

Archives Collections Care and Conservation Policy

1. Introduction

1.1 Mission Statement

We will engage and inspire the people of Nottinghamshire and beyond with the county's heritage, by preserving, protecting and stimulating research, learning, creative and entrepreneurial endeavours, and cultural experience through access to its archives and related resources.

1.2 Service Objectives

1.2.1 Objectives – Nottinghamshire Archives

- To fulfil a custodial role in the preservation, acquisition and cataloguing of Nottinghamshire's archives and local history collections
- To promote and provide opportunities for people of all ages and abilities to use Nottinghamshire's archives and local history collections to better understand, and appreciate their heritage
- To develop and to promote best practice in the preservation, enhancement and use of Nottinghamshire's archives and local history collections
- To develop and to support sustainable partnerships and to enable communities and people to engage, explore, preserve and enjoy their own heritage

1.2.2 Objectives – The Records Management Service

- To ensure that Nottinghamshire County Council's paper information and records sources are retained only for as long as is necessary for legal compliance and administrative need.
- To develop and promote best practice and legal compliance in the creation, use, maintenance and disposal of information and records sources.
- To co-ordinate the selection and offering of records and material to Nottinghamshire Archives, thereby contributing to the corporate memory of Nottinghamshire County Council.
- To work with the Information Governance team and to ensure Nottinghamshire Council's compliance with legislation relating to information and record keeping.

2. Policy Aims

Preservation and conservation are central to Nottinghamshire Archives' Mission Statement described above. This document sets out the overriding policy framework and objectives for the preservation and conservation of books and printed material, archives and records by Nottinghamshire Archives.

3 Statutory Position

Nottinghamshire Archives is a recognised place of deposit for public records, and a diocesan record office for records from the Nottinghamshire parishes of the diocese of Southwell and Nottingham. It is also licensed to hold Manorial and Tithe records, and records of local government and other public and statutory bodies. The service provides a local studies library service under the Public Libraries Act 1964.

The service works to ensure that Nottinghamshire Council complies with the following legislation:

- The Local Government Act 1972 (s.224) which states the Local Authority needs to 'make proper arrangements with respect to any documents that belong to, or are in the custody of the council of any of their officers'.
- The Public Records Acts 1958 and 1967. These relate to those records created by central government and designated as 'public records' which may be held locally. These Acts place an obligation upon services to 'permanently preserve' the original records.
- The Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2005.

4 Preservation and Conservation standards

Nottinghamshire Archives complies with the following legislation and guidance relating to the preservation and conservation of material:

- The National Archives Accreditation Scheme
- International Council on Archives, General Standard of Archival Description (ISAD (G)), 2nd edition, 1999.
- PAS 197:2009 Code of practice for cultural collections management
- BS 4971:2017 Conservation and care of archive and library collections (or PD5454: 2012 for buildings constructed prior to 2017)
- BS EN 16893:2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections
- National council on Archives PSQG: A Standard for Access to Archives 2008
- PAS 198:2012 Specification for Managing Environmental Conditions for Cultural Collections
- BS4971:2002 Repair and Allied Processes for the Conservation of Documents.
- BS1153 Recommendations for processing and storage of silver-gelatine-type microfilm
- BS4783 Storage, transportation and maintenance of media for use in data processing and information storage. Recommendations for magnetic tape cartridges and cassettes
- The code of ethics adopted by ECCO (the European Confederation of Conservator-Restorers' Organisations), 2002

5 Policy Aims

5.1 Scope and general aims

The preservation of original written historical material, and the information retained in it, for future generations, is a central function of any archive and local studies service. This includes ensuring the impartiality of the evidence for legal purposes. The conservation and preservation of original records is a fundamental pre-requisite to the role of making original or surrogate records available to the public. Without preservation there cannot be access.

'Preservation', in the archive context, is any action taken to prevent deterioration of material short of direct action on the material of the object itself. Any such direct action is termed 'conservation'.

The preservation of collections requires high quality storage and specialist staff. Conservation involves advanced technical skills which require time and experience to develop to a high level.

The comprehensive cataloguing of collections is also an essential part of the process. All staff have a role to play in ensuring that these functions are fulfilled.

The aim of this policy is to ensure that Nottinghamshire Archives accepts its statutory and non-statutory obligations to preserve the original material in its custody as a central function of the Service and for the sake of future generations. It also aims to direct Nottinghamshire Archives in fulfilling its statutory and non-statutory obligations to preserve the original material in its custody for the sake of future generations.

The policy is supported by the Collections Care and Conservation Plan which sets out the objectives through which the service will achieve the aims of this policy. A senior member of staff will be given the responsibility for implementation and monitoring of this policy.

5.2 Preservation Aims

Given the present overwhelming backlog of conservation work in the archival, printed and pictorial material held by the Service preservation management is recognised as the most cost-effective way of prolonging the life of this material.

The preservation aims of the Service are to:

- Ensure that the storage conditions at Nottinghamshire Archives are maintained largely in accordance with the relevant British Standards.
- Ensure that the storage conditions at the Records Management store are appropriate for the semi current material held there.
- Minimise the physical risks to the collections. These physical risks include the risks of disaster, such as fire and flood, as well as damage through handling and copying, by staff, volunteers and customers.
- Ensure the appropriate selection and training of all staff and volunteers working in conservation.
- Ensure the appropriate and regular preservation training for all staff and volunteers.
- Promote good preservation practice through the provision of information and advice.

5.3 Conservation Aims

The conservation aims of the Service are to:

- Maintain an appropriately equipped conservation studio at Nottinghamshire Archives and ensure that adequate resources for conservation materials are available.
- Ensure all conservation work is undertaken by, or supervised by, suitably qualified and experienced staff.
- Seek to maximise efficiency in the use of limited resources while remaining in general compliance with professional standards as accepted by the national archive community.
- Ensure that all staff work with conservation staff to achieve the integration of conservation with other functions of the service.
- Maintain appropriate statistics to reflect the work of the section.

6 Assessing preservation and conservation priorities

The current approach adopted by Nottinghamshire Archives is that most conservation and some preservation measures, such as microfilming, will be managed on a collection or project basis rather than a single item basis for the sake of efficiency.

Priorities for conservation/preservation are established by considering the following criteria and weighting them appropriately:

- Degree of vulnerability
- Accessibility
- Public demand for consultation
- Anticipated demand for consultation
- Amenability to surrogate creation
- Existence of surrogate
- Existence of catalogue
- Historic /symbolic importance
- Market value
- Degree of degradation
- Statutory obligations
- Ownership
- Eligibility for external funding

As the main archive service for Nottinghamshire, Nottinghamshire Archives recognises its role in preserving the archival heritage of the county whether it is in the custody of the service or not. If preservation or conservation work or advice is requested by the owners of these records the Service will prioritise the work according to the criteria above. Work on such material will, in general, only be undertaken if fully financed by the owners, and if it does not compromise the priority work of the conservation section.

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