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 Four other previously unpublished taxonomies within the heritage sector are also examined in order to contextualise the Commission’s scheme.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

This work has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.

Signed .............................................................................. (candidate)

Date ..........................................................................................

STATEMENT 1

This work is the result of my own investigations, except where otherwise stated. Where correction services have been used, then extent and nature of the correction is clearly marked in a footnote(s).

Other sources are acknowledged by footnotes giving explicit references. A bibliography is appended.

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Signed .............................................................. (candidate)

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# Table of contents

Summary .................................................................................................................. 1
Declaration .................................................................................................................. 2
Table of contents ........................................................................................................ 3
List of tables ............................................................................................................... 7
List of figures ............................................................................................................. 8
Abbreviations ........................................................................................................... 9
Acknowledgments ..................................................................................................... 10
1. Introduction ....................................................................................................... 11
   1.1 Background .................................................................................................... 11
   1.2 Research question/issue ............................................................................... 12
   1.3 Aims and objectives ..................................................................................... 12
2. Literature Review .............................................................................................. 14
   2.1 Introduction .................................................................................................. 14
   2.2 Search Strategy ............................................................................................. 14
   2.3 Overview of the Literature on Classification .............................................. 17
   2.4 Literature on Specialist Libraries and their Classifications ..................... 18
   2.5 Classification and Browsing ........................................................................ 20
   2.6 Contextualizing the RCAHMW’s Classification Scheme .......................... 22
   2.7 Conclusion .................................................................................................... 23
3. Methodology ....................................................................................................... 25
   3.1 Introduction .................................................................................................. 25
   3.2 The Literature Review .................................................................................. 26
   3.3 Researching the History of the Commission’s Library ............................... 26
   3.4 Research Criteria for Participating Libraries .............................................. 27
   3.5 The Sample: Libraries Conforming to the Research Criteria ..................... 28
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6</td>
<td>Case Study: the RCAHMW Classification Scheme</td>
<td>29</td>
</tr>
<tr>
<td>3.7</td>
<td>Data Collection Methods: Semi-structured Interviews</td>
<td>29</td>
</tr>
<tr>
<td>3.8</td>
<td>Data Collection Methods: Staff Survey</td>
<td>30</td>
</tr>
<tr>
<td>3.9</td>
<td>Ethics</td>
<td>31</td>
</tr>
<tr>
<td>3.10</td>
<td>Conclusion</td>
<td>31</td>
</tr>
<tr>
<td>4.</td>
<td>History of the RCAHMW Library</td>
<td>32</td>
</tr>
<tr>
<td>4.1</td>
<td>Introduction</td>
<td>32</td>
</tr>
<tr>
<td>4.2</td>
<td>The Early Years</td>
<td>33</td>
</tr>
<tr>
<td>4.3</td>
<td>Development</td>
<td>34</td>
</tr>
<tr>
<td>4.4</td>
<td>The Catalogue</td>
<td>35</td>
</tr>
<tr>
<td>4.5</td>
<td>The Classification Scheme</td>
<td>36</td>
</tr>
<tr>
<td>4.6</td>
<td>Accommodation</td>
<td>37</td>
</tr>
<tr>
<td>4.7</td>
<td>Recent History</td>
<td>38</td>
</tr>
<tr>
<td>4.8</td>
<td>Conclusion</td>
<td>39</td>
</tr>
<tr>
<td>5.</td>
<td>Case Study</td>
<td>40</td>
</tr>
<tr>
<td>5.1</td>
<td>Introduction</td>
<td>40</td>
</tr>
<tr>
<td>5.2</td>
<td>The Specialist Classification Scheme</td>
<td>41</td>
</tr>
<tr>
<td>5.3</td>
<td>The RCAHMW Specialist Classification Schemes – A Comparison</td>
<td>42</td>
</tr>
<tr>
<td>5.4</td>
<td>Geographic Principles of Division</td>
<td>44</td>
</tr>
<tr>
<td>5.5</td>
<td>New Rules and New Subject Areas</td>
<td>46</td>
</tr>
<tr>
<td>5.6</td>
<td>An Evaluation of the Royal Commission’s Post-1995 Classification Scheme</td>
<td>47</td>
</tr>
<tr>
<td>5.7</td>
<td>A Comparison with other Classification Schemes</td>
<td>50</td>
</tr>
<tr>
<td>5.8</td>
<td>Universal Classification Schemes within a Specialist Context</td>
<td>53</td>
</tr>
<tr>
<td>5.9</td>
<td>Conclusion</td>
<td>55</td>
</tr>
<tr>
<td>6.</td>
<td>Proposed Revision of the RCAHMW Classification Scheme</td>
<td>57</td>
</tr>
</tbody>
</table>
6.1 Introduction .................................................................................................................. 57
6.2 Retention and Revision ................................................................................................. 57
6.3 Considerations Affecting the Revision ....................................................................... 58
6.4 Costs .............................................................................................................................. 59
6.5 Hierarchy ......................................................................................................................... 59
6.6 User Needs ...................................................................................................................... 59
6.7 Terminology ................................................................................................................... 61
6.8 Geography and Topography ......................................................................................... 64
6.9 Documentation and Use - Additional Aids ................................................................. 66
6.10 Development of the Library and its Classification Scheme ...................................... 67
6.11 Conclusion .................................................................................................................... 68
7. Conclusions ...................................................................................................................... 69
  7.1 Introduction ................................................................................................................... 69
  7.2 Aims and Objectives .................................................................................................... 69
  7.3 Literature Review ........................................................................................................ 70
  7.4 Methodology ................................................................................................................ 70
  7.5 Findings ......................................................................................................................... 71
  7.6 Revision ........................................................................................................................ 71
  7.7 Limitations and Value .................................................................................................. 72
  7.8 Further Research ......................................................................................................... 72
Bibliography ......................................................................................................................... 73
Appendix 1: RCAHMW Library Chronology ................................................................. 82
Appendix 2: Undated Copy of the RCAHMW Early Revised Classification Scheme .......... 88
Appendix 3: The Post-1995 RCAHMW Classification Scheme ...................................... 89
Appendix 4: Informal Interview Questions to Previous RCAHMW Librarians and Members of Staff ................................................................. 98
Appendix 5: Information Letter and Consent Form .................................................. 99
Appendix 6: Interview Schedule ........................................................................... 102
Appendix 7: Interview Transcript Extracts ............................................................... 104
  A: Institute of Archaeology ............................................................................... 104
  B: Historic England ......................................................................................... 105
  C: Institute of Classical Studies ....................................................................... 106
  D: The Bartlett: Garside ................................................................................. 107
Appendix 8: RCAHMW Staff Questionnaire .......................................................... 108
Appendix 8a: A Selection of Results from the RCAHMW Staff Questionnaire .......................................................................................................................... 112
Appendix 9: Samples from the Classification Schedules of Participating
Libraries .............................................................................................................. 116
  A: Institute of Archaeology ............................................................................... 116
  B: Historic England ......................................................................................... 117
  C: Institute of Classical Studies ....................................................................... 118
  D: The Bartlett – Garside Architectural Classification ................................. 119
  E: Institute of Historical Research .................................................................... 120
Appendix 10: The Main Classes of the Classification Schedules of
Participating Libraries - A Comparison .............................................................. 121
Appendix 11: Index to RCAHMW Library Classification Scheme ....................... 127
Appendix 12: Proposed Schedule for the RCAHMW Classification Scheme 138
Appendix 13: RCAHMW Collection Management Policy .................................... 154
List of Tables

Table 5.1. The Main Classes of Gwyn Thomas’ Revised Classification Scheme and those of the post-1995 Scheme ........................................ 42

Table 5.2. A comparison between the main topographical classes in Gwyn Thomas’ revised classification scheme and those of the post-1995 scheme .................................................... 45

Table 5.3. A comparison between the way inventories are depicted in the Gwyn Thomas’ revised classification scheme and the post-1995 scheme ................................................................. 46

Table 6.1. The layout of the new Business Management class ........... 60

Table 6.2. Revision of class B to bring greater granularity with additional subject areas ................................................................. 62

Table 6.3. How the revised classification deals with changes to unitary authorities and county boundaries within Wales ..... 64
List of figures

Figure 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) ......................... 37

Figure 4.2 The new RCAHMW Library, opened in 1996 ...................... 38
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASLIB</td>
<td>Association of Special Libraries and Information Bureaux</td>
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<tr>
<td>CMP</td>
<td>Collection Management Policy</td>
</tr>
<tr>
<td>Copac</td>
<td>National, Academic, and Specialist Library Catalogue</td>
</tr>
<tr>
<td>DDC</td>
<td>Dewey Decimal Classification</td>
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<tr>
<td>ESRC</td>
<td>Economic and Social Research Council</td>
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<tr>
<td>IHR</td>
<td>Institute of Historical Research</td>
</tr>
<tr>
<td>IoA</td>
<td>Institute of Archaeology</td>
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<tr>
<td>IoCS</td>
<td>Institute of Classical Studies</td>
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<tr>
<td>LCC</td>
<td>Library of Congress Classification</td>
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<tr>
<td>LIS</td>
<td>Library and Information Systems</td>
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<tr>
<td>LISA</td>
<td>Library and Information Science Abstracts</td>
</tr>
<tr>
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</tr>
<tr>
<td>NLW</td>
<td>National Library of Wales</td>
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<tr>
<td>NMRW</td>
<td>National Monuments Record of Wales</td>
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<tr>
<td>OS</td>
<td>Ordnance Survey</td>
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<tr>
<td>RCAHMS</td>
<td>Royal Commission on the Ancient and Historical Monuments of Scotland</td>
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<tr>
<td>RCAHWMW</td>
<td>Royal Commission on the Ancient and Historical Monuments of Wales</td>
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<tr>
<td>RIBA</td>
<td>Royal Institute of British Architects</td>
</tr>
<tr>
<td>SANT</td>
<td>Society of Antiquaries of Newcastle upon Tyne</td>
</tr>
<tr>
<td>UCL</td>
<td>University College London</td>
</tr>
<tr>
<td>UDC</td>
<td>Universal Decimal Classification</td>
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<tr>
<td>UK</td>
<td>United Kingdom</td>
</tr>
<tr>
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<td>United States of America</td>
</tr>
</tbody>
</table>
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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 RCAHMW 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 RCAHWM’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; Ahrensfeld 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 (Ahrensfeld 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 RCAHMW’s Classification Scheme
Searches for material on the RCAHMW 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 RCAHMW 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 RCAHWMW 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). Benefiting 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 Foxprow 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.

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.
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
RCAHMW’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.

<table>
<thead>
<tr>
<th>RCAHMW Classification G. Thomas Revision (Pre-1988)</th>
<th>RCAHMW Classification (Post-1995)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> General Reference</td>
<td><strong>A</strong> General Reference</td>
</tr>
<tr>
<td><strong>B</strong> (Unassigned)</td>
<td><strong>B</strong> Theory and Techniques</td>
</tr>
<tr>
<td><strong>C</strong> Related Subjects</td>
<td><strong>C</strong> Related Subjects</td>
</tr>
<tr>
<td><strong>D</strong> (Unassigned)</td>
<td><strong>D</strong> General History and Topography – All Periods</td>
</tr>
<tr>
<td><strong>E</strong> History and topography</td>
<td><strong>E</strong> Regional Welsh Archaeology, Architecture, History and Topography</td>
</tr>
<tr>
<td><strong>F</strong> (Unassigned)</td>
<td><strong>F</strong> Inventories, RCAHMW Official Publications, and Publications of Other Countries</td>
</tr>
<tr>
<td><strong>G</strong> Archaeology</td>
<td><strong>G</strong> Archaeology</td>
</tr>
<tr>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Architecture</td>
<td>Architecture</td>
</tr>
<tr>
<td>J</td>
<td>J</td>
</tr>
<tr>
<td>Guidebooks</td>
<td>Industrial Archaeology</td>
</tr>
<tr>
<td>K</td>
<td>K</td>
</tr>
<tr>
<td>(Unassigned)</td>
<td>Maritime and Underwater Archaeology</td>
</tr>
<tr>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Archaeological Theory and Techniques</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>(Unassigned)</td>
</tr>
<tr>
<td>N</td>
<td>Annual Reports and Miscellanea</td>
</tr>
<tr>
<td>O</td>
<td>(Unassigned)</td>
</tr>
<tr>
<td>P</td>
<td>Periodicals</td>
</tr>
</tbody>
</table>

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 expansible 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’ (RCAHMW). 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.

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

<table>
<thead>
<tr>
<th>RCAHMW Classification G. Thomas Revision (Pre-1988)</th>
<th>RCAHMW Classification (Post-1995)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4 Inventories, Wales</td>
<td></td>
</tr>
<tr>
<td>E5 Inventories, England</td>
<td></td>
</tr>
<tr>
<td>E6 Inventories, Scotland</td>
<td></td>
</tr>
<tr>
<td>E7 Inventories, Northern Ireland</td>
<td></td>
</tr>
<tr>
<td>F. Inventories, RCAHMW publications, &amp; publications of other countries</td>
<td></td>
</tr>
<tr>
<td>F1 RCAHMW publications</td>
<td></td>
</tr>
<tr>
<td>F1.2 County inventories</td>
<td></td>
</tr>
<tr>
<td>F1.3 All Wales thematic works</td>
<td></td>
</tr>
<tr>
<td>F1.4 Local areas</td>
<td></td>
</tr>
<tr>
<td>F2 RCHME Inventories</td>
<td></td>
</tr>
</tbody>
</table>

Table 5.2. A comparison between the main topographical classes in Gwyn Thomas’ revised classification scheme and those of the post-1995 scheme.
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 (RCAHWMW, 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 IoCS 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 IoA 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 IoCS scheme displays additional evidence of the ‘instantive relationships’ needed to order works by classical authors. It is interesting to note that, although the IoCS 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 (IoCs 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 IoA, however, ‘the Iron Curtain is still down’ (IoA
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 RCAHMW 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 subdivision.
- 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.

<table>
<thead>
<tr>
<th>AA</th>
<th>Business Management - (Project Management, Corporate Strategy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA1</td>
<td>Management Theory (Project Management, Strategy, etc)</td>
</tr>
<tr>
<td>AA2</td>
<td>Marketing (Audience Development)</td>
</tr>
<tr>
<td>AA3</td>
<td>Compliance</td>
</tr>
<tr>
<td>AA4</td>
<td>Copyright</td>
</tr>
<tr>
<td>AA5</td>
<td>Data Protection and Freedom of Information</td>
</tr>
</tbody>
</table>

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.

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

62
<table>
<thead>
<tr>
<th>B5</th>
<th>Photography General</th>
<th>B5</th>
<th>Photography General</th>
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<tbody>
<tr>
<td>B5.1</td>
<td>Aerial Photography</td>
<td>B5.1</td>
<td>Aerial Photography /</td>
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<td></td>
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<td>Reconnaissance</td>
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<tr>
<td>B5.2</td>
<td>Photography Techniques</td>
<td>B5.2</td>
<td>Photography Techniques</td>
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<td>B5.2.1</td>
<td>Photogrammetry</td>
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<td>B5.2.2</td>
<td>Moving Images,</td>
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<td>Cinematography</td>
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<tr>
<td>B6</td>
<td>Survey General</td>
<td>B6</td>
<td>Survey General</td>
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<td>B6.1</td>
<td>Survey Techniques</td>
<td>B6.1</td>
<td>Survey Techniques</td>
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<td>B6.1.1</td>
<td>Archaeological</td>
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<td>Illustration/Reconstruction</td>
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<td>B6.1.2</td>
<td>Radiocarbon dating</td>
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<td>B6.1.3</td>
<td>Lidar</td>
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<td>B6.1.4</td>
<td>Geophysical Survey</td>
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<td>B6.1.5</td>
<td>Dendrochronology</td>
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<td>B6.2</td>
<td>Maritime Survey and</td>
<td>B6.2</td>
<td>Maritime Survey and</td>
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<td></td>
<td>Excavation Techniques</td>
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<td>Excavation Techniques</td>
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<td>B7</td>
<td>Excavation Techniques</td>
<td>B7</td>
<td>Excavation Techniques</td>
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<td>B8</td>
<td>Conservation and</td>
<td>B8</td>
<td>Conservation and</td>
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<td>Preservation of Sites</td>
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<td>Preservation of Sites</td>
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<td>B8.1</td>
<td>English Heritage Leaflets</td>
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<td></td>
<td></td>
<td>and Guidance Notes</td>
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<tr>
<td></td>
<td></td>
<td>B8.2</td>
<td>Cadw Leaflets &amp; Guidance</td>
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<td></td>
<td>Notes</td>
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<td>B8.2.1</td>
<td>Cadw Register of Landscapes,</td>
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<td></td>
<td>Parks and Gardens, Cadw</td>
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<td>Register, not listings.</td>
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<td>B8.2.2</td>
<td>Cadw Register of Landscapes of</td>
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<td>Outstanding Historic Interest in</td>
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<td></td>
<td>Wales – (Format = Cadw</td>
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<td></td>
<td>Register, not listings)</td>
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<td>B8.2.3</td>
<td>Condition Reports – Scheduled</td>
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<td>Ancient Monuments</td>
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<td>B8.3</td>
<td>Historic Scotland Leaflets</td>
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<td></td>
<td></td>
<td></td>
<td>&amp; Guidance Notes</td>
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<tr>
<td>B9</td>
<td>Other Archaeological</td>
<td>B9</td>
<td>Other Archaeological</td>
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<tr>
<td></td>
<td>Techniques</td>
<td></td>
<td>Techniques</td>
</tr>
<tr>
<td>B10</td>
<td>Archaeological and</td>
<td>B10</td>
<td>Archaeological and Heritage</td>
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<tr>
<td></td>
<td>Heritage Resource</td>
<td></td>
<td>Resource Management</td>
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<td>Management</td>
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<td>(Recording the past &amp;</td>
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<td>Assessments)</td>
</tr>
<tr>
<td>B11</td>
<td>Community Archaeology</td>
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<tr>
<td>B12</td>
<td>Tourism</td>
<td></td>
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<tr>
<td>B13</td>
<td>Heritage (incl. Heritage</td>
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<td></td>
<td>theory but not policy –</td>
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<td></td>
<td>for policy see A6.1.1</td>
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</tbody>
</table>

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.

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

The referencing style used throughout is Harvard APA 6th edition. This bibliography includes sources cited in the text and sources read but not cited.


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Royal Commission on the Ancient and Historical Monuments of Wales. (1990, 03, September). *Minutes of the Commissioners’ Meeting, Agenda Item 6 (RCP2/20)*. Unpublished document, RCAHMW.


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.

1956-1989  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.


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 loan 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’.

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

1992-3


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.


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

G 1. Biographical dictionaries
2. Genealogy
3. Heraldry

E 1. General history & topography
2. Wales, general
3. " , local
4. Inventories, Wales
5. " , England
6. " , Scotland
7. " , Northern Ireland

G 1. General prehistory
2. Neolithic
3. Iron Age of 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 1. Guidebooks
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 1. Annual Reports
2. Official Bodies
3. Non-official

P 1. Periodicals
2. " , general
3. " , local
4. " , National

88
Appendix 3: The Post-1995 RCAHMW Classification Scheme

<table>
<thead>
<tr>
<th>A GENERAL REFERENCE</th>
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<tbody>
<tr>
<td>A1 BIBLIOGRAPHY GENERAL</td>
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<tr>
<td>A2 GENERAL GUIDES</td>
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<tr>
<td>A3 DICTIONARIES</td>
</tr>
<tr>
<td>A3.1 THESAURI</td>
</tr>
<tr>
<td>A4 GAZETTEERS</td>
</tr>
<tr>
<td>A5 ATLASES, MAPS &amp; RELATED GUIDES</td>
</tr>
<tr>
<td>A6 MISCELLANEOUS REFERENCE (inc. Govt. papers)</td>
</tr>
<tr>
<td>A6.1 BUILDINGS LEGISLATION</td>
</tr>
<tr>
<td>A6.2 WELSH OFFICE CIRCULARS</td>
</tr>
<tr>
<td>A6.3 IFA PAPERS, STANDARDS &amp; GUIDANCE NOTES</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>B THEORY AND TECHNIQUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1 COLLECTION MANAGEMENT</td>
</tr>
<tr>
<td>B2 ARCHIVES MANAGEMENT</td>
</tr>
<tr>
<td>B2.1 PRO GUIDES</td>
</tr>
<tr>
<td>B3 INFORMATION SYSTEMS</td>
</tr>
<tr>
<td>B4 LIBRARY MANAGEMENT</td>
</tr>
<tr>
<td>B5 PHOTOGRAPHY GENERAL</td>
</tr>
<tr>
<td>B5.1 AERIAL PHOTOGRAPHY</td>
</tr>
<tr>
<td>B5.2 PHOTOGRAPHY TECHNIQUES</td>
</tr>
<tr>
<td>B6 SURVEY GENERAL</td>
</tr>
</tbody>
</table>
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

90
| 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  | MERIONETSHIRE       |
| 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

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
<table>
<thead>
<tr>
<th>H9</th>
<th>RECREATIONAL, OFFICIAL AND PUBLIC BUILDINGS</th>
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<td>H9.1</td>
<td>SCHOOLS</td>
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<td>H9.3</td>
<td>STREET FURNITURE</td>
</tr>
<tr>
<td>H10</td>
<td>MATERIALS, TECHNIQUES AND APPLIED ARTS</td>
</tr>
<tr>
<td>H10.1</td>
<td>BUILDING MATERIALS</td>
</tr>
<tr>
<td>H10.2</td>
<td>INTERIOR DECORATION / FURNISHINGS</td>
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<td>H10.3</td>
<td>WALL-PAINTINGS</td>
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<td>STAINED GLASS</td>
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<td>H10.5</td>
<td>SCULPTURE</td>
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<td>H10.6</td>
<td>MONUMENTAL BRASSES</td>
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<tr>
<td>H11</td>
<td>BIOGRAPHY - ARCHITECTS, COMPANIES, ETC.</td>
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</tbody>
</table>

**J INDUSTRIAL ARCHAEOLOGY**

<table>
<thead>
<tr>
<th>J1</th>
<th>INDUSTRIAL ARCHAEOLOGY (&amp; HISTORY) GENERAL</th>
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<tbody>
<tr>
<td>J1.2</td>
<td>REGIONAL INDUSTRIAL ARCHAEOLOGY</td>
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</table>

**ENGINEERING**

| J2     | ENGINEERING GENERAL                        |

**AGRICULTURE AND FOOD PROCESSING**

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<th>J3</th>
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<td>J3.1</td>
<td>AGRICULTURAL MACHINERY AND PROCESSES</td>
</tr>
<tr>
<td>J3.2</td>
<td>FISHERIES</td>
</tr>
<tr>
<td>J3.3</td>
<td>FOOD PROCESSING</td>
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<tr>
<td>J3.4</td>
<td>FORESTRY</td>
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</tbody>
</table>
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 fro 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
   RC publications
   Archaeology
   Topographical
   Maritime
   Architecture
   Ecclesiastic
   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)
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

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>100.0%</td>
<td>20</td>
</tr>
<tr>
<td>No</td>
<td>0.0%</td>
<td>0</td>
</tr>
</tbody>
</table>

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!).
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!

Introduce an electronic system for taking out books so one can see what is with whom and save a trip downstairs

Improved communication for staff indicating when the library is unavailable i.e., 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

Better opening hours

Overhaul and cleansing of the Library Catalogue and Journals catalogue would make finding the books and journals easy.

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?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>72.2%</td>
<td>13</td>
</tr>
<tr>
<td>No</td>
<td>27.8%</td>
<td>5</td>
</tr>
</tbody>
</table>

Please indicate how they could be improved.
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?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Response Text</td>
</tr>
<tr>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>5</td>
<td>a wider variety of subjects and more current publications</td>
</tr>
</tbody>
</table>
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.

With plentiful library resources in town, the development of the RC library should be scaled back

Better finding aids, books & journals together

Reviews of newly published relevant books circulated internally with indications of (star rating?) desirability.

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.

Am happy with the current situation

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.

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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AB</td>
<td>Conference proceedings</td>
</tr>
<tr>
<td>AE</td>
<td>Collected works; Festschriften</td>
</tr>
<tr>
<td>AG</td>
<td>History and philosophy of archaeology</td>
</tr>
<tr>
<td></td>
<td>10 Biographies of archaeologists</td>
</tr>
<tr>
<td></td>
<td>20 Antiquities laws; regulations, etc.</td>
</tr>
<tr>
<td></td>
<td>30 Forgeries</td>
</tr>
<tr>
<td>AH</td>
<td>General archaeological theory; theory of prehistory</td>
</tr>
<tr>
<td>AJ</td>
<td>Science and archaeology</td>
</tr>
<tr>
<td></td>
<td>10 Dating methods</td>
</tr>
<tr>
<td>AK</td>
<td>Use of mathematics, statistics, computers</td>
</tr>
<tr>
<td></td>
<td>10 Maths and statistics</td>
</tr>
<tr>
<td></td>
<td>20 Computerization</td>
</tr>
<tr>
<td>AL</td>
<td>Archaeological techniques</td>
</tr>
<tr>
<td></td>
<td>10 Field archaeology</td>
</tr>
<tr>
<td></td>
<td>11 Excavation technique</td>
</tr>
<tr>
<td></td>
<td>12 Surveying and photogrammetry</td>
</tr>
<tr>
<td></td>
<td>13 Archaeological prospecting</td>
</tr>
<tr>
<td></td>
<td>14 Field Walking</td>
</tr>
<tr>
<td></td>
<td>20 Photography</td>
</tr>
<tr>
<td></td>
<td>21 Air photography</td>
</tr>
<tr>
<td></td>
<td>30 Aids to publishing</td>
</tr>
<tr>
<td>AM</td>
<td>Industrial archaeology</td>
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<td>AN</td>
<td>Underwater archaeology</td>
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<tr>
<td>AP</td>
<td>Cartography</td>
</tr>
<tr>
<td>AQ</td>
<td>Teaching archaeology</td>
</tr>
<tr>
<td>AR</td>
<td>Archaeology and the Media</td>
</tr>
<tr>
<td>AS</td>
<td>Popular works</td>
</tr>
<tr>
<td>BA</td>
<td>Earth sciences: Geology, Oceanography, Climatology, Geochronology, Geography general</td>
</tr>
<tr>
<td></td>
<td>10 Geology, Geomorphology</td>
</tr>
<tr>
<td></td>
<td>11 Petrology and mineralogy</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Class</th>
<th>Classification</th>
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<tbody>
<tr>
<td>60-70</td>
<td>DICTIONARIES</td>
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<tr>
<td>75-97</td>
<td>TEXTS</td>
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<tr>
<td>75</td>
<td>Christian Fathers</td>
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<td>76</td>
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<td>Oxford</td>
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<td>79</td>
<td>Budé</td>
</tr>
<tr>
<td>80-95</td>
<td>Greek &amp; Latin texts in one alphabetic sequence</td>
</tr>
<tr>
<td>96</td>
<td>Collected Latin texts, legal texts</td>
</tr>
<tr>
<td>97.1-97.53</td>
<td>Collected Greek texts</td>
</tr>
<tr>
<td>97.60-97.62</td>
<td>Biblical texts</td>
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<td>LANGUAGE</td>
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<td>LITERATURE</td>
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<td>100</td>
<td>PAPYRI and MSS</td>
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<tr>
<td>101</td>
<td>EPIGRAPHY</td>
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<tr>
<td>102</td>
<td>PRE-CLASSICAL GREECE</td>
</tr>
<tr>
<td>103</td>
<td>PRE-CLASSICAL ITALY</td>
</tr>
<tr>
<td>104-116</td>
<td>ARCHAEOLOGY AND LOCAL HISTORY</td>
</tr>
<tr>
<td>104</td>
<td>General Archaeology</td>
</tr>
<tr>
<td>105-106</td>
<td>Middle East</td>
</tr>
<tr>
<td>107</td>
<td>Asia Minor</td>
</tr>
<tr>
<td>108</td>
<td>North Africa</td>
</tr>
<tr>
<td>109</td>
<td>Cyprus, Crete, Aegean Islands</td>
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<td>110</td>
<td>Balkans</td>
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<td>111-112</td>
<td>Greece</td>
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<td>Italy</td>
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<td>114</td>
<td>Spain, Gaul</td>
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<td>115</td>
<td>Central Europe</td>
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<td>116</td>
<td>Britain</td>
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<td>117-119</td>
<td>ANCIENT HISTORY</td>
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<td>117</td>
<td>General</td>
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<td>118</td>
<td>Greek</td>
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<td>119A-N</td>
<td>Roman</td>
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<tr>
<td>119o-Q</td>
<td>Byzantine</td>
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## D. The Bartlett – Garside Architectural Classification

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<th>General Studies and related arts and sciences</th>
<th>B</th>
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<td>1</td>
<td>Bibliography</td>
<td>1</td>
</tr>
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<td>2</td>
<td>Reference: atlases, dictionaries</td>
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</tr>
<tr>
<td>5</td>
<td>General texts</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Collections, festschriften</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Education and training of architects and related professions</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>Theory of proportion</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Architectural criticism</td>
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### E. Institute of Historical Research

#### BW. Wales

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| 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

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Series:
- **ENL**: Low Countries Regional History
- **ENP**: Low Countries Periodicals
- **EP**: Portugal
- **ER**: Ecclesiastical History
- **ES/ESR**: Spain/Spanish Regional History
- **EU**: Crusades
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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,  G13
Antiquarians
Biography - Engineers, Companies, etc.  J10
Biography General (See subject areas for subject specific  C1
biographies)
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  H8.4
the architecture)
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  B8.2
of Sites) Not Registers of Landscapes, listings etc
Cadw Register of Landscapes of Outstanding Historic  B8.2.2
Interest in Wales
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,  H3.1
Catholic, Greek Orthodox)
Ceramics (Including Bricks, Tiles, Pottery) Manufacture  J8.4
Chapel Histories - Specific (See C11.2 for Denominational  H3.3.1
Histories and Texts)
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
Cinematography/Moving Images
Classical Architecture (sixteenth century)
Climate change
Clom/Cob/Mud Buildings (See H13.1.4 for building materials – this is just for the architecture)
Clywd (File with Denbighshire)
Coal Mining
Cob/Clo/Mud Buildings (See H13.1.4 for building materials – this is just for the architecture)
Coke Production
Combustion Engines, Electric & Heat Engines
Compliance
Commercial and Retail Buildings
Communications
Community Archaeology
Conference Proceedings, Papers - (if don’t fit within subject)
Conservation and Preservation of Sites (Theory & Techniques)
Conservation - Architectural
Convents
Copyright
Corporate Strategy
Country House Architecture (incudes Greater Houses, Polite Architecture & Gentry Houses)
Crematoria
Dams, Watermills, Tidal - Water Power
Dark Age, Early Middle Ages and Medieval History (up to 1499) (general – not Wales)
Data Protection
Decoration (Interior) - general
Defensive/Military & Naval Architecture - General
Denbighshire (not Towns/Places)
Denbighshire County Histories
Denbighshire Towns/Places
Dendrochronology
Denominational Histories and Texts (Not chapel histories – see H3.3.1)
Dictionaries and Thesauri - Architectural
Dictionaries (General. If subject specific file with subject)
Digital Data Strategy (Archives Management)
Digitisation and Digital Archives (Archives Management)
Diocesan Yearbooks
Documentation Standards (Archives Management)
Domestic Architecture (General)
Dovecotes
Dyfed (File with Carmarthenshire)
Early Medieval/Early Middle Ages/Post-Roman Archaeology (c.383 to 1066) General
<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Early Medieval Sculpture, Inscribed Stones &amp; Art (Britain &amp; Ireland)</td>
<td>G6.3</td>
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<td>Early Middle Ages/Post-Roman/Early Medieval Archaeology (c.383 to 1066) General</td>
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<td>Early Middle Ages &amp; Medieval History (General)</td>
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<td>Early Middle Ages &amp; Medieval Welsh History (only)</td>
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<td>Early Modern Archaeology (see D4 to D6 for historic periods &amp; E3.2 to E3.4 for Wales History)</td>
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<tr>
<td>Ecclesiastical Architecture General</td>
<td>H3</td>
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<td>Ecclesiastical Furnishings (church plate, fonts, altars, rood screens etc)</td>
<td>H3.5</td>
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<tr>
<td>Edwardian Architecture</td>
<td>H5.1.7</td>
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<tr>
<td>Eighteenth Century History (general – not Wales)</td>
<td>D5</td>
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<td>Eighteenth Century Welsh History (only)</td>
<td>E3.3</td>
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<td>Electric &amp; Heat Engines, Combustion Engines</td>
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<td>Electricity Generation/Distribution</td>
<td>J6.4</td>
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<tr>
<td>Engineering Companies - Biography</td>
<td>J10</td>
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<tr>
<td>Engineering General</td>
<td>J2</td>
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<td>Engineers Biography</td>
<td>J10</td>
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<td>English Architecture (Regional)</td>
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<td>English Heritage Leaflets and Guidance Notes (Conservation and Preservation of Sites)</td>
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<td>Estate Buildings &amp; Farms (farm buildings, stables, dovecotes, lodges etc)</td>
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<td>Estuarine Archaeology (&amp; History)</td>
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<td>Excavations (Multi-period only. Single period file within that period)</td>
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<td>Excavation Techniques (not maritime)</td>
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<td>Exhibition Guides</td>
<td>A2</td>
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<td>Explosives Manufacturing</td>
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<td>Extraction Industries (Mining and Quarrying General) see individual types of extraction)</td>
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<td>Factories</td>
<td>H11.2</td>
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<td>Farms and Estate Buildings (farm buildings, stables, dovecotes, lodges etc)</td>
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<td>Festivals, Folklore, Chronicles, Etc</td>
<td>C7</td>
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<td>Fisheries</td>
<td>J3.2</td>
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<td>Flintshire (not Towns/Places)</td>
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<td>Folklore, Festivals, Chronicles, Etc</td>
<td>C7</td>
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<td>Fonts</td>
<td>H3.5</td>
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<td>Follies</td>
<td>H9</td>
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<td>Food Processing</td>
<td>J3.3</td>
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<td>Fortifications Post-Medieval – (Napoleonic &amp; Civil War Works)</td>
<td>H4.3</td>
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<td>Forestry</td>
<td>J3.4</td>
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<td>H9</td>
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<td>Freedom of Information</td>
<td>AA5</td>
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<td>Fuel General (See individual types for specific category)</td>
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<td>Funerary Architecture &amp; Crematoria</td>
<td>H3.6</td>
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<tr>
<td>Furnishings – Interior Design</td>
<td>H14</td>
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<td>Furniture (Street) – Applied Arts</td>
<td>H13.4</td>
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<tr>
<td>Garages</td>
<td>H11.3</td>
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<td>Gardens, Parks, and Landscape Architecture (Obelisks, Fountains, Follies, etc)</td>
<td>H9</td>
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<td>Gas (fuel)</td>
<td>J6.2</td>
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<td>Gates &amp; Fences – Architectural Metalwork</td>
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<td>Gazetteers (General - If subject specific file with subject)</td>
<td>A4</td>
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<td>Genealogy</td>
<td>C2</td>
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<td>General Reference</td>
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<td>General Guides</td>
<td>A2</td>
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<td>Gentry Houses</td>
<td>H7</td>
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<td>Georgian &amp; Neo-Classical (Greek &amp; Roman Revival) Architecture</td>
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<td>E2.8.1</td>
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<tr>
<td>Glamorganshire Towns/Places - E.G. Merthyr Tydfil</td>
<td>E2.8.2</td>
</tr>
<tr>
<td>Glass Manufacture</td>
<td>J8.5</td>
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<tr>
<td>Gothic Revival &amp; Regency Architecture</td>
<td>H5.1.6</td>
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<tr>
<td>Government &amp; Judicial buildings</td>
<td>H12.4</td>
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<tr>
<td>Graves &amp; Graveyards, Memorials, Funerary Architecture, Crematoria</td>
<td>H3.6</td>
</tr>
<tr>
<td>Greater Houses</td>
<td>H7</td>
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<tr>
<td>Greek and Roman History (general – not Wales)</td>
<td>D2</td>
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<td>Guides</td>
<td>A2</td>
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<tr>
<td>Gunpowder &amp; Explosives Manufacturing</td>
<td>J8.7</td>
</tr>
<tr>
<td>Gwent (File with Monmouthshire)</td>
<td>E2.10</td>
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<td>Gwynedd (File with Caernarfonshire)</td>
<td>E2.3</td>
</tr>
<tr>
<td>Heat &amp; Electric Engines, Combustion Engines</td>
<td>J7.4</td>
</tr>
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<td>C3</td>
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<td>Heritage &amp; Archaeological Resource Management</td>
<td>B10</td>
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<td>Heritage (incl. Heritage theory but not policy – for policy see A6.1.1)</td>
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<td>Heritage Policy (incl. Treasure hunting, etc)</td>
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<td>Historic Environment Policy (Consultation documents etc)</td>
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<td>Historic Environment Strategy</td>
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<td>Historic Environment Strategy Research Frameworks</td>
<td>A6.2.2</td>
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<tr>
<td>Historic Landscapes (Paleoenvironments, reconstructions, environmental archaeology etc)</td>
<td>G1.2</td>
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<td>Historic Scotland Leaflets &amp; Guidance Notes</td>
<td>B8.3</td>
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<tr>
<td>Historiography &amp; Historical Theory</td>
<td>D8</td>
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<td>History and Topography General (not Welsh)</td>
<td>D1</td>
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<td>Holy Wells</td>
<td>H3.7</td>
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<tr>
<td>Hospitals</td>
<td>H12.6</td>
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<td>IFA Papers, Standards &amp; Guidance Notes on Heritage &amp; Historic Environment</td>
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<td>Industrial Archaeology &amp; History General (see J1.2 for Regional)</td>
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Information Systems/ Information Management
Inscribed Stones, Sculpture & Art (Early Medieval Archaeology - Britain & Ireland)
Inscriptions (Roman Britain)
Interior Design, Decoration, Furnishings - general (see individual types for detailed classification)
Inventories (by UK Country). Other inventory-type publications (subject specialisms within subject categories.)
Irish Architecture (Regional)
Iron Age British (not Welsh)
Iron Age European
Iron Age General (see geographic regions for detail)
Iron Age Welsh
Iron & Steel Production
Italian etc Architecture, Other, (Regional)
Judicial & Government buildings
Landscape Architecture (Obelisks, Fountains, Follies, etc)
Legislative Reference
Libraries
Library Management
Lidar (Theory & Techniques)
Limestone Quarrying
Literature (incl. poetry)
Local History (general - not Welsh)
Lombardic (architectural period)
Management Theory
Machine Tools (Manufacturing)
Manufacturing General
Manufacturing - Metals
Manuscripts, specific MSS analysis/editions
Maps
Marketing
Maritime Companies – Biography
Maritime General (For maritime survey/excavation techniques see B6.2)
Maritime - Regional Surveys
Maritime - Specific Welsh Sites/Wrecks
Maritime Survey and Excavation Techniques
Materials, Construction, Techniques, Applied Arts & Architectural features
Medieval Archaeology (to 1485) (see D3 for Medieval History & E3 for Wales History)
Medieval Architecture (up to 1499)
Medieval History (up to 1499) (general – not Wales)
Medieval History Wales (up to 1499)
Memorials
Merionethshire (not Towns/Places)
Merionethshire County Histories
Merionethshire Towns/Places
Mesolithic (Early Prehistory)
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
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  
Palaeontology, Biology, Palaeobotany (Vegetation general)  
Paleolithic (Early Prehistory)  
Parks, Gardens and Landscape Architecture (Obelisks, Fountains, Follies, etc)  
Pavilions - sports  
Peat (fuel)  
Pembrokeshire (not Towns/Places)  
Pembrokeshire County Histories  
Pembrokeshire Towns/Places  
Pevsners (Use Cutter ‘PEV’ for all)  
Philosophy  
Photogrammetry  
Photographic Techniques  
Photography General  
Place Names (Dictionaries of)  
Planning (Urban, Regional, Garden Cities, townscape etc)  
Plasterwork/Stucco (interior)  
Pleistocene (Early Prehistory)  
Poetry & Literature  
Polite Architecture & Gentry Houses  
Post-Medieval/Early Modern Archaeology (see D4 to D6 for historic periods & E3.2 to E3.4 for Wales History)  
Post-Medieval Fortifications – (Napoleonic & Civil War Works)  
Post-Roman, Early Middle Ages & Early Medieval Archaeology (general – British, including Wales)  
Post-Roman, Early Middle Ages & Medieval History (general – not Wales)  
Post-Roman, Early Middle Ages & Medieval History (Wales only)  
Pottery Manufacture (Industrial)  
Power General – Power Generation and Transmission  
Powys (File with Radnorshire)  
Prehistory British (Welsh is separate)  
Prehistory Early General (see geographic region & periods of prehistory for further detail)  
Prehistory European  
Prehistory General (see geographic region & periods of prehistory for further detail)  
Prehistory Welsh  
Prisons  
PRO Guides (Archives Management)  
Project Management  
Protestant/ Non-Conformist Chapels & Churches  
Public houses  
Public monuments (not sculpture)  
Radiocarbon dating (Survey Techniques)  
Radnorshire (not Towns/Places)  
Radnorshire County Histories

<table>
<thead>
<tr>
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<td>Parks, Gardens and Landscape Architecture (Obelisks, Fountains, Follies, etc)</td>
<td>H9</td>
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<td>Pavilions - sports</td>
<td>H12.9</td>
</tr>
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<td>Peat (fuel)</td>
<td>J6.1</td>
</tr>
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<td>Pembrokeshire (not Towns/Places)</td>
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<td>E2.12.2</td>
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<td>Philosophy</td>
<td>C9</td>
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<td>Photogrammetry</td>
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<td>Photographic Techniques</td>
<td>B5.2</td>
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<td>Place Names (Dictionaries of)</td>
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<td>Planning (Urban, Regional, Garden Cities, townscape etc)</td>
<td>H2</td>
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<tr>
<td>Plasterwork/Stucco (interior)</td>
<td>H14.1</td>
</tr>
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<td>G2.2.1</td>
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<td>Poetry &amp; Literature</td>
<td>C12</td>
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<td>Polite Architecture &amp; Gentry Houses</td>
<td>H7</td>
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<td>Post-Medieval/Early Modern Archaeology</td>
<td>G8</td>
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<td>Post-Medieval Fortifications – (Napoleonic &amp; Civil War Works)</td>
<td>H4.3</td>
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<td>Pottery Manufacture (Industrial)</td>
<td>J8.4</td>
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<td>J7</td>
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<td>Prisons</td>
<td>H12.5</td>
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<td>B2.1</td>
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<td>Protestant/ Non-Conformist Chapels &amp; Churches</td>
<td>H3.3</td>
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<td>Public monuments (not sculpture)</td>
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<td>Radiocarbon dating (Survey Techniques)</td>
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<td>Radnorshire County Histories</td>
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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)  H6
see individual UK country categories
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
Stadiums, pavilions
Stained Glass
Staircases, Balustrades etc
Stations (Railway)
Steam Power
Steel Production
Stone & Mineral Processing
Stone Buildings (See H13.1.1 for building materials – this is just for the architecture)
Street furniture
Survey General (Theory & Techniques)
Survey Techniques (Look at individual types)
Synagogues, Mosques, other temples (Non-Christian)
Textiles – textile mills, weaving, spinning
Theatres, cinemas, auditoria
Theory and Practice (handbooks etc) - Architectural
Thesauri - Archaeological
Thesauri - Architectural
Thesauri (General. If subject specific file with subject)
Tidal Mills - Water Power
Tile Manufacture
Tiles (Floor & Wall) – Applied Arts
Timber Framed Buildings
Tinplate & Alloy Production (Non-ferrous Metals)
Tools
Topography – Wales (See pre-1976 Counties for categories)
Tourism
Towns (Roman Britain)
Town Walls & Castles
Transport, Infrastructure and Industrial Construction Entities
Trains
Treasure hunting legislation
Tudor & Stuart Architecture
Tunnels
Twentieth Century Architecture - Modern
Twentieth Century History (general – not Wales)
Twentieth Century Military Architecture (Armories, Barracks, Bases etc)
Twentieth Century Welsh History (only)
Twenty-first Century Architecture
Twenty-first Century History (general – not Wales)
Twenty-first Century Welsh History (only)
Underwater Archaeology (& History)
Universities
Vernacular Architecture (See timber framed, stone brick etc)
Viaducts
Victorian & Edwardian Architecture
Village Halls
Villas (Roman Britain) &nbsp; G5.2
Virtual Representation/3D Modelling/Animations &nbsp; B3.2
Wales History & Topography General (also North, South, Mid; ie. Regions Larger Than County Size) &nbsp; E1
Wall-Paintings &nbsp; H14.2
Warehouses &nbsp; H11.1
Watermills, Tidal, Dams - Water Power &nbsp; J7.1
Water Power – Dams, Watermills, Tidal &nbsp; J7.1
Water Supply and Sewage Works (and related processes) &nbsp; J6.5
Waterways &nbsp; J9.2
Weaving &nbsp; J8.2
Welsh Archaeology General (Regional) (if multi-site/multi-period) &nbsp; G1.3.3
Welsh Architecture (Regional) &nbsp; H6.5
Welsh History (General) &nbsp; E3
Welsh Maritime Wreck Sites &nbsp; K4
Wind Power - Windfarms &nbsp; J7.2
Wood Manufacturing &nbsp; J8.6
Workers Housing &nbsp; H8.5
Working Men’s Institutes and halls &nbsp; H12.3
World Archaeology General (Regional) (if multi-site) &nbsp; G1.3.1
Wreck Sites - Other than Welsh (Maritime) &nbsp; K5
Wreck Sites - Welsh (Maritime) &nbsp; K4
Yearbooks (Not religious) &nbsp; 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)
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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>D2</td>
<td>Greek and Roman History (general, see G5 for British)</td>
</tr>
<tr>
<td>D3</td>
<td>Post Roman, Early Middle Ages and Medieval History (up to 1499) (general)</td>
</tr>
<tr>
<td>D4</td>
<td>Sixteenth and Seventeenth Century History (general)</td>
</tr>
<tr>
<td>D5</td>
<td>Eighteenth and Nineteenth Century History (general)</td>
</tr>
<tr>
<td>D6</td>
<td>Twentieth and Twenty-first Century History (general)</td>
</tr>
<tr>
<td>D7</td>
<td></td>
</tr>
<tr>
<td>D8</td>
<td>Historiography and Historical Theory</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>E1</td>
<td>Wales General (Includes Statistics for Wales)</td>
</tr>
<tr>
<td>E1.1</td>
<td>Regions in Wales</td>
</tr>
<tr>
<td>E1.1.1</td>
<td>North Wales</td>
</tr>
<tr>
<td>E1.1.2</td>
<td>Mid Wales</td>
</tr>
<tr>
<td>E1.1.3</td>
<td>South Wales</td>
</tr>
<tr>
<td>E2</td>
<td>Pre-1974 Counties</td>
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<tr>
<td>E2.1</td>
<td>Anglesey</td>
</tr>
<tr>
<td>E2.1.1</td>
<td>Anglesey County Histories</td>
</tr>
<tr>
<td>E2.1.2</td>
<td>Towns/Places in Anglesey</td>
</tr>
<tr>
<td>E2.2</td>
<td>Brecknockshire</td>
</tr>
<tr>
<td>E2.2.1</td>
<td>Breconshire County Histories</td>
</tr>
<tr>
<td>E2.2.2</td>
<td>Towns/Places in Breconshire</td>
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<tr>
<td>E2.3</td>
<td>Caernarfonshire (Gwynedd)</td>
</tr>
<tr>
<td>E2.3.1</td>
<td>Caernarfonshire County Histories</td>
</tr>
<tr>
<td>E2.3.2</td>
<td>Towns/Places in Caernarfonshire</td>
</tr>
</tbody>
</table>
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 RCAHMW 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 RCAHMW 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.