

Collections Management Policy

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1. EES Collections Overview

1.1 The Egypt Exploration Society’s (hereinafter “the Society”) Collections consist of the Lucy Gura Archive (hereinafter “the Archive”), the Ricardo Caminos Memorial Reference Library (hereinafter the “Reference Library”), the Special Collections, the Lending Library, the Papyri, the Cartonnage, as well as the Cairo Library (together, hereinafter the “Collections”). This policy covers the management of all the Society’s Collections.

1.2 Information pertaining to specific Collections can be found at the end of this document in points 8 through 14.

1.3 The Society’s Collections are managed by its Collections Manager, the Board of Trustees’ appointed Oxyrhynchus Papyri Management Committee (OPMC – for the papyri only) and Collections Committee, and the Society’s Cairo office personnel.

2. Collections Care

2.1 Where necessary the Society will ensure the preservation of its Collections by conducting weekly monitoring of environmental conditions, and endeavours to maintain adequate security where its Collections are stored.

2.2 Where necessary, conservation, rehousing, and binding work will be conducted. This work is usually financed by specific fundraising campaigns. Conservation work will normally only be completed by reputable, trained conservators, subject to points 2.3 to 2.6 below.

2.3 A short-term loan agreement will be completed for all items from the Society's Archive, Special Collections, Papyri, and Cartonage Collections removed from the premises for conservation purposes.

2.4 When feasible, some in-house collection care will be conducted by the Collections Manager and trained volunteers.

2.5 The EES libraries will replace lost or damaged items as appropriate. If a title is out of print, the Society may seek to obtain a copy via a second-hand bookseller. The Society reserves the right to replace damaged copies with print on demand versions if this presents a more cost-effective option than rebinding / conservation.

2.6 The Society currently (since 2020) has an arrangement with University College London's (UCL) MSc Conservation Department for the ongoing conservation of its Cartonage Collection. This work is supervised by UCL staff and administered by the Society's Collections Manager.

3. Access and Research

3.1 In accordance with its charitable aims, the Society endeavours to make all of its Collections accessible to members of the scholarly community as well as the general public.

3.2 The Society's Archive, Special Collections, and Papyri Collection are available for consultation by appointment only. Appointments to view the Archive and Special Collections can be made by contacting the Society's Collections Manager. Appointments to view the Society's Papyri Collection must be done by contacting papyrology@classics.ox.ac.uk. The Society's Cartonage Collection is not currently available for consultation.

3.3 The primary readership of the Reference Library, Lending Library, and Cairo Library are the Society's members and staff. The Reference Library is reference only to ensure maximum benefit to those visiting the research facilities provided in the London office and is freely accessible to Society members and students of Egyptology and related fields, and members of partnering organisations (see Appendix A). It is also available to non-members for a small daily fee. The Lending Library is available for the Society's members only. Both are open 10:30-16:30, Monday to Wednesday.

3.4 The Society will not offer expertise to known collectors of antiquities (in relation to their collection of antiquities) or personnel working on behalf of antiquities' auction houses/private collectors.

4. Reproduction of Collections

4.1 Requests to reproduce or disseminate images from the Society's Archive, Papyri, or Cartonage collections, or images published in books in which the Society holds the copyright (i.e., published by the Society) should be directed to the Society's Collections Manager along with a completed request form detailing the intended use of the material.

4.2 The Society does not retain copyright of images published in the *Journal of Egyptian Archaeology* or *Egyptian Archaeology*, unless it relates to the Society's own fieldwork and research and where the Society holds original copies.

4.3 All material under EES copyright must be credited as "Courtesy of The Egypt Exploration Society", in the case of images acquired from the Oxyrhynchus Imaging Papyri Project this must state "Courtesy of The Egypt Exploration Society and the Faculty of Classics, University of Oxford".

4.4 In instances where the Society is required to provide or create a digital image for reproduction, a supply fee will be charged according to an hourly rate. This fee is also applicable to non-commercial users. If an external service provider is required to digitise the material, the charge for

this will be passed on to the individual/company making the request in addition to the Society's usual supply fee.

4.5 Permission will be granted for reproduction by the Collections Manager in most instances. Permission may be refused if the proposed publication outlet is deemed to be inappropriate or likely to cause offence.

4.6 Permission will normally be granted free to non-commercial scholarly projects. Charges will be made in other instances, such as commercial and media companies, and will be discussed after the request form has been received by the Collections Manager. This does not affect the Society's right to charge a supply fee alongside that for the permission to reproduce its materials.

4.7 Charge made for the reproduction of images from the Society's Collections are at the full discretion of the Society.

5. Loans

5.1 Introduction

5.1.1 This policy covers all loans of items from the Society's Collections, for any fixed duration except 'permanent loan'. It covers objects from the Society's Archive, the Reference Library, the Special Collections, the Papyri Collection, the Cartonnage Collection, and the Cairo Library. It covers the entire range of loans from single items to large numbers of items. This policy does not apply to the movement of items outside the Society's premises for conservation (see point 2.3). It does not apply to short-term member loans from the Lending Library (for which, see point 12.2).

5.1.2 Making items from the Society's collections available through loans is in line with the Society's charitable objectives, one of which is to "increase knowledge and understanding of Egypt's past and to raise awareness of the importance of protecting its heritage".

5.1.3 Loans may be made to any institution of good standing in the UK and abroad and will be decided on a case by case basis.

5.1.4 All loans will be approved by the Trustees of the Society after recommendation by the Collections Committee.

5.2 Principles

5.2.1 The Trustees may approve loans for the following reasons:

- to further knowledge, understanding and scholarship relating to Egypt's past.
- to make the collections more widely accessible within the UK and throughout the world.
- to increase national and international co-operation in the fields of Egyptology, Papyrology, and related fields by the exchange of material and exhibitions.
- to facilitate research.
- to enhance the reputation of the Society nationally and internationally.

5.2.2 When determining whether to loan an object, the Trustees will take into account the reasonable expectations of access for visiting members and scholars, the rarity and significance of an object, and the benefits of increased access to collections or facilitation of research that would otherwise not occur. They will also consider the suitability of the object for travel and display, the workload involved in preparing the loan, the preservation needs of the object, and the suitability of the borrowing institution and venue to house the object safely and securely.

5.2.3 The Trustees reserve the right to decline loans in circumstances that are deemed damaging to the Society's standing and reputation.

5.2.4 The Trustees will approve loans only in circumstances when the perceived risk to the object is considered reasonable and when the borrower guarantees that the object will be returned to the Society at the end of the loan period listed on the loan permission form.

5.2.5 The Trustees will not approve loans to any exhibition or display which includes objects that are known to have been stolen, illegally exported or illegally excavated, or which are undocumented in such a manner as to give rise to a suspicion that they may have been stolen, illegally exported or illegally excavated, as defined in the Society's Statement of Policy with regard to the trade in

antiquities (20 June 2012). The borrower must warrant that their exhibition does not contain any such objects (see Loans Terms and Conditions, point 2.7).

5.2.6 The Trustees will only approve loans to borrowers who can demonstrate that the loan will provide greater public access to material than would otherwise be possible or will facilitate research that could not otherwise be undertaken at the Collection object's home location.

5.2.7 Prospective borrowing institutions must complete a Loan Agreement form and agree to the Society's loan Terms and Conditions before a loan is considered by the Society.

6. Acquisition Procedures

6.1 The Society's Board of Trustees is responsible for the authorization of acquisitions to the Society's Collections (save for the Society's Libraries, as to which see point 6.2). Acquisition decisions will be made by the Trustees' appointed Collections Committee and recorded in the Collections Committee's minutes and preserved as part of the public record for perpetuity.

6.2 Acquisitions for the Reference Library, Cairo Library, and the Lending Library will be authorised by appointed EES staff who will consult with the Collections Committee where necessary.

6.3 The EES will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any item unless the Collections Manager, Collections Committee, Board of Trustees or responsible officer is satisfied that the Society can acquire a valid title to the item in question.

6.4 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the EES will reject any items that have been illicitly traded.

6.5 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Collections Committee, having regard to the interests of other repositories.

6.6 The Society does not acquire antiquities or archaeological specimens for its own collections or on behalf of other institutions. Material now outside of Egypt and Sudan that was legally acquired prior to 1980 under the auspices of the EES that is returned to the London office will not be accepted and the prospective donor will be instructed to contact Egypt's Ministry of Tourism and Antiquities, or another institution/museum collection.

6.7 Specific information pertaining to acquisitions in each of the Society's Collections can be found below in points 8 through 14.

7. Disposal

7.1 By definition, the Egypt Exploration Society has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. The Board of Trustees accepts the principle that, except for sound collections management reasons, there is a strong presumption against the disposal of any items in the Society's Special Collections, Archive, Papyri, and Cartonnage Collections.

7.2 The Society's Reference Library, Cairo Library and Lending Library are subject to regular review and may be subject to disposals. In some cases, stock from the Libraries will be replaced by versions in better condition or are a more recent edition. See point 7.12. As such, points 7.4 through 7.10 do not pertain to the Reference Library, Cairo Library, or Lending Library.

7.3 The Society will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration.

7.4 When disposal of material is being considered, the Society will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant.

7.5 Decisions to dispose of items will not be made with the principal aim of generating funds. In only very exceptional cases, the disposal may be motivated principally by financial reasons. Disposal for

the purpose of financial gain is not considered acceptable or appropriate for the Society's Papyri, Cartonnage, Archive, or Special Collections. In cases where disposal is motivated by financial reasons, the Society must demonstrate that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection,
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit),
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored.

7.6 A decision to dispose of an item, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections), will be the responsibility of the EES Board of Trustees, subject to recommendation by the Collections Committee who may seek external expert advice from stakeholders such as donors, researchers, local and source communities and others served by the Society, where necessary.

7.7 Once a decision to dispose of material in the collections has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift, exchange or sale, directly to other publicly accessible museums and archives likely to be interested in its acquisition.

7.8 If the material is not acquired by any institution to which it was offered directly, then the museum community at large will be advised of the intention to dispose of the material through a public announcement in an official channel, such as the Museums Association's *Museums Journal* or the national rare books mailing list LIS-RAREBOOKS JISCMail, and in other professional settings where appropriate.

7.9 The announcement will indicate the number and nature of items involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other institutions that have the necessary collections management infrastructure to make the material accessible. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the EES may consider disposing of the material to other interested organisations. There should be a strong presumption against passing items from the Society's Archive, Special Collections, Papyri, or Cartonnage into private hands.

7.10 Full records will be kept of all decisions on disposals. These records will outline the items involved, the proper arrangements made for the preservation and/or transfer of the items, and will include the transfer of the documentation relating to the items concerned, including photographic records where practical. Catalogue records for material approved for relegation or disposal will be amended or removed as appropriate.

7.11 The chief criteria for retaining stock in the Society's Reference Library, Cairo Library, and Lending Library relates to its present and potential future importance for the Society's research, and as a reference collection for staff and members. The Society will therefore aim to keep material falling into the following categories:

- Research material in core areas, as outlined in the Reference Library Acquisitions section (point 9.2.2).
- High use material.
- Uncommon materials (i.e., known to be difficult to obtain within the London area and / or the UK).

7.12 Disposal for the Society's Libraries includes, as appropriate, the removal of items to the Society's Archive, the removal of items to other appropriate Library collections, selling as second-hand books to raise funds for the Society, offering to charitable book disposal firms, and recycling.

7.13 The following factors will be taken in account in making decisions for disposal or relegation:

- Documented feedback from consultation with staff.
- Availability of more recent editions (but note that first editions of key works are occasionally retained in our Special Collections, even if these were superseded by later editions).

- Availability and accessibility in other libraries.
- Availability in electronic format, including access for non-members.
- Publication date. We are likely to retain books published before 1850, or before 1900 and containing colour plates within our Special Collections.
- Whether the work has significant associations with the Society.

8. Lucy Gura Archive

8.1 Collection Overview

8.1.1 The Society's Lucy Gura Archive are defined as fieldnotes, maps, diaries, correspondence, photographs and negatives, audio-visual records and other graphic works on paper relating to the work, foundation, and governance of the Egypt Exploration Fund/Society.

8.2 Archive Acquisitions

8.2.1 The EES will consider acquiring archives relating to the work of the EEF (1882–1919) and EES (1919 onwards) from donors without obligation.

8.2.2 The Society recognises its responsibility in the acquisition of new items to its collections to ensure that there is suitable care for the EES collections, including new acquisitions, and that the Society must have consistent documentation arrangements and access to collections. It will take into account limitations on collecting imposed by such factors as inadequate staffing, storage and care of collection arrangements.

8.2.3 Any potential acquisitions must demonstrate a clear use within any research, teaching or public engagement activities of the Society or have a significant relation to the Society's history.

8.2.4 The Society will take account of the collecting policies of other archives, museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and wasted resources.

Specific reference is made to the following institutions:

- The British Museum
- The Griffith Institute, University of Oxford
- The Petrie Museum of Egyptian and Sudanese Archaeology, UCL

9. Ricardo Caminos Memorial Reference Library

9.1 Collection Overview

9.1.1 The Society's library is one of the leading specialist Egyptology research collections in the UK whose primary purpose is to support the research and study needs of Society members and staff.

9.1.2 The Society's collection reflects the historical and current work of the Society as well as the interests of members. It holds a comprehensive set of Society publications, collections of reports by similar bodies (e.g., IFAO, DAIK, Austrian Academy of Sciences), an extensive range of Egyptology periodicals, and a range of maps. The Library user benefits from a comprehensive online library catalogue, and a quiet and comfortable study environment. The collection includes roughly 13000 monographs, 35 current journal / series titles, and 5000 pamphlets.

9.2 Reference Library Acquisitions

9.2.1 The Reference Library receives a copy of all Society publications as well as benefiting from several exchange arrangements with partnering societies and universities.

9.2.2 Selection of other library material is undertaken by the Collections Manager, with input from the rest of the London staff.

9.2.3 Ordinarily, only one copy of any book will be kept in the Reference Library (although a second copy may be retained for either the Lending Library or the Special Collections, where appropriate). Books selected and retained for the Library must fall in one of the below categories:

- The Society's own research (current and historic). We seek to add to our collection of material on sites excavated by the Society or themes covered by the Society's research projects.
- The Society's history and archive. We seek to purchase material that elucidates its history and supports archival material, including, for example, biographies of archaeologists who have worked for the Society.
- The history of Egyptology.
- Relevant titles not otherwise accessible to members, e.g., expensive volumes, multi-author works.
- Titles we know will be used by staff, field directors, members.
- Maintenance of current and fairly complete runs of series and periodicals.
- Material of a non-academic or popular nature will not normally be acquired.
- Material will primarily be in English, French or German. Consideration will also be given to material in other European languages. Publications in Arabic will primarily be offered to the Society's Cairo Library.

9.2.4 Efforts will be taken by the Collections Manager to obtain a copy of any desired material as a donation by the work's author or publisher in exchange for publicising the gift via the Society's social media and/or on its website.

9.2.5 Recommendations for acquisition from staff and members are welcome, but the final decision rests with the Collections Manager and will be considered in line with the finances of the Society.

9.2.6 Current primary sources for new publications are gifts from the author or publisher, exchange arrangements and review copies. Gifts and bequests are also used to fill gaps in older holdings, and we welcome gifts of books and other materials that support the research needs of the Society's staff and members, that fall within the criteria outlined above, and do not duplicate current holdings.

9.2.7 The Society reserves the right to deny any donations that do not fall within the parameters outlined above. All donations are subject to the Society's Gifts Policy.

9.2.8 Any material accepted becomes the property of the Society and will be incorporated into the Reference Library, Cairo Library, Lending Library, or Special Collections. Notes providing brief details of the donation may be inserted at the discretion of the Collections Manager. The name of the donor will be recorded in the collection catalogue.

9.2.9 Material may not be accepted for the following reasons:

- It duplicates items already in stock.
- It is in poor physical condition.
- Journals may only be accepted if they are complete runs which can be maintained, or fill gaps in current holdings.
- If it does not fit within the Society's core research interests (as outlined in 9.2.3 above)

9.2.10 Any gifts not required for the Library will be sold, or otherwise disposed.

9.2.11 Electronic resources are selected on the basis of their subject content, following the criteria laid out for physical volumes above. The Library will give priority to acquiring materials in electronic format where this gives:

- Enhanced service quality for our readers in terms of access and use of the material.
- Value for money for the Society.
- Appropriate assurances of long-term access to the content.

10. Cairo Library

10.1 Collection Overview

10.1.1 The Society's Cairo Library is a small specialist library whose primary purpose is to support the research and study needs of Society members and staff based in Egypt.

10.1.2 The Cairo Library's collection reflects the historical and current work of the Society as well as the interests of the Cairo associates.

10.2 Cairo Library Acquisitions

10.2.1 The Cairo Library receives a copy of all Society publications.

10.2.2 Selection of other library material is undertaken by the Cairo office personnel.

10.2.3 Only one copy of any book will be kept in the Cairo Library. Books selected and retained for the Library must fall in one of the below categories:

- The Society's own research (current and historic). We seek to add to our collection of material on sites excavated by the Society or themes covered by the Society's research projects.
- The Society's history and archive. We seek to purchase material that elucidates its history and supports archival material, including, for example, biographies of archaeologists who have worked for the Society.
- The history of Egyptology.
- Relevant titles not otherwise accessible to members, e.g., expensive volumes, multi-author works.
- Titles we know will be used by staff, field directors, members.
- Maintenance of current and fairly complete runs of series and periodicals.
- Material of a non-academic or popular nature will not normally be acquired.
- Material will primarily be in Arabic, English, French, or German. Consideration will also be given to material in other European languages.

10.2.4 Efforts will be taken by the Cairo office personnel to obtain a copy of any desired material as a donation by the work's author or publisher in exchange for publicising the gift via the Society's social media and/or on its website.

10.2.5 Current primary sources for new publications are gifts from the author or publisher, exchange arrangements and review copies. Gifts and bequests are also used to fill gaps in older holdings, and we welcome gifts of books and other materials that support the research needs of the Society's staff and members, that fall within the criteria outlined above, and do not duplicate current holdings.

10.2.6 The Society reserves the right to deny any donations that do not fall within the parameters outlined above. All donations are subject to the Society's Gifts Policy.

10.2.7 Any material accepted becomes the property of the Society and will be incorporated into the Reference Library, Cairo Library, Lending Library, or Special Collections. Notes providing brief details of the donation may be inserted at the discretion of EES appointed staff.

10.2.8 Material may not be accepted for the following reasons:

- It duplicates items already in stock.
- It is in poor physical condition.
- Journals may only be accepted if they are complete runs which can be maintained, or fill gaps in current holdings.
- If it does not fit within the Society's core research interests (as outlined in 9.2.3 above)

10.2.9 Any gifts not required for the Cairo Library will be sold, or otherwise disposed.

11. Special Collections

11.1 Collection Overview

10.1.1 The Society's Special Collections are a collection of early and rare printed volumes as well as three dimensional objects which are relevant to the history of the Society yet are not archival documents or antiquities (i.e., plaster replicas, seals, furniture, etc.).

11.2 Acquisitions

10.2.1 The volumes within the Special Collections pertain to the same subject matter as the books within the Reference Library (see point 9.2.3) and the Lending Library. The Special Collection volumes must either:

- Predate the founding of the Egypt Exploration Fund (i.e., pre-1882).
- Have a provenance (ownership history) of a person(s) significant to either the Society or the field of Egyptology. This could include important dedications or marginalia.
- Be a rare or unique edition/binding.

11.2.2 Books which do not fit one of the criteria outlined in point 11.2.1 will then be allocated to the Reference Library, the Lending Library, or disposed of (in line with the Disposals section in this policy, point 7).

11.2.3 The primary source for acquiring volumes for the Special Collections is via donation.

11.2.4 In rare circumstances, volumes may be purchased for the Special Collections when the Collections Committee deems them to be of particular significance to the Society (particularly in terms of provenance) and where funds permit.

11.2.5 Three dimensional objects will only be acquired for the Special Collections when they are unique items and either:

- Have a provenance (ownership history) of a person(s) significant to either the Society and/or its work
- Were used by the Society either during EES excavations or in conducting office business.

12. Lending Library

12.1 Collection Overview

12.1.1 The Society's Lending Library is a selection of up to 500 books that are available for EES members to borrow. The books in the Lending Library Collections pertain to the same subject matter as the books within the Reference Library (see point 9.2.3), but also include Egypt-centric children's books and acclaimed fiction.

12.2 Lending Library Loans

12.2.1 All books in the Lending Library are available to Society members for a loan of up to 30 days. Members are able to borrow up to three books at a time.

12.2.2 All Lending Library loans will be recorded on the Society's collections management system and the borrower will receive automated email reminders of the due date.

12.2.3 Borrowers will be able to remotely renew (either by emailing the Society's Collections Manager or calling the Society's London office) up to two times (for a total period of 90 days) before they will be required to physically return the book to the London office.

12.2.4 If a loan is outstanding, the borrower will not be able to loan another volume until the previous book has been returned.

12.2.5 Any Member exceeding the due date on the loan of their volume(s) will be asked to pay a fine of £0.50 per day until the volume is returned. The maximum fine per item will be the equivalent cost for the replacement of the volume or the cost of an annual Full Membership subscription, whichever is higher.

11.2.6 Failure to return a volume, replace the copy, or pay the fine, may result in the termination of membership to the Society.

12.3 Acquisitions

12.3.1 Books for the Society's Lending Library will be acquired in the same manner as those for the Reference Library (see point 9.2); however, only books which are deemed to be easily replaced will be added to the Lending Library.

12.3.2 In contrast to the Reference Library, the Lending Library also will acquire works of fiction. These books must be written by acclaimed authors writing specifically about Egypt or Egyptology. The Collections Manager will use their discretion to ensure that the works of fiction are in line with the Society's charitable aims and principles.

13. Papyri

13.1 Collection Overview

13.1.1 The Society's Papyri Collection consists of roughly 500,000 fragmentary documents written on papyrus and parchment. It includes principally literary, documentary, and other texts in Greek, dating from the second century BCE to the seventh century CE; other languages represented include Latin, Demotic, and Coptic.

13.1.2 Most of the papyri come from excavations conducted at the site of Oxyrhynchus (modern Behnesa) by the Society's Graeco-Roman Branch from 1896–1907. Other papyri in the collection come from the Society's excavation at Antinoopolis and within the Faiyum.

13.1.3 The Society's Papyri Collection is held in the Bodleian Art, Archaeology, and Ancient World Library of the University of Oxford, administered by staff of the Faculty of Classics, University of Oxford.

13.2 Acquisitions

13.2.1 It is the policy of the Society to not acquire any antiquities or archaeological specimens for its collections, as outlined in point 6.6 of this policy. Therefore, the Society will not acquire papyri or related antiquities that are not already under the custodianship of the Society.

13.3 EES Oxyrhynchus Papyri Assignment Policy

13.3.1 In line with other major papyrological collections, the Oxyrhynchus Papyri Management Committee (OPMC) of the Society operates a 5-year limit on assignments of texts for publication, after which the assignment of a text will lapse. Lapsed assignments can only be renewed, if the circumstances justify it, by application to the OPMC. The 5-year period for each text will begin from the date of assignment. Assignments made before 2015 have been re-started as from 1 January 2015. Assignments may not be transferred to other scholars without the express permission of the OPMC.

13.3.2 Scholars experienced in publishing papyri are welcome to apply to the OPMC, normally through a General Editor, to publish texts relating to their research interests. Students being trained on degree programmes or workshops at Oxford, London and elsewhere, for which texts have been allocated by the OPMC, may also be invited by a General Editor (normally their supervisor) to publish a text.

13.3.3 No more than 10 texts in total (across all applications) will normally be assigned to any one scholar.

13.3.4 The policy of the OPMC is that all Greek and Latin texts from the excavations of Grenfell and Hunt at Oxyrhynchus on behalf of the EES must be published first by the Society in an *Oxyrhynchus Papyri* volume.

14. Cartonnage

14.1 Collection Overview

14.1.1 The Society's Cartonnage Collection is a collection of roughly 200 objects made from papyri cartonnage. These include funerary masks, foot cases and panels, as well as mummified animals, particularly crocodiles.

14.1.2 The objects were acquired from the Society's Graeco-Roman Branch excavations in the Faiyum from 1895 to 1903.

14.1.3 The Society's Cartonnage Collection is held in the Ioannou Centre for Classical and Byzantine Studies of the University of Oxford, in a room managed by the Faculty of Classics, University of Oxford.

14.1.4 The Collection is not currently open for consultation by scholars or the public.

14.2 Acquisitions

14.2.1 It is the policy of the Society to not acquire any antiquities or archaeological specimens for its collections, as outlined in point 6.6 of this policy. Therefore, the Society will not acquire cartonnage or related antiquities that are not already under the custodianship of the Society.

15. Policy review procedure

15.1 The Society's Collections Management Policy will be published and reviewed every five years. The date when the policy is next due for review is noted below.

Approved by the Society's Board of Trustees:

Review date: (five years from approved date)

Document Revision Record

Date issued	Version no.	Summary of changes	Drafted by	Approved by
June 2023	1.0	First version: amalgamation of previously separate policies covering: library, archives, papyri and cartonnage, loans, etc.	Stephanie Boonstra	Collections Committee on 30/06/2023 Board of Trustees on 15/09/2023

Appendix A: EES London Library Partner Organisations

The following organisations are partnered with the EES and thus their visitors and/or members (depending on the organisation) are allowed to visit the EES Reference Library at no additional cost (regardless of whether they are members of the EES):

- The Association for the Study of Travel in Egypt and the Near East (ASTENE)
- The Robert Anderson Charitable Research Trust
- Palestine Exploration Fund (PEF)