13.2
Timber Framed Buildings	H8.1
Tinplate & Alloy Production (Non-ferrous Metals)	J5.3
Tools	J8.1.1
Topography – Wales (See pre-1976 Counties for categories)	E1
Tourism	B12
Towns (Roman Britain)	G5.2
Town Walls & Castles	H4.1
Transport, Infrastructure and Industrial Construction Entities (General)	J9
Trains	J9.3.2
Treasure hunting legislation	A6.1.1
Tudor & Stuart Architecture	H5.1.3
Tunnels	J9.6
Twentieth Century Architecture - Modern	H5.1.8
Twentieth Century History (general – not Wales)	D6
Twentieth Century Military Architecture (Armories, Barracks, Bases etc)	H4.4
Twentieth Century Welsh History (only)	E3.4
Twenty-first Century Architecture	H5.1.9
Twenty-first Century History (general – not Wales)	D6
Twenty-first Century Welsh History (only)	E3.4
Underwater Archaeology (& History)	K1
Universities	H9.1.1
Vernacular Architecture (See timber framed, stone brick etc)	H8
Viaducts	J9.5
Victorian & Edwardian Architecture	H5.1.7
Village Halls	H12.1

Villas (Roman Britain)	G5.2
Virtual Representation/3D Modelling/Animations	B3.2
Wales History & Topography General (also North, South, Mid; ie. Regions Larger Than County Size)	E1
Wall-Paintings	H14.2
Warehouses	H11.1
Watermills, Tidal, Dams - Water Power	J7.1
Water Power – Dams, Watermills, Tidal	J7.1
Water Supply and Sewage Works (and related processes)	J6.5
Waterways	J9.2
Weaving	J8.2
Welsh Archaeology General (Regional) (if multi-site/multi-period)	G1.3.3
Welsh Architecture (Regional)	H6.5
Welsh History (General)	E3
Welsh Maritime Wreck Sites	K4
Wind Power - Windfarms	J7.2
Wood Manufacturing	J8.6
Workers Housing	H8.5
Working Men's institutes and halls	H12.3
World Archaeology General (Regional) (if multi-site)	G1.3.1
Wreck Sites - Other than Welsh (Maritime)	K5
Wreck Sites - Welsh (Maritime)	K4
Yearbooks (Not religious)	A2

Appendix 12: Proposed Schedule for the RCAHMW Classification Scheme

AA Business Management - (Project Management, Corporate Strategy)

- AA1 Management Theory (Project Management, Strategy, etc)
- AA2 Marketing – Audience Development
- AA3 Compliance
- AA4 Copyright
- AA5 Data Protection and Freedom of Information
- AA6 Copy Editing

A General Reference

- A1 Bibliography - General – (file with subjects where possible)
- A2 General Guides - Museum Guides/Exhibitions; Calendars; Archive handlists; yearbooks and resources (not religious)
- A3 Dictionaries - General – (if subject specific file with subject; Cutter should indicate language, eg all Welsh Dictionaries will have Cutter 'WEL')
- A3.1 Thesauri - General – (if subject specific file with subject)
- A4 Encyclopaedias, Gazetteers & General Reference - General – (if subject specific file with subject)
- A5 Atlases, Maps & Related Guides (including Indexes)
 - A5.1 Cartography/Geography (Boundaries etc)
 - A5.2 Place Names (Dictionaries of)
 - A5.3 Ordnance Survey (History of etc)
- A6 Legislative Reference and Policy for Heritage & Historic Environment (Consultation documents etc)
 - A6.1 Buildings and Monuments Legislation - Planning
 - A6.1.1 Heritage Policy (incl. Treasure Hunting, Archival Policy etc)

- A6.2 Historic Environment Strategy
 - A6.2.1 Climate change
 - A6.2.2 Research Frameworks
- A6.3 Standards & Guidance Notes
- A6.4 Cultural Heritage (Museum Policy, conservation of artefacts etc)
- A7 Conference Proceedings, Papers - (if don't fit within subject)

B Theory and Techniques

- B1
- B2 Archives Management
 - B2.1 PRO Guides
 - B2.2 Digitisation and Digital Archives
 - B2.2.1 Digital Data Strategy
 - B2.3 Documentation Standards
- B3 Information Systems / Information Management
 - B3.1 GIS
 - B3.2 Virtual Representation, Animations, 3D Modelling
- B4 Library Management
- B5 Photography General
 - B5.1 Aerial Photography/Reconnaissance
 - B5.2 Photography Techniques
 - B5.2.1 Photogrammetry
 - B5.2.2 Moving Images, Cinematography
- B6 Survey General
 - B6.1 Survey Techniques
 - B6.1.1 Archaeological Illustration/Reconstruction

- B6.1.2 Radiocarbon dating
- B6.1.3 Lidar
- B6.1.4 Geophysical Survey
- B6.1.5 Dendrochronology
- B6.2 Maritime Survey and Excavation Techniques
- B7 Excavation Techniques
- B8 Conservation and Preservation of Sites
 - B8.1 English Heritage Leaflets and Guidance Notes
 - B8.2 Cadw Leaflets & Guidance Notes
 - B8.2.1 Cadw Register of Landscapes, Parks and Gardens - Format – Cadw Register, not listings
 - B8.2.2 Cadw Register of Landscapes of Outstanding Historic Interest in Wales - Format = Cadw Register, not listings
 - B8.2.3 Condition Reports – Scheduled Ancient Monuments
 - B8.2.4 Cadw Urban Characterisations
 - B8.3 Historic Scotland Leaflets & Guidance Notes
- B9 Other Archaeological Techniques
- B10 Archaeological and Heritage Resource Management (Recording the past & Assessments)
- B11 Community Archaeology
- B12 Tourism
- B13 Heritage (incl. Heritage theory but not policy – for policy see A6.1.1)

C Related Subjects

- C1 Biography General
- C2 Genealogy

- C3 Heraldry
- C4 Geology
- C5 Oral History
- C6 Anthropology and Sociology
- C7 Chronicles, Folklore, Festivals Etc
- C8 Numismatics
- C9 Philosophy
 - C9.1 Aesthetics
- C10 Palaeography, Diplomatic, manuscripts, specific MSS analysis/editions
- C11 Religion
 - C11.1 Diocesan Yearbooks
 - C11.2 Denominational Histories and Texts (Not chapel histories – see H3.3.1)
 - C11.3 Saints
- C12 Literature (incl. poetry)
- C13 Mathematics
- C14 Art & Design, Sculpture, Ceramics (see J8.4 for manufacturing or G10 for Finds)

D General History and Topography - All Periods (see E3 for Welsh History)

- D1 World History
 - D1.1 European History
 - D1.2 British History (not Wales)
 - D1.2.1 Agrarian History (Rural)
 - D1.2.2 Urban History
 - D1.3 Local British History (see E for Wales)

- D2 Greek and Roman History (general, see G5 for British)
- D3 Post Roman, Early Middle Ages and Medieval History (up to 1499) (general)
- D4 Sixteenth and Seventeenth Century History (general)
- D5 Eighteenth and Nineteenth Century History (general)
- D6 Twentieth and Twenty-first Century History (general)
- D7
- D8 Historiography and Historical Theory

E Regional Welsh History and Topography

(where the period/subject classification is inappropriate) note: small guides and pamphlets such as Cadw site guides and museum guides are boxed in a separate sequence: items about Powys, Clwyd etc use pre-1974 county or E1.1 Regions in Wales)

- E1 Wales General (Includes Statistics for Wales)
 - E1.1 Regions in Wales
 - E1.1.1 North Wales
 - E1.1.2 Mid Wales
 - E1.1.3 South Wales
- E2 Pre-1974 Counties
 - E2.1 Anglesey
 - E2.1.1 Anglesey County Histories
 - E2.1.2 Towns/Places in Anglesey
 - E2.2 Brecknockshire
 - E2.2.1 Breconshire County Histories
 - E2.2.2 Towns/Places in Breconshire
 - E2.3 Caernarfonshire (Gwynedd)
 - E2.3.1 Caernarfonshire County Histories
 - E2.3.2 Towns/Places in Caernarfonshire

- E2.4 Cardiganshire
 - E2.4.1 Cardiganshire County Histories
 - E2.4.2 Towns/Places in Cardiganshire
- E2.5 Carmarthenshire (Dyfed)
 - E2.5.1 Carmarthenshire County Histories
 - E2.5.2 Towns/Places in Carmarthenshire
- E2.6 Denbighshire (Clwyd)
 - E2.6.1 Denbighshire County Histories
 - E2.6.2 Towns/Places in Denbighshire
- E2.7 Flintshire
 - E2.7.1 Flintshire County Histories
 - E2.7.2 Towns/Places in Flintshire
- E2.8 Glamorganshire
 - E2.8.1 Glamorganshire County Histories
 - E2.8.2 Towns/Places in Glamorganshire - E.G. Merthyr Tydfil
- E2.9 Merionethshire
 - E2.9.1 Merionethshire County Histories
 - E2.9.2 Towns/Places in Merionethshire
- E2.10 Monmouthshire (Gwent)
 - E2.10.1 Monmouthshire County Histories
 - E2.10.2 Towns/Places in Monmouthshire
- E2.11 Montgomeryshire
 - E2.11.1 Montgomeryshire County Histories
 - E2.11.2 Towns/Places in Montgomeryshire
- E2.12 Pembrokeshire
 - E2.12.1 Pembrokeshire County Histories

- E2.12.2 Towns/Places in Pembrokeshire
 - E2.13 Radnorshire (Powys)
 - E2.13.1 Radnorshire County Histories
 - E2.13.2 Towns/Places in Radnorshire
- E3 General Welsh History
 - E3.1 Post Roman, Early Middle Ages and Medieval Wales (up to 1499)
 - E3.2 Sixteenth and Seventeenth Century Welsh History
 - E3.3 Eighteenth and Nineteenth Century Welsh History
 - E3.4 Twentieth and Twenty-first Century Welsh History

F Inventories, RCAHMW Official Publications, and Publications of Other Counties

- F1 RCAHMW Publications
 - F1.2 County Inventories
 - F1.3 All Wales Thematic Works
 - F1.4 Local Areas
- F2 RCHME Inventories - (Other RCHME publications use subject/period categories)
- F3 RCAHMS Inventories - Only
- F4 Northern Ireland Inventories
- F5 Other – (general inventory type publications only, subject specialisms within subject categories.)

G Archaeology (Period first then region)

- G1 Archaeology General
 - G1.1 Multi-Period Sites (including excavations)
 - G1.2 Historic Landscapes (Paleo-environments, reconstructions, environmental archaeology etc)

- G1.3 Regional Archaeology (Period trumps Region)
 - G1.3.1 World
 - G1.3.2 British
 - G1.3.3 Welsh
- G2 Pre-history
 - G2.1 General Pre-history
 - G2.1.1 European Pre-history
 - G2.1.2 British Pre-history
 - G2.1.3 Welsh Pre-history
 - G2.2 Early Pre-history
 - G2.2.1 Pleistocene
 - G2.2.2 Palaeolithic
 - G2.2.3 Mesolithic
 - G2.2.4 Neolithic
- G3 Bronze Age
- G4 Iron Age (General)
 - G4.1 European Iron Age & Celts
 - G4.2 British Iron Age
 - G4.3 Welsh Iron Age
- G5 British Roman (General)
 - G5.1 Roman Wales
 - G5.2 Civil (Towns, Villas, Countryside)
 - G5.3 Military
 - G5.4 Roads
 - G5.5 Inscriptions, Sculpture, Mosaics
- G6 Post-Roman/Early Middle Ages/Early Medieval (c.383 to 1066)
General

- G6.1 Anglo Saxon
- G6.2 Offa's Dyke
- G6.3 Early Medieval Sculpture, Inscribed Stones & Art
- G7 Medieval Archaeology (to 1485) (see D3 for Medieval History & E3 for Wales History)
- G8 Post-Medieval/Early Modern Archaeology (see D4 to D6 for historic periods & E3.2 to E3.4 for Wales History)
- G9
- G10 Archaeological Artefacts (Finds), Ceramics (Coins see C8 Numismatics)
- G11 Palaeontology, Biology, Palaeobotany (Vegetation general)
- G12 Archaeological Theory/Methods (Excavation techniques = B7)
- G13 Biography - Archaeologists, Archaeological Organisations, Antiquarians
- G14 Archaeological Sources & Resources
 - G14.1 Archaeological Thesauri

H Architecture

- H1 Architecture General (Include the Archaeology of Buildings)
 - H1.1 Architectural Dictionaries and Thesauri
 - H1.2 Architectural Theory and Practice (handbooks, recording etc)
 - H1.3 Biography – Architects, Companies etc.
- H2 Planning (Urban, Regional, Garden Cities, townscapes etc)
 - H2.1 Architectural Conservation
- H3 Architecture Ecclesiastical General
 - H3.1 Cathedrals, Abbeys, Monasteries, Seminaries, Convents (CoE, Catholic, Greek Orthodox)

- H3.2 Churches (ditto)
 - H3.2.1 Specific Church Histories
- H3.3 Non-Conformist/Protestant Chapels & Churches
 - H3.3.1 Specific Chapel Histories (See C11.2 for Denominational Histories and Texts)
- H3.4 Mosques, synagogues, other temples (Non-Christian)
- H3.5 Ecclesiastical Furnishings (church plate, fonts, altars, rood screens etc)
- H3.6 Graves & Graveyards, Memorials, Funerary Architecture, Crematoria
- H3.7 Holy Wells
- H4 Architecture Defensive/Military & Naval
 - H4.1 Castles, Town Walls
 - H4.2 Moats
 - H4.3 Post-Medieval Fortifications – (Napoleonic & Civil War Works)
 - H4.4 Twentieth Century Military Architecture (Armories, Barracks, Bases etc)
- H5 Domestic Architecture (General)
 - H5.1 Architectural Periods (Multiple)
 - H5.1.1 Romanesque, Norman & Lombardic
 - H5.1.2 Medieval (up to 1499)
 - H5.1.3 Tudor & Stuart
 - H5.1.4 Renaissance/Classical (Sixteenth Century)
 - H5.1.5 Georgian & Neo-Classical (Greek & Roman Revival)
 - H5.1.6 Gothic Revival & Regency
 - H5.1.7 Victorian & Edwardian
 - H5.1.8 Modern (Twentieth Century)

H5.1.9 Twenty-first Century

- H6 Regional Architecture (General - British) (Subject will trump region)
 - H6.1 Pevsners, Buildings of Wales (Use Cutter 'PEV' for all)
 - H6.2 England
 - H6.3 Ireland
 - H6.4 Scotland
 - H6.5 Wales
 - H6.6 Other (Italian, etc)
- H7 Country House Architecture (includes Greater Houses, Polite Architecture & Gentry Houses)
- H8 Vernacular Architecture
 - H8.1 Timber Framed Buildings
 - H8.2 Cob/Clom/Mud Buildings (See H13.1.4 for building materials – this is just for the architecture)
 - H8.3 Stone Buildings (See H13.1.1 for building materials – this is just for the architecture)
 - H8.4 Brick Buildings (See H13.1.2 for building materials – this is just for the architecture)
 - H8.5 Workers Housing
 - H8.6 Almshouses & Workhouses
- H9 Parks, Gardens and Landscape Architecture (Obelisks, Fountains, Follies, etc)
- H10 Farms and Estate Buildings (farm buildings, stables, dovecotes, lodges, gatehouses etc)
- H11 Commercial, Industrial and Retail Buildings
 - H11.1 Warehouses
 - H11.2 Factories
 - H11.3 Garages

- H12 Recreational, Official and Public Buildings
 - H12.1 Schools
 - H12.1.1 Universities
 - H12.2 Village Halls
 - H12.3 Working Men's institutes and halls
 - H12.4 Government & Judicial buildings
 - H12.5 Prisons
 - H12.6 Hospitals
 - H12.7 Theatres, cinemas, auditoria
 - H12.8 Public houses, Restaurants, Hotels
 - H12.9 Sports buildings, stadiums, pavilions
 - H12.10 Libraries & Archive Buildings
 - H12.11 Museums
 - H12.12 Maritime Architecture (General)
 - H12.12.1 Dockyards & Ports
 - H12.12.2 Lighthouses
 - H12.12.3 Piers
 - H12.13 Public monuments (not sculpture)
- H13 Materials, Construction, Techniques, Applied Arts & Architectural features
 - H13.1 Building Materials
 - H13.1.1 Stone
 - H13.1.2 Brick
 - H13.1.3 Timber
 - H13.1.4 Cob
 - H13.1.5 Concrete
 - H13.1.6 Metals

- H13.1.7 Glass
- H13.1.8 Plastics
- H13.1.9 Thatch
- H13.2 Tiles (Floor & Wall)
- H13.3 Architectural Features/Details (Chimneys, porches, Staircases, Balustrades etc)
- H13.4 Street furniture
- H13.5 Architectural Metalwork (Gates & fences, Decorative ornament)
- H14 Interior Design, Decoration, Furnishings
 - H14.1 Plasterwork/Stucco
 - H14.2 Wall-Paintings
 - H14.3 Stained Glass
 - H14.4 Furniture
 - H14.5 Monumental Brasses
 - H14.6 Appliances

J Industrial Archaeology

- J1 Industrial Archaeology & History General
 - J1.2 Regional Industrial Archaeology
- J2 Engineering General
- J3 Agriculture General
 - J3.1 Agricultural Machinery and Processes
 - J3.2 Fisheries
 - J3.3 Food Processing
 - J3.3.1 Corn & Flour Mills
 - J3.3.2 Breweries
 - J3.4 Forestry

- J4 Mining and Quarrying General (Extraction Industries)
 - J4.1 Coal Mining
 - J4.2 Metal Mining
 - J4.3 Slate Quarrying
 - J4.4 Limestone Quarrying
 - J4.5 Mineral & Stone Processing
- J5 Metal Processes - Metallurgy General
 - J5.1 Metals - Working
 - J5.2 Iron & Steel Production
 - J5.3 Tinplate & Alloy Production (Non-ferrous Metals)
- J6 Fuel General
 - J6.1 Peat
 - J6.2 Gas
 - J6.3 Coke Production
 - J6.4 Electricity Generation/Distribution
 - J6.5 Waters Supply and Sewage Works (and related processes)
 - J6.6 Oil & Petroleum
- J7 Power General – Power Generation and Transmission
 - J7.1 Water Power – Dams, Watermills, Tidal
 - J7.2 Wind Power - Windfarms
 - J7.3 Steam Power
 - J7.4 Electric & Heat Engines, Combustion Engines
 - J7.5 Animal Power
 - J7.6 Nuclear
- J8 Manufacturing General
 - J8.1 Manufacturing - Metals

- J8.1.1 Tools and Machine Tools
 - J8.2 Textiles – textile mills, weaving, spinning
 - J8.3 Chemicals
 - J8.4 Ceramics (Manufacturing. Including Bricks, Tiles, Pottery) (see C14 for pots)
 - J8.5 Glass
 - J8.6 Manufacturing -Wood
 - J8.7 Manufacturing - Gunpowder & Explosives
 - J8.8 Manufacturing - Other
- J9 Transport, Infrastructure and Industrial Construction Entities
 - J9.1
 - J9.2 Canals & Navigable Rivers and Waterways
 - J9.3 Railways & Tramroads
 - J9.3.1 Railway stations
 - J9.3.2 Railway vehicles
 - J9.4 Roads
 - J9.5 Bridges and Viaducts
 - J9.6 Tunnels
 - J9.7 Air
 - J9.8 Communications - Other
- J10 Biography - Engineers, Companies, Etc.

K Maritime, Underwater and Estuarine Archaeology (& History)

- K1 General (For maritime survey/excavation techniques see B6.2)
- K2 Ship Types
- K3 Regional Surveys
- K4 Specific Welsh Sites/Wrecks

K5 Other Sites/Wrecks

K6 Biography - Ship-Builders, Sea-Farers, Companies, Etc.

**The
Royal Commission on the Ancient
and
Historical Monuments of Wales**

**Library
Collection Management Policy**

February 2016

Penny Icke - Information Services Manager

1. **Introduction**

Founded by Royal Warrant in 1908, the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) is the body that investigates and records the historic environment of Wales, and compiles and makes available the resulting national archive. It has the lead role in ensuring that Wales' archaeological, built and maritime heritage is authoritatively recorded and seeks to promote the understanding and appreciation of this heritage nationally and internationally (RCAHMW Operational Plan 2015/16).

2. **Aims**

The Library aims to collect, maintain and make accessible published information resources that inform the work of the Royal Commission, complement the holdings of the National Monuments Record of Wales (NMRW) archive and contextualise the main topics of the archaeology, architecture, history and maritime history of Wales.

It aims to provide customers with:

- Access to information that empowers, educates and informs
- Exemplary customer support
- An outstanding service that further enhances the Royal Commission's reputation for excellence in service provision

3. **Definition**

The Collection Management Policy states how the library identifies, selects and manages resources required to meet the changing needs of customers.

4. **Purpose**

The purpose of the Collection Management Policy is to:

- inform stakeholders of the range and depth of the Library's collections
- guide planning

- inform decision making on stock acquisition
- demonstrate accountability
- assess performance

5. **Description and Holdings**

The Library is an open access resource that collects published material to support the work of the Commission's staff, and is open to the public for reference purposes. Unpublished material is collected by the NMRW archive. Current library stock amounts to approximately 25,000 items. This is made up of serials, monographs, pamphlets, guidebooks, legislative documents and maps. The Library and Journals catalogues, in the form of two Access databases, are available to staff through the institutions computer network. At present there is no remote access.

5.1 **Monographs**

The collections reflect the breadth of the Royal Commission's remit and are particularly strong in the areas of industrial archaeology, pre-history and the non-conformist history of Wales. Approximately 12,000 monographs are held.

Pamphlets – The pamphlet collection is quite large, as is common in archaeological libraries, and is housed in pamphlet boxes on the top of the monograph shelves.

Outsized Material – Outsized material is held behind the reception desk.

Guide Books – Guide books to archaeological and architectural sites in Wales are actively collected and are kept in a separate run to the monographs. Some guidebooks are collected for sites outside Wales for contextual purposes. Guidebooks are not given Cutters and are kept in alphabetical order by site (not author).

Business Collection – a small collection of material is kept to inform the business needs of the Commission. This includes material on such subjects as project management, compliance and marketing.

5.2 Rare, Antiquarian and Fragile Material

A small collection of rare, antiquarian and fragile material is held. These items are housed in a secure environmentally controlled store. There are presently about 200 library items kept here.

5.3 Royal Commission Publications

An archive set of RCAHMMW publications is housed in a secure store.

5.4 Serials

Presently nearly 12,900 serials are held. 52 titles are currently subscribed to. All the Welsh county journals are collected as well as specialist serials relating to archaeology, architecture, history and maritime archaeology. Journals are kept in a separate run to the monographs, in alphabetical order.

5.5 Electronic Resources

Electronic documents are housed in a folder on X:\Share\Public Services\Library & Enquiry Service\Electronic Resources.

Access to various bibliographic databases is gained through corporate subscription to Aberystwyth University Library.

6. Relationships with other Institutions

The Library holds annual corporate membership of Aberystwyth University Library giving staff access to the University's print and online collections.

The National Library of Wales, also based in Aberystwyth, is a copyright library and holds a great deal of material pertinent to the work of the

Royal Commission. Staff are encouraged to use these collections for research.

7. Managing our Collections for the Benefit of Users

This will be achieved by:

- Proactive liaison between the Information Services Manager and staff.
- Informed selection of information content and formats that will support staff research and user needs.
- Efficient acquisition of materials and / or rights of access for users through purchasing, licensing, borrowing and other means.
- Effective cataloguing and display/storage of items to provide users with convenient intellectual and physical access to our resources.
- Judicious stock editing to maintain a collection to meet current needs.
- Selective conservation, repair and replacement of items to maintain collections in optimum physical condition.

8. Funding

- An annual budget is allocated to the Information Services Manager by the Royal Commission to cover expenditure on books, periodicals and membership subscriptions, etc.
- The Information Services Manager will evaluate all book and journal requests made by staff in view of the collecting criteria and the budget available.
- Copies of books may be requested for the library through the Enquiry Service in lieu of licence fees, as part of a negotiated licence agreement, if the subject complies with the Collection Management Policy and enhances the collections.

9. Criteria for Stock Selection

The following criteria will apply when selecting stock:

- Titles will be selected through the use of specialist subject journals, staff requests, book reviews, recommendations, advice from subject specialists, publishers' catalogues, websites etc.
- The Information Services Manager will evaluate all book and journal requests made by staff in view of the collecting criteria and the budget available.
- Stock should reflect the work of the Royal Commission and the research needs of staff.
- The collection should be developed to meet the needs of both staff and public users.
- The Library will only collect material that can be made available to the public.
- Gaps in the collections will be filled as resources permit. While priority will be given to purchasing current works, an attempt will be made to replace 'missing' items and key older works.
- Recommendations will be welcomed from users, however, the Library retains the right to refuse to purchase unsuitable material.
- Language – most purchases will be in English or Welsh.
- In most cases paperbacks will be purchased instead of hardbacks as the most cost effective form.
- Space available in the Library.
- Where items are in high demand 2 copies of a publication may be purchased or requested. Where Enquiries staff require a reference copy for their office, an additional copy may be purchased and will be labelled NMRW Office copy.
- The Information Services Manager will make the final decision on new acquisitions as she/he is aware of the total stock and the demands being placed upon it.

10. Scope

The Library will concentrate on purchasing Welsh topographical and thematic material relating to archaeology and architecture, and major works on method and theory. It will maintain subscriptions to local and

national serials in line with this Collection Management Policy. The Library will also purchase material relating to the newly created area of 'Business Management' to support the work of staff. In particular, it will collect:

- Published excavation reports.
- Works on industrial archaeology.
- Works on maritime archaeology.
- Biographies of architects, designers, landscape and garden architects, sculptors and artists working in architectural decoration, archaeologists with Welsh connections, and photographers with connections to the archive holdings of the National Monuments Record of Wales and specializing in architectural and archaeological subjects.
- Standard works on building types and aspects of their decoration.
- Works on the main periods, styles, schools of architecture and architectural decoration.
- Works on town/urban planning.
- Works on garden history/archaeology/landscape history.
- Works on heritage management, conservation and preservation of sites.
- Works on archaeological theory, excavation and survey techniques as relevant to the work of the Royal Commission.
- Works on the history of photography if relevant to the collections of the National Monuments Record of Wales.
- General works on history where they provide context for the Royal Commission's work.
- Works on Welsh history where relevant to the work of the Royal Commission.
- Multiple editions of monographs will be collected if revisions have been made. This aligns with the RCAHMW's primary remit to record the historiography of how archaeological, architectural and historical thought has changed over time in Wales.
- All RCAHMW publications.

- All Cadw publications.
- Works on Scotland, Ireland, England and the rest of the world will be limited to:
 - Important works used for comparative purposes.
 - Works received as part of existing subscriptions.
 - Works in a European language and/or with English translation.
- A core collection of general reference works will be maintained as cost allows.
- A small amount of material on 'Business Management' will be purchased to support the work of staff in such areas as 'Project Management', 'Compliance' and 'Marketing'.

11. **Electronic Resources**

The Library will embrace technological developments and new formats by providing access to digital resources, where the subject matter falls within the Scope defined above, and where electronic access represents good value for money.

11.1 **E-Books**

E-Books will be purchased when it is cost effective to do so. The number of concurrent users purchased will be determined on a title by title basis.

12. **Journal Subscriptions**

Journals will be acquired in both print and digital formats while space allows.

- **Existing journal subscriptions:** digital content will be subscribed to as and when it is made available.
- **New journal subscriptions:** priority will be given to maintaining and expanding existing subscriptions. New subscriptions will be made available, online and in print, providing they conform to

collecting criteria and budget is sufficient. It may be necessary to cancel an existing subscription to help pay for new titles.

- **The latest issue** of journal titles will be displayed in the Library and are not available for loan until the next issue arrives.

13. Donations

Donations will be welcomed if they fall within the Scope defined above. Material will not be accepted if there are any restrictions regarding the RCAHMW's future use or disposal i.e. ownership must be transferred to the Library on receipt of a donation. Accepted donated collections will be identified on the catalogue but will be interfiled with other materials and will not be retained as a separate collection.

14. Rare and Antiquarian Books

Rare and antiquarian books will be purchased or accepted as part of a donation if they fall within the Scope defined above. Rare books will be housed in phase boxes in secure climate controlled conditions.

15. Archive Copies of RCAHMW Publications

Clean archive copies of RCAHMW publications will be kept in a secure store.

16. Loans

Library material may only be loaned by staff of the RCAHMW.

16.1 Loan procedures

- Staff may loan up to 10 items from the library at any one time.
- Staff may loan an item for up to 6 weeks.
- Items may not be taken out of the RCAHMW building.

When taking an item out on loan staff should complete a loan slip, recording their name and date of issue, and file it in the red box by author's surname.

17. Criteria for Withdrawal

Material will be withdrawn from the Library if it does not meet the Scope requirements set out above or if it is a duplicate copy of a resource that is no longer in heavy demand.

The Business Collection will only hold current literature. Out of date material will be withdrawn.

17.1 Withdrawn material may be:

- Offered to other libraries
- Sold at a RCAHMMW book sale
- Sold to a specialist bookseller
- Recycled

18. Classification Scheme

The Royal Commission's Library employs a unique specialist classification scheme that reflects the subject areas collected by the Library and aids browsing. To ensure it remains relevant and is able to reflect new topics, the classification scheme will be reviewed annually and updated as appropriate.

19. Revision

The Policy will be reviewed annually and revised every 3 years to reflect changes in the Commission's Strategic Plan. A revision may also be prompted by any significant change in the information needs of customers.

20. Responsibility

Responsibility for the Policy and for developing the Library's collection rests with the Librarian/Information Services Manager.