



## **Collection's Care Policy**

### **Introduction**

The Collection's Care Policy is a comprehensive statement of the activities Glamorgan Archives will undertake to safeguard the documents in its Collection.

There is an identified budget for collection's care.

All staff will have a responsibility for the care of the Collection. Ensuring that they have the relevant special skills, knowledge and abilities is central to this policy. The Archives is committed to staff development and employs professionally qualified conservators. Line management through to the Glamorgan Archivist is clearly identified.

Glamorgan Archives is a purpose-built facility of recent construction erected to a brief based on current best practice. Collection's Care will be based on standards, legislation and guidelines and take account of best practice.

All treatments, including cleaning and packaging, will be recorded and linked to the document entry on CALM.

All activities associated with the preservation and conservation of the Collection are routinely risk assessed.

### **Storage**

Document repositories in Glamorgan Archives will aspire to meet current standards. In these areas the temperature and relative humidity will be controlled within defined parameters and the environmental conditions monitored constantly.

The environmental and other building systems, including fire detection and suppression, air conditioning and security systems will be regularly maintained by approved contracts. Pest control procedures will be in place, regularly monitored and reported. Repositories will be regularly cleaned. The Collection will be shelved by size and format.

Access to the repositories will be restricted to members of staff. Contractors, volunteers and visitors accessing these areas will always be supervised by staff.

## **Packaging**

Secondary packaging will be provided for the entire Collection. All documents stored in repositories will have secondary packaging. All new accessions will be sorted, catalogued and cleaned as part of the accessioning process and packaged to archival standard, before receiving a permanent location. All existing holdings have secondary packaging and a renewal programme is in place which will address the legacy of sub-standard and ageing boxes and wraps. All individual packages will be barcoded and linked to the locations database.

## **Conservation**

In order to address the interventive conservation needs of the Collection a system of prioritisation will be applied to both new accessions and the existing Collection. Factors assessed are:

- Public demand, both expressed and anticipated
- Research/legal significance
- Degree of existing damage and potential future deterioration and degradation
- Opportunities for grant funding applications
- Suitability for use of surrogates

All conservation work will be carried out in accordance with the appropriate current standards, principles and best practice. All conservation work on the Collection will be carried out in the conservation Studio. Separate working and storage areas will be used for isolating contaminated accessions, for cleaning and for packaging. The Studio will be managed in accordance with current health and safety legislation. Every effort will be made to ensure that equipment used will be up to date and in line with developing conservation techniques. All materials used for repairs will be of archival and conservation grade.

## **Training**

As the greatest danger to documents is use, correct handling techniques by staff, volunteers and researchers are essential to the long-term preservation of documents. All staff and volunteers, irrespective of their role, will receive instruction in the safe and proper handling of documents as part of their induction training. Researchers will receive information and instruction in the correct handling of documents on registration and all document use will be supervised by trained staff at all times.

Glamorgan Archives' conservators must hold appropriate archive or allied conservation qualifications. Preservation Assistants will be encouraged to undertake appropriate qualification. All staff will be supported in improving and updating their skills and to network within their profession through attendance at courses, conferences and meetings of relevant professional groups.

## **Access**

When documents are taken from the repositories their location will be tracked at all times.

CCTV cameras monitor public areas all of which have staff controlled access. Staff will supervise any area where documents are produced to visitors. Volunteers using documents will always be supervised by staff in all area of the building.

Appropriate equipment including height adjustable tables, book wedges/pillows and weights will be provided to reduce the risk of damage to items in use.

The level of use of individual documents will be monitored to inform programmes for the provision of surrogates and conservation priorities. Conservation staff will assist access to fragile items. Procedures will be in place to supply copies of individual documents subject to legal restrictions, terms of deposit and conservation assessment.

Documents selected for internal display will be inspected by conservators in advance and monitored for potential degradation. External loans are subject to the External Loans Policy.

Advice on display, storage and security will be provided to depositors withdrawing their own documents.

### **Emergency response plan**

A disaster and emergency plan is in place. All staff will be made aware of this plan and adequately trained in its implementation. The plan will be regularly monitored and updated.

### **Standards and legislation**

*PD 5454:2012 Recommendations for the Storage and Exhibitions of Archival Materials*

*PAS 198:2012 Specifications for Managing Environmental Conditions for Cultural Collections.*

*BS 4971:2002 Recommendations for repair and allied process for the conservation of documents.*

*Health and Safety at Work Act (1974)*

*Control of Substances Hazardous to Health Regulations (1994)*

*Environmental Protection Act (1992)*

*Personal Protective Equipment Regulations (1992)*

*Collections Trust, Benchmarks in Collection Care: A Self-assessment Checklist (2011)*

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