



Collection Management Policy

Mission Statement

Glamorgan Archives is funded by and serves the unitary authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan.

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves: the former administrative counties of Mid Glamorgan and South Glamorgan and, for ecclesiastical parish records, of the Diocese of Llandaff, and the Archdiocese of Cardiff (for the deaneries of Cardiff East and West, Bridgend, Heads of the Valleys and Pontypridd). The Archives also retains responsibility for archives created by the administration of the county of Glamorgan before 1974, which relate to the whole of the historic county.

We assist the funding authorities in achieving Welsh Government priorities for culture and heritage with particular reference to developing skills, improving education and reducing poverty, and maximise income generation to support service delivery.

Policy Aims

This policy demonstrates the co-ordinated approach to Collection Management adopted by Glamorgan Archives. The Collections team is managed by the Deputy Glamorgan Archivist and includes accessioning, cataloguing, conservation and repository management. Policies, strategies, plans and procedures are interlinked, shared with all staff and driven by the service's core values to be accountable, skilled, inclusive, flexible and innovative. The team works with the Access team to ensure that appropriate access to the documentary heritage of the area is enabled to the broadest possible spectrum of users and with the Resources team to ensure effective and economic use of materials and to identify and promote income generation opportunities.

Statutory and legal status

Glamorgan Archives was founded in 1939 as Glamorgan Record Office. It is an approved Place of Deposit, an official repository for manorial and tithe records, recognised by the Church in Wales and the Catholic Archdiocese of Cardiff as a repository for parish records. It is governed by a Joint Committee of elected members from the funding authorities under the terms of the Glamorgan Archives Joint Agreement of 2006.

Collection management

The policy is a statement of the inter-relationship between all areas of the service which is dedicated to:

- Collecting the documentary heritage of the region, preserving it, describing it and promoting its use.
- Promoting the value of the Collection to the future prosperity of Wales through supporting educational achievement and enabling understanding and engagement with culture and heritage.
- Improving skills of volunteers and sector employees through work based learning and accredited training.

Standards

PD5454:2012	Guide for the Storage and Exhibition of Archival Materials
PAS 198:2012	Specification for Managing Environmental Conditions for Cultural Collections
PAS 197:2009	Code of Practice for Cultural Collections Management
BS4971:2002	Repair and Allied Processes for the Conservation of Documents. Recommendations
	Public Service Quality Group Standard for Access to Archives
	Investment in Volunteers Quality Standard
	Volunteer Managers National Occupational Standard
	General International Standard of Archival Description ISAD(G)

Inter-relationships

- New deposits are received passively, through routine accrual and by legal requirement. Analysis of the Collection and of the pattern of accessions in recent years has indicated gaps and biases in some areas which GA will work to correct through grant aided surveys and focussed publicity.
- Accessions will be assessed for preservation and conservation needs on arrival and prioritised for cataloguing. All accessions will be cleaned and packaged before final location in the repositories.
- Collection Level descriptions will be prepared for receipt and added to CALM for each accession as a minimum. Small accessions (10 items or fewer) will be item listed on receipt. Bi-lingual finding aids will be produced for Welsh language accessions. All catalogues will be made available on-line via the Archives' dedicated website.
- Accessions will be prioritised on receipt using an agreed formula. The backlog of uncatalogued collections will be assessed and prioritised using a broader version of this adapted to considering series.
- Funding for cataloguing and conserving the backlog in line with identified priorities is sought from external grant awarding bodies. Sorting, detailed listing and cleaning may be carried out by non-professional staff and work experience volunteers under supervision as a development activity.

- Volunteers are employed to add value to catalogues through indexes, transcripts, summaries and digitisation. This information will be added to the CALM entry on the electronic catalogue.
- User demand is a factor in prioritising conservation and cataloguing, and in identifying series for potential digitisation for access. Accumulated data from production slips informs analysis of use as they cover removal of items from strongrooms for any purpose.
- Risk assessments will be routinely carried out for all activities and feed into the Disaster Preparedness Plan and the Business Recovery Plan which are regularly monitored.

Individual policies reflect these inter-relationships.

Core Values

Access Policy and Strategy

Community Engagement Strategy and Audience Development Plan

Media Use Policy

Collection Policy

Terms of Deposit

Preservation Policy and Strategy

Volunteer Policy

Welsh Language Scheme

August 2014