

# Lancashire Archives

*Inspiring people and communities to explore their heritage: promoting and continuing to collect Lancashire's archives while preserving them for everyone to use and enjoy, now and in the future*

## Collections Management Policy

### 1 Our service function

Lancashire Archives exists to collect and preserve the county's unique and irreplaceable archives, making them accessible to everyone, now and in the future, and inspiring learning and creativity through their use.

### 2 Purpose of this Policy

- 2.1 The purpose of this policy, and the suite of related collections policies, is to define why and how Lancashire Archives acquires, preserves, develops, facilitates access to, and encourages engagement with the archive and printed book collections in its care.
- 2.2 The policy serves as a guide for archive service staff, and demonstrates to external organisations and individuals that Lancashire Archives has adopted recognised professional standards, and aims to follow good practice.
- 2.3 The policy is underpinned by the British Standards Institution *Code of practice for cultural collections management* PAS 197:2009, the requirements of the Archive Service Accreditation Standard, June 2018, and *Archives Unlocked*, 2017, The National Archives strategic vision for archives.
- 2.4 This policy and the suite of related policies have revised and replaced version1 of the service collection policies, adopted in 2014.

### 3 Definition and value of archives

'Archives are the record of the everyday activities of governments, organisations, businesses and individuals. They are central to the record of our national and local stories and are vital in creating cultural heritage and supporting public policy objectives. Their preservation ensures that future generations will be able to learn from the experiences of the past to make decisions about the present and the future'<sup>1</sup>

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<sup>1</sup> *Archives for the 21<sup>st</sup> century*, 2009

## **4 Statutory and legal basis for Lancashire Archives**

- 4.1 Lancashire Archives is the sole provider of archive services to Lancashire County Council and its constituent authorities under sections 224 and 226(5) of the Local Government Act 1972. This requires councils to make proper arrangements for any documents which belong to them, or are in their custody, and applies to records which are still in active use, as well as to those which are now inactive.
- 4.2 Lancashire Archives exercises the county council's powers in respect of historical, private and business records under the terms of the Local Government (Records) Act, 1962, as amended by the Local Government Act 1985. This empowers authorities to incur expenditure on facilities for the preservation, promotion of use, and public access to records of general or local interest, acquired by purchase, gift or deposit.
- 4.3 Since local government reorganisation in 1998 Lancashire Archives has also provided archive services to Blackburn with Darwen Borough Council under joint arrangements.
- 4.4 Lancashire Archives has been appointed by the Lord Chancellor as a place of deposit for local public records under the Public Records Act 1958 as amended 1967(especially in respect of s3(6) and s4(1)).
- 4.5 Lancashire Archives has been designated by the Master of the Rolls as a repository approved for the custody of manorial records under the Law of Property Act 1922 and the Law of Property (Amendment) Act, 1924 and the Manorial Document Rules 1959 and 1967; and for the deposit of tithe documents under the Tithes (Copies of Instruments of Apportionment) Rules, 1960 and 1963.
- 4.6 Lancashire Archives functions as a diocesan record office in respect of Anglican parishes within Lancashire and the dioceses of Blackburn, Liverpool, and Leeds, under the Parochial Registers and Records Measure 1978 (No 2) as amended by the Church of England's (Miscellaneous Provisions) Measure 1992 (No 1). It also serves as diocesan record office for the Roman Catholic dioceses of Lancaster and Salford and the Archdiocese of Liverpool.

## **5 Scope of the collections**

- 5.1 The geographical area served by Lancashire Archives is the present administrative county of Lancashire and the unitary authority of Blackburn with Darwen. The archive service also retains responsibility for archives created by

the administration of the county of Lancashire before 1974, which relate to the whole of the historic county.

- 5.2 The archive collections include material covering the historic County Palatine of Lancaster - from South Lakeland to Merseyside, Manchester and Warrington – and are of national and international importance as well as regional and local significance.
- 5.3 Lancashire Archives collections are among the largest in the North West covering almost 9 miles of shelving – about 1825 cubic metres in volume and comprising more than 5,300 separate collections. The archives are in a variety of materials and formats - parchment or vellum, paper, linen, volumes, microfilm and photographic material and audio and digital media - and range in size from tiny documents to rolled parchments or maps, which may be more than 6 metres in length. They document the county's diverse history and culture from the mid-twelfth century to the present day and include the archives of people, organisations and businesses in Lancashire, reflecting the changing landscape, communities and economy over nine centuries.
- 5.4 Lancashire Archives also manages a significant collection of books and printed material relating to people and places in the former County Palatine – the Lancashire Printed Collection. This supports the archive collections and provides a countywide local studies resource.

## **6 Management of the archive collections**

- 6.1 Lancashire Archives is an Accredited Archive Service. Archive Service Accreditation is the UK standard for archive services. It defines good practice and identifies agreed standards to support development and improvement throughout the sector.
- 6.2 Lancashire's archive collections are managed in accordance with its own approved policies, within The National Archives framework of standards and best practice guidance, and following the Code of Ethics of the Archive and Records Association, updated February 2020.
- 6.3 We select and acquire unique and irreplaceable archive material of enduring historical significance to the county of Lancashire, and the unitary authority of Blackburn with Darwen, in accordance with our **Collections Development Policy** and plans. We accept regular transfers of material from the Records Management service of Lancashire County Council to ensure that the archives of our parent organisation are preserved. We offer facilities for organisations and individuals to donate or deposit archive collections for safekeeping and for the benefit of research. Our **Collections Development**

**Plan** aims to ensure that our archive collections continue to reflect the diverse and changing community we serve.

- 6.4 We list, catalogue and record and provide information about the archive collections in accordance with our **Collections Information Policy** and **Collections Information Plan**. Cataloguing is carried out by trained and qualified archivists. We document our collections in accordance with appropriate professional standards and make collection level entries available online for all archive collections following the International Council on Archives *General International Standard of Archival Description* [ISAD(G)].
- 6.5 We preserve, care for and undertake archive conservation work on the archive collections in accordance with our **Collections Care and Conservation Policy**. We follow the guidance in BS 4971:2017 *Conservation and care of archive and library collections*, PAS 197:2009 *Code of practice for cultural collections management*, and 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*.

We ensure that the archives are preserved to the best current professional standards by storage in archive-quality packaging in purpose-built, climatically-controlled strongrooms and on secure digital servers or storage media, as well as by supervised use of the collections and an ongoing programme of condition surveys and assessment followed by appropriate remedial action.

- 6.5.1 Preventive Conservation underpins the long-term survival and accessibility of the archive collections. It is carried out by trained and qualified staff, and by volunteers under supervision, and is undertaken in accordance with health and safety requirements and nationally recognised standards.
- 6.5.2 Interventive repair of archives is undertaken where necessary. It is carried out by trained and qualified staff and undertaken in accordance with health and safety requirements and nationally recognised standards – BS 4971:2017 *Conservation and care of archive and library collections*, and the Institute of Conservation's Professional Standards and Code of Conduct 2014.
- 6.5.3 Born-digital records are stored on secure digital servers with regular backups. File fixity information is recorded for each folder and checked at regular intervals to ensure integrity. 2014.

6.6 We provide access to Lancashire's archival heritage in accordance with our ***Access Policy and Standards*** and with respect to the Equality Act 2010, the Freedom of Information Act 2000, the Data Protection Act 2018, the Environmental Information Regulations and current and relevant Copyright legislation.

6.6.1 We provide direct public access, free of charge and (in normal circumstances) without appointment, in our public searchroom. We subscribe to the Archives Card, a national reader's ticket system managed by the Archives and Records Association. 'We recognise our statutory duty to eliminate unlawful discrimination of all kinds and are committed to promoting equality of opportunity in all aspects of the service'<sup>2</sup>  
Staff are available in the searchroom to assist visitors to find the information they need, to interpret the archive collections and to ensure safe and careful handling of the material.

We recognise the value of displaying archives as well as the risks of exhibiting original archival material. Any individual or organisation seeking to exhibit Lancashire archives must comply with our terms and conditions for loan and sign the ***Exhibition Loan Agreement***.

## **7 Management of the Lancashire Printed Collection**

7.1 The Lancashire Printed Collection is housed by Lancashire Archives. We manage, develop and preserve it in accordance with the ***Lancashire Printed Collection Policy*** and the ***Lancashire Printed Collection Procedures***.

7.2 Professional advice and support in developing, classifying and cataloguing the collections is provided by qualified Librarians who are members of CILIP (The Chartered Institute of Library and Information Professionals).

7.3 The collection is listed on the Lancashire Library catalogue.

## **8 People and Training**

8.1 We manage, preserve and conserve our archive and printed book collections effectively by providing an adequate level of staffing and ensuring that the people who work here understand the value and significance of the collections and are appropriately skilled and trained.

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<sup>2</sup> Lancashire Archives Access Policy Statement

- 8.2 We deliver Lancashire County Council's stated performance management objectives through management support, service induction plans, opportunities for continued learning and professional development and regular performance engagement meetings to ensure that all staff have the necessary skills and abilities to meet their work objectives and carry out their defined roles in supporting the preservation of our archive collections.
- 8.3 We have a well-established archive volunteer programme. Volunteers are recruited through the Lancashire Volunteer Partnership and provided with appropriate training. They undertake a range of tasks which support the preservation of the archive collections and improve collections information to make material more accessible. They do not undertake work which would normally be carried out by salaried staff.
- 8.4 We manage the health, safety and wellbeing of all staff and volunteers working with the archive collections, in accordance with the Health and Safety at Work Act 1974 and the COSHH (Control of Substances Hazardous to Health) Regulations 2002 and Lancashire County Council's Health and Safety Policy and our own **Record Office premises Arrangements for health, safety and wellbeing**. And we provide, as far as is reasonably practicable, a safe environment for all visitors to the record office building.
- 8.5 Lancashire Archives is an Institutional Member of the Archives and Records Association (INA0012) and a member of the National Conservation Service.
- 8.6 Professional archivists and archive conservators are encouraged to become registered members of the Archives and Records Association. They are expected to subscribe to its Code of Ethics and to continue to develop their professional knowledge and skills. Accredited archive conservators also subscribe to the ICON (Institute of Conservation) code of conduct. Librarians subscribe to the CILIP set of ethical principles and code of professional practice for library, information and knowledge professionals.

## **9 Monitoring and Review**

- 9.1 The strategic aims for managing Lancashire's archive collections have been incorporated into a Forward plan. These form the basis of the annual plan for Lancashire Archives to ensure that the aims are met and that they contribute to the goals of the Libraries, Museums, Culture and Archives service and the vision and strategic objectives of Lancashire County Council.
- 9.2 The Forward Plan is reviewed annually, together with the Collections Development, Collections Information and Collections Care and Conservation plans. The annual team plan is reviewed quarterly. The archive service has

key performance indicators (KPIs) which are measured quarterly and contribute to the overall performance of the Libraries, Museums, Culture and Archives service.

## **10 Policy Approval and Communication**

- 10.1 This **Collections Management Policy**, together with the associated, **Collections Development Policy**, **Collections Information Policy**, **Collections Care and Conservation Policy** and **Access Policy**, will be approved by Lancashire County Council's Cabinet.
- 10.2 The policies will be reviewed no later than 5 years after the date of approval.
- 10.3 The policies will be communicated to all interested parties and made available to the public on Lancashire County Council's website.





# Lancashire Archives

## Collections Development Policy

### 1 Purpose of Policy

- 1.1 This policy is one of several existing policies relating to different elements of the heritage collections preserved and managed by Lancashire County Council. The aim of the policies is to ensure that the diverse elements of the heritage collections, in libraries, museums, and Lancashire Archives, are properly managed, preserved and are made available in the most appropriate manner to ensure their long-term survival and usability.
- 1.2 This policy forms part of the suite of policies relating specifically to the collections held by Lancashire Archives. It should be read in conjunction with the **Collections Management Policy** which provides a definition of archives and describes the statutory and legal basis for Lancashire Archives and the management of its collections, the framework of standards within which it operates and the code of ethics followed by staff developing the collections.
- 1.3 This policy explains in more detail what Lancashire Archives collects and how we will ensure that our collections continue to be a unique resource for everyone researching any aspect of Lancashire's past.
- 1.4 We will review this policy no later than 5 years after the date of approval.

### 2 Scope of existing archive collections

- 2.1 Lancashire Archives holds more than 5348 separate archive collections in a variety of formats. They document the county's diverse history and culture from the twelfth century to the present day and include the archives of individuals, families, organisations, local authorities and businesses in Lancashire, reflecting the changing landscape, communities and economy over nine centuries.
- 2.2 The archive collections include material covering the pre-1974 county of Lancashire - the historic County Palatine of Lancaster - which stretched from South Lakeland to Merseyside, Manchester and Warrington. Many of the collections are of national and international importance as well as regional and local significance.
- 2.3 Today, Lancashire Archives collects unique and irreplaceable archives and other relevant material of enduring historic value relating to the areas administered by Lancashire County Council and Blackburn with Darwen

Borough Council. It preserves them and makes them available for use so that people and communities can explore their heritage.

- 2.4 Lancashire Archives accepts regular transfers of material from the Records Management service of Lancashire County Council in accordance with agreed retention schedules or following appraisal.
- 2.5 Lancashire Archives offers facilities for organisations and individuals to deposit or donate archive collections for safekeeping, and for the benefit of research, in accordance with our current terms of agreement for the donation and deposit of records. We prefer to receive archives and other material as gifts, although we accept long-term loans and make occasional acquisitions by purchase. The Friends of Lancashire Archives support us with grant funding where this is required.
- 2.6 The main types of official archives we collect are:
- local authority archives including those of Lancashire County Council, district and parish councils, and their predecessors, including Quarter Sessions and Poor Law unions
  - Public Records for which Lancashire Archives is the appointed the place of deposit. These are from organisations funded by central government such as hospitals, prisons and new towns
  - archives relating to all faiths and religious groups
  - tithe maps and schedules
  - manorial records
- 2.7 Lancashire Archives also collects archives from private individuals, organisations and businesses. These include:
- records of clubs and societies and charitable organisations
  - records of local community groups
  - business archives
  - personal and family papers, including letters, diaries and photographs
  - archives of trade unions, political parties and pressure groups
- 2.8 We also collect other material which complements the archive collections, including:
- books and other printed material –the Lancashire Printed Collection
  - photographs and other image formats
  - ephemera
  - copies of significant archives relating to Lancashire but held elsewhere

- 2.9 Occasionally, we may accept artefacts which relate specifically to archive collections, in consultation with Lancashire County Museums Service; for example medals, awards, or textiles.
- 2.10 Lancashire Archives will always aim to identify the most appropriate repository for archives it is offered and is mindful of the collecting policies of other local and regional organisations.

### 3 Exceptions

- 3.1 There are some situations when we will not collect archives relating to Lancashire or when we might collect archives from outside the stated administrative boundaries.
- Film recordings are sent the North West Film Archive<sup>3</sup>, where there are appropriate facilities for storage and access, unless the material is in a digital format and forms part of an archive which cannot be split up.
  - The Archives Service Manager may occasionally accept significant archives that fall outside the terms of this policy if they appear to be at risk of being destroyed or lost. In this situation, we would seek to ensure their transfer to an appropriate repository as soon as possible.
  - We will not accept records if required to place unreasonable restrictions on public access.
  - Occasionally we will collect archives and other material from outside present-day Lancashire. These usually relate to organisations which operate across local authority boundaries, or to Lancashire- based individuals and their experiences elsewhere.
  - Occasionally the condition of collections and the cost of preservation outweigh the value of retention.

### 4 Appraisal/Acquisition of archives

- 4.1 When archives are offered to Lancashire Archives, a professionally qualified archivist assesses their significance, with reference to this policy and our ***Appraisal Guidelines***, as well as considering the impact of the potential acquisition on the service in terms of care and conservation, in order to decide what should be accepted.
- 4.2 Lancashire Archives, on behalf of Lancashire County Council, uses the ***Terms of agreement for the deposit of archive material*** and the

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<sup>3</sup> North West Film Archive, Library Services Special Collections at Manchester Metropolitan University.

***Agreement for a gift of archive material*** to assert its responsibility for the archives it acquires.

- 4.3 Individual items or collections accepted by Lancashire Archives on behalf of Lancashire County Council are recorded and documented in accordance with our ***Collections Information Policy***.

## **5 Developing the archive collections**

- 5.1 Lancashire Archives aims to ensure that its collections represent, as fully as possible, the past activities of all communities within its collecting area. To achieve this we seek to address the existing weaknesses of our collections while continuing to build on their many strengths.

### **5.2 How we identify gaps in our collections**

Lancashire Archives will continue to identify aspects of the county's history which are not sufficiently represented in our collections, as well as areas which may be over-represented. We will do this by:

- continually working to increase and improve the information we have about our collections
- analysing information in our electronic collections management system
- consulting with key stakeholders including our customers, people with expert historical knowledge and depositors
- reviewing our ***Collections Development Plan*** each year

### **5.3 What gaps are there?**

There are some significant gaps in the collections held by Lancashire Archives, so we are particularly interested in acquiring archives from:

- individuals and families, particularly 20<sup>th</sup> century material
- post-1974 local authorities
- Christian churches associated with minority communities
- other faiths
- all business sectors, but especially local and smaller businesses, including retail and financial and some professions, such as architects, dentists, doctors and opticians
- all industrial sectors, but particularly aerospace, agriculture, construction and high specification engineering
- voluntary organisations and charities
- local pressure groups
- trade unions and employers and business organisations
- politicians and political parties
- minority groups e.g. LGBTQ, Black, Asian and minority ethnic, Eastern European, disabled people

- societies and clubs
- professional and amateur sports clubs and regional sporting organisations
- arts organisations
- public responses to significant events

#### 5.4 **How we will make our collections more representative**

A five-year ***Collections Development Plan*** outlines how these gaps will be addressed in the medium term. Lancashire Archives' annual plan contains specific targets for acquiring archives in areas that are under-represented.

To ensure that we make these acquisitions we will:

- promote the idea of depositing archives to relevant individuals and organisations:
  - online, including the use of social media
  - by attending appropriate events
  - using leaflets and posters
  - through direct contact with relevant organisations and individuals to discuss their archive collections and the benefits of depositing archives
- monitor auction catalogues
- work with our colleagues in other Lancashire County Council services, to:
  - identify potential depositors in the communities they work in
  - secure the transfer of relevant archives currently held in libraries and museums

## 6 **Disposal of archives**

Sometimes we decide that archives are not sufficiently significant to be preserved permanently.

- 6.1 This decision may be made during the initial selection and appraisal process, but there may also be occasions after archives have been acquired when a collection is reviewed and we decide that the material is no longer worth preserving permanently.
- 6.2 Unwanted material will be treated in one of the following ways:
- returned to the depositor
  - confidentially destroyed, with the depositor's permission, by an approved contractor, in accordance with Lancashire County Council's *Information Governance policy no 9 – Retention and Disposal/ Destruction Policy, 2020*.
  - transferred, with the depositor's permission, to another archive service

- 6.3 The appraisal and disposal of material will be recorded in Lancashire Archives' collections management system.

# Lancashire Archives

## Collections Information Policy

### 1 Purpose of Policy

- 1.1 This policy is one of several existing policies relating to different elements of the Heritage collections which are preserved and managed by Lancashire County Council. The aim of the policies is to ensure that the diverse elements of the Heritage collections are properly managed and preserved, and are made available in the most appropriate manner to ensure their long-term survival and usability.
- 1.2 This policy forms part of the suite of policies relating specifically to the collections held by Lancashire Archives. It should be read in conjunction with the ***Collections Management Policy***, which provides a definition of archives and describes the statutory and legal basis for Lancashire Archives and the management of its collections, the framework of standards within which it operates, and the code of ethics followed by staff documenting the collections.
- 1.3 This policy explains in more detail how Lancashire Archives documents its archive collections.
- 1.4 We will review this policy no later than 5 years after the date of approval.

### 2. General principles

- 2.1 Lancashire Archives recognises that good documentation of its collections, through accessioning, cataloguing and other activities, is fundamental to collections management and to good public access.
- 2.2 Professionally-qualified archivists, committed to the Code of Ethics of the Archives and Records Association UK and Ireland, are responsible for the quality of the information provided by Lancashire Archives about its collections.
- 2.3 Newly-created collections information largely meets common international standards and principles governing the creation of catalogues for archives.
- 2.4 Lancashire Archives is committed to improving the quality of collections information in terms of its structure and completeness, particularly in terms of current standards.

- 2.5 This commitment is balanced, with the need to facilitate access to the archive collections by making available information written before the development of current standards, or information intended originally as a draft.
- 2.6 Our aim is to consolidate all collections information, in a consistent manner, conforming to agreed standards, in CALM, our collections management software application.
- 2.7 Our ***Collections Information Plan*** shows how we intend to make progress in this area.

### 3. Acquisitions

Recording the provenance of archive material acquired by Lancashire Archives is essential in preserving the integrity of Lancashire's archival heritage.

- 3.1 As much relevant information as possible about the archives is gathered and recorded at the point of acquisition.
- 3.2 Information about all acquisitions made since the archive service was established in 1940 is recorded in CALM.
- 3.3 Each accession record in CALM has a unique reference and is completed with:
- a preliminary indication of the scope, content and creation dates of the archives
  - information about the legal status of the acquisition, any restrictions on access, and information relating to intellectual property rights and data protection.
  - the bulk of the acquisition expressed in cubic metres (m3) for physical collections or mega bytes and gigabytes (MB and GB) for digital material.
  - the date of acquisition
  - information about appraisal decisions
  - a status indication, enabling the processing of each acquisition to be tracked.
- 3.4 Information about depositors, vendors and donors, who receive a formal receipt for each acquisition, is stored in the Depositors database in CALM in accordance with current data protection legislation.
- 3.5 An annual return of acquisitions is supplied to The National Archives through the *Accessions to Repositories Survey*. Relevant material is also notified to the Manorial Documents Register.



## **4. Cataloguing**

Existing catalogues, providing detailed information about collections to item level, and the ongoing cataloguing programme at Lancashire Archives underpin the promotion and management of public access to archive collections.

- 4.1. Lancashire Archives coordinates cataloguing through service planning to achieve a strategic, managed and flexible approach to creating new and improved information about the collections in its care, whether traditional archive collections or born-digital archives.
- 4.2. Lancashire Archives' catalogues largely conform to the General International Standard of Archival Description (ISAD (G)) We are working towards greater conformity with this and to the International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR (CPF)) and the National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names.
- 4.3. Newly completed catalogues are usually made available in hardcopy format in the Lancashire Archives searchroom and in LANCAT, our online catalogue. A copy is also provided to the donor or depositor. Large catalogues may be available only in electronic format.

## **5. Other listing and descriptions**

- 5.1. We recognise that interim box-listing, draft lists or high-level collection descriptions provide a helpful and more immediate means of access to collections, before they can be fully catalogued.
- 5.2. These types of description are made available in hardcopy format in the Lancashire Archives searchroom and in LANCAT, our online catalogue.
- 5.3. Lancashire Archives has an historic accumulation of material which is not fully catalogued. This is not easily accessible to the public, and may include material more suitable for transfer or disposal. In 2019-2020, a pilot project produced summary descriptions of some uncatalogued collections and a full assessment of their extent and provided a basis for better identifying cataloguing priorities. We will continue to explore possibilities for funding to continue this work to reduce key areas of backlog and achieve a meaningful description of all material held.
- 5.4. Summary information about our collections in the form of thematic handlists and other types of guide are produced and made available online and in hardcopy format in the Lancashire Archives searchroom.



# Lancashire Archives

## Collections Care and Conservation Policy

### 1 Purpose of the Policy, monitoring and review

- 1.1 This policy forms part of the suite of policies relating specifically to the collections held by Lancashire Archives. It should be read in conjunction with the ***Collections Management Policy***, which describes the statutory and legal basis for Lancashire Archives, the preservation and management of its collections, the framework of standards within which it operates and the code of ethics followed by staff caring for and working on the collections.
- 1.2 The *Collections Care and Conservation Policy* outlines the strategic approach of Lancashire Archives in caring for and conserving its archive collections to ensure that they will be available for future generations to use and enjoy. It provides a comprehensive statement on the preservation of the archive collections and communicates the principles that guide the conservation activities necessary for their long-term protection and security.
- 1.3 The *Collections Care and Conservation Policy* provides a framework to aid managerial decisions on future development, a source of information to staff who share a common responsibility in caring for the collections, a statement of commitment to archive users and depositors, a supporting document to facilitate funding applications, and a benchmark to improve standards and measure performance.
- 1.4 The following British Standards underpin this policy:  
*BS 4971:2017 Conservation and care of archive and library collections;*  
*PAS 197:2009 Code of practice for cultural collections management;*  
*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.*
- 1.5 The Archives Service Manager, the Senior Archivist and the Archive Conservators are responsible for developing the *Collections Care and Conservation Policy* and for ensuring that it is implemented, monitored and reviewed.
- 1.6 The Archives Service Manager is responsible for ensuring that there is adequate funding for collections care and conservation at Lancashire Archives and sufficient trained staff with appropriate knowledge to accomplish long-term objectives in this area.

- 1.7 We will review this policy no later than 5 years after the date of approval.

## **2 Collections Care and Conservation principles**

- 2.1. Lancashire Archives stores archival material, whatever its nature or format, in secure and suitable accommodation with appropriate environmental conditions and environmental monitoring.
- 2.2 We follow relevant national standards and best practice, and a professional code of ethics, in all aspects of collections care and conservation
- 2.3 We adopt a risk management approach to collections care and conservation, with an ongoing programme of benchmarking, condition surveys and assessment followed by appropriate remedial action.
- 2.4 We provide access to archives, while ensuring their protection and minimising the risk from handling.
- 2.5 We care for our born-digital and digitised collections in accordance with our ***Digital Preservation Policy***
- 2.6 We carry out remedial conservation work, using appropriate techniques to stabilise and slow down further deterioration with the minimum of intervention.

## **3 Accommodation for the archive collections (including fire safety)**

Lancashire Archives aims to fulfil the recommendations of BS 4971:2017 *Conservation and care of archive and library collections*; and BS EN 16893: 2018 *Conservation of Cultural Heritage – Specifications for the location, construction and modification of buildings and rooms intended for the storage or use of cultural heritage collections*.

- 3.1 The archive collections are housed in purpose-built accommodation comprising eight strongrooms in two linked buildings. The 1988 addition was described as 'one of the very few repositories to have implemented the [BS 5454] recommendations in full<sup>4</sup>'
- 3.2 In the strongrooms archive collections are stored, according to their physical nature and condition, on clearly-labelled mobile and static steel shelving, wall-mounted metal map racks, and in plan chests and drawers.

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<sup>4</sup> *Archive Buildings in the United Kingdom 1977-1992* the Royal Commission on Historical Manuscripts, 1993

- 3.3 Lancashire County Council's Facilities Management Service inspects and maintains the buildings and implements regular testing and servicing of the fire detection and alarm systems.
- 3.4 All 8 strongrooms are constructed to withstand fire and are fitted with 4-hour fire doors. Smoke detectors are located throughout the building and an automated fire detection and alarm system, compliant with BS 5839-1:2017 *Fire detection and fire alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance*, is linked to the Lancashire Fire and Rescue Service. Automatic fire extinction is not installed because of the controls in place, and because of proximity to the fire station. In the event of a fire, an automated system of dampers stops airflow in the trunking of the air-conditioning system.
- 3.5 Lancashire County Council's **Fire Risk Assessment** for the record office buildings considers the risk to the archive collections as well as to staff and visitors, and documents the measures in place to minimise the risk of fire. It is held by the Facilities Management Service.
- 3.6 The onsite storage accommodation is approaching capacity. We have procured offsite archival storage accommodation compliant with BS EN 16893:2018, and will use it for little-used collections and/or collections for which surrogates are available.

#### 4 **Security of the archive collections**

Appropriate levels of security reduce the risk of vandalism and theft.

- 4.1 External security is provided by a perimeter fence and gates, which are padlocked after hours. There is security lighting and surveillance by video-recording infrared cameras monitored by Lancashire County Council. An intruder alarm is provided to meet the requirements of DD 245:2002 *Code of practice for the management of false alarms* and PD 6662:2000 *Scheme for the application of European standards for Intruder Alarm systems*. It is auto linked (via a red care auto dialler) to CHUBB Central Monitoring Station and then in turn to an external security company.
- 4.2 All doors are fitted with appropriate locks. Access to the staff and strongroom areas is restricted to relevant staff and operated by electronic security badges.
- 4.3 Lancashire Archives subscribes to the Archives and Records Association Archive Card. Everyone visiting Lancashire Archives is required to log in and out of the building. We issue badges to volunteers and accompany visitors at all times.

- 4.4 Searchroom staff operate a security barrier to allow access to and from the secure area of the searchroom where archives are consulted.
- 4.5 We provide lockers so that visitors can secure their personal possessions and do not bring large items and bags into the secure area of the searchroom.

## **5 Environmental control and monitoring**

Lancashire Archives aims to provide environmental conditions which conform with BS 4971:2017 *Conservation and care of archive and library collections* and BS EN 16893:2018 *Conservation of Cultural Heritage – Specifications for the location, construction and modification of buildings and rooms intended for the storage or use of cultural heritage collections*.

- 5.1 Air-conditioning systems, replaced in 2011, operate in both buildings. Lancashire County Council's Facilities Management Service maintains the plant and undertakes remote monitoring of temperature and relative humidity in the each of the eight archive strongrooms and the public areas.
- 5.2 Archive conservators also use electronic thermohygrograph data loggers programmed to capture environmental monitoring data every 30 minutes. We check these readings daily and analyse them monthly. Key archive staff receive emailed alerts if readings fall outside desired parameters.
- 5.3 Detailed investigation is made and corrective action taken if readings make a significant excursion outside the desired parameters of 35%-55% RH (relative humidity) and 14°C-20°C.
- 5.4. In order to reduce the risk of UV and light damage the archive storage areas have no windows. Energy-efficient artificial lighting has automatic emergency mechanisms and the fluorescent tubes are protected by diffusers. Windows in public and staff working areas are fitted with vertical blinds. An automatic presence-detection system controls the strongroom lighting and minimises light exposure for the collections.
- 5.5 Lancashire Archives recognises the importance of a safe clean environment in the storage areas and the value of good housekeeping in collections care. All strongrooms are cleaned regularly, on a cyclical rota, and are inspected by the archive conservators as part of the routine monitoring of these areas. This is undertaken at least twice each week.
- 5.6 Pest monitoring is conducted by the placement of sticky insect blunder traps within strongrooms and storage areas. These are checked and analysed monthly so that any pest discovery can be identified, the risk to collections assessed, and appropriate corrective action taken.

5.7 At Lancashire Archives collections care is the responsibility of every member of staff. Wherever possible we survey and treat potential new accessions at source to minimise the risk of infestation and of carrying and transporting contaminated material.

5.8 New accessions are stored in the Loading Bay where we inspect and assess them for further action. We clean all dirty items and rehouse them in archival packaging materials. If we discover mould or pest activity we isolate the item or collection, and the conservation team undertakes appropriate cleaning or treatment.

## **6 Packaging and storage of the archive collections**

Appropriate cleaning, packaging and storage reduces the risk of damage to the archive collections. Archival-quality enclosures, packaging and storage furniture provide protection from light, dust, handling and mechanical damage. They also provide a buffer against environmental fluctuation and aid document production and access. Within the strongrooms collections are stored on mobile and static steel shelving, wall-mounted metal map racks, and in plan chests

6.1 Archive-quality materials are used for all enclosures, packaging and mounting. These include high quality acid-free paper and board, polyester sleeves and high purity papers for photographic enclosures, Tyvek seal bags, unbleached tape, and brass paperclips, all of which meet the technical specifications recommended in BS 4971:2017, and are purchased from reputable archive conservation suppliers.

6.2 The in-house box-making service makes most folders and boxes. A flatbed digital cutting machine and software creates both standard and bespoke packaging. This provides the optimum storage solution for the archive collections – an acid-free environment of light, but strong and stackable reusable packaging, which is safe for long-term storage, and easy for staff to handle. Supplies of standard boxes and enclosures, and polyester sleeves, are readily available for use.

6.3 We assess the physical condition of all new accessions in a designated area and provide appropriate preventive conservation treatment, including cleaning. Contaminated archive material, which has the potential to harm or infect other collections, is placed in isolation and assessed by trained conservation staff who determine appropriate treatment.

6.4 We carry out an ongoing programme of re-boxing and of cleaning and repackaging earlier accessions which are not housed to current standards.

- 6.5 We store archives in the strongrooms according to their physical nature and condition - on shelves, in plan chests, drawers and boxes as appropriate for their format. The location of items is clearly indicated by shelf signs and labels.
- 6.6 We seek to maintain a tidy and safe environment in the strongrooms. We carry out annual risk assessments and manual handling training to ensure up-to-date procedures for the safety of staff and collections.

## **7 Conservation treatments**

Remedial conservation is essential for the long-term survival and accessibility of the archive collections.

- 7.1 At Lancashire Archives a trained and qualified archive conservator carries out remedial conservation work and conservation treatments. Work is undertaken in accordance with health and safety requirements and appropriate risk assessments, and following nationally recognised ethical and technical standards – especially BS 4971:2017 *Conservation and care of archive and library collections*, and the Institute of Conservation's *Professional Standards and Code of Conduct* 2014.
- 7.2 Archive conservators carry out condition surveys and audits using the *Benchmarks in Collection Care* assessment tool to inform the direction of conservation work. By auditing current practice, and identifying archives likely to deteriorate because of chemical or mechanical damage, we can determine future conservation priorities.
- 7.3 We prioritise the treatment of individual items depending on user demand, the context of the item within the collection, or its physical condition.
- 7.4 We assess material before undertaking conservation work in order to determine the most appropriate treatment.
- 7.5 We carry out reversible remedial conservation treatments with the minimum of intervention in order to retain the integrity and authenticity of the item. The future storage format, storage location, and anticipated use of the item also influence the level of treatment applied.
- 7.6 We record all conservation treatments and examinations through condition reports, and include photographic documentation where appropriate.
- 7.7 We use the CALM archive management system to record information about the physical condition of archives, and are working towards incorporating conservation requirements and treatment documentation there also.



## 8 Access and Handling

Lancashire Archives welcomes people from all sectors of the community and aims to provide access for everyone in accordance with the ***Lancashire Archives Access Policy and Standards***.

- 8.1 Lancashire Archives makes catalogued archives available to all users for consultation in appropriately controlled and supervised conditions, and in accordance with the current ***Searchroom Rules***. Uncatalogued material or archives deemed to be at risk in their present format or condition may be produced under supervision, following advice from an archive conservator. We do not produce any materials assessed as too fragile or at risk.
- 8.2 Access to archives is subject to legitimate closure requirements, the reasonable wishes of the depositor, and the physical condition of the item.
- 8.3 Lancashire Archives supports the use of surrogate copies and makes them available where the condition of the original material is unstable, or where current or anticipated use will pose a threat to its survival. We provide both microfilm and digital surrogates. Researchers are encouraged to use these to minimise handling and reduce the risk of further damage to the original.
- 8.4 The greatest vulnerability of archive collections is through handling. The archive conservators train both staff and volunteers in the proper handling of archives and in promoting best practice in the searchroom.
- 8.5 We provide equipment and training for the movement and production of archives to minimise the risk of physical damage. We also provide handling aids and guidance for the correct handling of specific materials.
- 8.6 We provide researchers with appropriate aids (including book cushions, protective polyester sheets, and a variety of weights) to protect books and archives, and give instruction on their use.
- 8.7 Lancashire Archives recognises the value of using digital technology to increase access to archives and safeguard the collections. Many archive catalogues are available remotely through the online catalogue, LANCAT, and The National Archives *Discovery* website. An increasing number of original Lancashire archives is also being made available online. Digitisation is carried out in line with our ***Digitisation Policy***.
- 8.8 We supply photocopies and digital copies of documents in accordance with our ***Copying Policy*** to allow remote access to the collections.

- 8.9 Lancashire Archives recognises both the benefits of displaying archives and the risks of exhibiting original documents. Material from the archive collections is made available for exhibition in line with national and professional standards. Institutions and individuals borrowing original material for exhibition are required to comply with the terms and conditions specified in our ***Exhibition Loan Agreement***.

## **9 Disaster planning**

- 9.1 Lancashire Archives maintains a service-specific ***Emergency Preparedness, Resilience and Response Plan***, which sits within Lancashire County Council's corporate plans and the Libraries, Museums, Culture and Archives plan. This ensures protection of the buildings, archive collections and staff as well as the most appropriate response to recover archival holdings and make provision for business continuity and recovery in the event of an emergency. The plan has provision for staff training and testing.
- 9.2 Lancashire County Council subscribes to Harwell Document Restoration Services as a Priority User. Harwell will provide recovery and emergency salvage services in the event of a disaster.
- 9.3 Disaster and recovery materials and equipment are located in the Conservation workshop in a designated 'Disaster Bag'. Items that should be contained in the bag are listed on a card in the front of the bag. Plastic sheeting is located in the Conservation workshop in a floor-level, brown plastic crate marked 'Emergency Plastic Sheeting'. All items are checked and monitored annually to ensure they are replaced after use or expiry.

## **10 Communication and training**

- 10.1 Lancashire Archives provides advice and guidance on best practice and the importance of collections care to other Lancashire County Council services, outside organisations and institutions, community groups, owners of private archives and the public.
- 10.2 We communicate an understanding of the nature and value of archives and the importance of collections care and appropriate conservation through outreach activities and in exhibitions, publications and information leaflets.
- 10.3 We support and develop staff to deliver high quality services in line with the framework of Lancashire County Council's corporate strategy, the LMCA training plan, and the Lancashire Archives ***Training and Development Policy***. All staff and volunteers are trained in handling archives and in safe working practices and emergency procedures.

- 10.4 Lancashire Archives maintains active professional relationships with the archival and preservation communities and organisations in the UK, including the Archives and Records Association and the Institute of Conservation. We subscribe to membership of the National Conservation Service, which provides professional and technical advice, support and training.
- 10.5 This policy will be communicated to all interested parties and made available to the public on Lancashire County Council's website.



# Lancashire Archives

## Access Policy

### Access Policy Statement

*Lancashire Archives collects and preserves archives and documents to provide a unique resource for everyone interested in Lancashire's history and people.*

*We recognise the diversity of people and communities and welcome everyone, including people from outside Lancashire. We seek to identify and eliminate all forms of discrimination and are committed to promoting equality of opportunity in all aspects of the service. We want to make our information and services more accessible to the people we serve.*

### Access to the building

We provide direct public access to Lancashire's archive collections, free of charge, and (in normal circumstances) without the need for an appointment or reservation, in the public searchroom of the Lancashire Archives building in Preston. Staff help visitors to find the information they need and can assist in reading and interpreting the archive material.

The building is fully accessible for disabled people.

It is normally open to the public for at least 30 hours per week, at the following times:

Monday	Closed
Tuesday	9.30am-5.00pm (second Tuesday of each month till 7.00pm)
Wednesday	9.30am-5.00pm
Thursday	9.30am-5.00pm
Friday	9.30am-5.00pm
Saturday	10.00am-4.00pm (second Saturday of each month only)

There is a small pay and display visitors' car park with parking for Blue Badge holders

### Access details

**Lancashire Archives**  
**Bow Lane**  
**Preston**  
**PR1 2RE**

Phone: + 44 (0)1772 533039

Email: [archives@lancashire.gov.uk](mailto:archives@lancashire.gov.uk)

Website: [www.lancashire.gov.uk/archives](http://www.lancashire.gov.uk/archives)

Twitter: [@lanchistory](https://twitter.com/lanchistory)

## **Access to the archive collections**

We provide direct public access to the archive collections in accordance with our *Collections Management Policy*, our *Access Standards* and our *Searchroom Rules* and relevant legislation [see statutory framework *below*].

We make archive collections available to people who

- hold a current ARA Archives Card
- have registered their presence in the searchroom
- agree to comply with the *Searchroom Rules*

We make archive collections available unless

- there is a statutory exemption prohibiting access
- the owner of the collection has placed a restriction on access
- access is likely to cause physical harm to the archives
- there is a surrogate or other alternative copy available

### **People visiting Lancashire Archives in person to use the archive collections may:**

- use a variety of guides, lists and indexes to identify archive collections which may assist their research
- pre-order archives to look at when they visit
- research original archive material
- use access copies of sound material and born-digital material. We recommend that people enquire in advance whether a particular recording can be made available.
- use surrogate copies of archives held here or elsewhere
- use the extensive Lancashire Printed Collection to provide secondary source material to enhance their research
- access the internet free of charge in connection with their research
- consult staff about the archive collections, research skills, and other avenues of research
- order copies of archive material (chargeable)
- take their own photographs of archive material (for a facility fee)

## **Access to the archive collections from a distance**

We respond to enquiries about the archive collections received by letter, email and telephone in accordance with our *Access Standards* and Lancashire County Council's corporate strategy.

### **People wanting to use Lancashire Archives collections from a distance may:**

- view our website to find information about the service and the archive collections and to search lists and indexes online

- search our online catalogue, LANCAT, to identify archive collections which may assist their research
- search *Discovery* catalogue on the National Archives web site to identify Lancashire archive collections which may assist their research
- view an increasing number of Lancashire records online through *Ancestry* and *Find My Past*
- write, email or telephone with an enquiry about our archive collections or for general information about the service
- order copies of archives through our website
- choose to employ a record agent from our published list to carry out research on their behalf
- search the Lancashire Library catalogue to identify books which might assist their research

### **Access to copies of material from the archive collections**

We supply copies of material in accordance with our *Copying Policy* and relevant legislation.

We supply copies of archives to people who:

- have received a quotation for the cost of the copies and have paid in full in advance for all the copies they require
- have completed and signed a copyright declaration form for each item requested or have agreed to the copyright terms as part of the online ordering process

We make and supply copies of material from archive collections unless:

- there is a statutory exemption prohibiting copying
- the owner of the collection has placed a restriction on copying
- copying is likely to cause physical harm to the archives
- copying is likely to cause an infringement of copyright legislation

### **Access for groups of people**

We welcome visits from any interested groups including adult learners, community groups or leisure interest groups and welcome enquiries from schools, colleges and universities.

We do usually charge for group visits. Details are available, along with a booking form, on request.

### **Access to archives containing personal information**

We deal with subject access requests under the Data Protection Act and requests for information under the Freedom of Information Act in accordance with relevant legislation and Lancashire County Council procedures.

We refer the request to the appropriate data controller or information officer and inform applicants about the progress of their requests.

Where access to information from records not yet fully open is granted by the data controller or information officer, we may supply copies of the information for a fee.

Lancashire Archives works within the following legal framework:

### **STATUTORY FRAMEWORK**

*Local Government (Records) Act 1962*  
*Local Government Act 1972: s224 and 226(5)*  
*Local Government (Access to Information) Act 1985*  
*Public Records Act 1958 (especially s3(6) and s4(1)) as amended 1967*  
*The Law of Property (Amendment) Act 1924*  
*Church of England Parochial Registers and Records Measure 1978, amended 1992*  
*Manorial Document Rules, 1959-67;*  
*Tithe Act 1936*  
*Tithes (Copies of Instruments of Apportionment) Rules, 1960-1963*  
*Data Protection Act, 2018*  
*Freedom of Information Act, 2000*  
*Representation of the People Act, 2000*  
*Environmental Information Regulations 2004*  
*Equality Act 2010*

### **Access Standards**

Lancashire Archives is an Accredited Archive Service. We are committed to giving a high standard of service at all times.

#### **If you visit Lancashire Archives in person we will:**

- be friendly and helpful at all times
- inform you of relevant policies, procedures and charges
- protect your personal data in accordance with the General Data Protection Regulation and the Data Protection Act 2018
- provide lockers for the security of your personal possessions and papers that are not allowed into the secure area of the searchroom provide lists, indexes, guides and reference books to help you identify, use and understand the records you need
- assist you to identify the material you need to consult, and do our best to answer your questions
- provide professional advice about the archives we hold and how to use them for your research
- produce material on demand until 30 minutes before closing time, aiming to produce documents within 20 minutes of your request or to tell you why we can't



- provide copies of documents and recordings for you, wherever possible, for a fee, in accordance with our copying policy and current charges, or explain to you why an item is unsuitable for copying

**If you contact us by letter or email we will:**

- respond to your enquiry within 5 working days of receipt (10 for more complex enquiries) and forward copies within 5 working days of payment.
- suggest alternative appropriate avenues of research if we are unable to help
- respond to your enquiry in compliance with relevant legislation

**If you contact us by phone we will:**

- respond in a friendly and professional manner and tell you to whom you are speaking
- answer basic enquiries at once or phone you back within an agreed time
- invite you to forward more complex enquiries by letter or email, or to visit in person

**If you visit Lancashire Archives we expect you to:**

- Register for an ARA Archives Card and bring your ARA Archives Card each time you visit. You need this in order to use original documents
- Follow our *Searchroom Rules* and agree to observe them
- Handle all documents and books with care using any protective materials, book supports or weights provide and follow any instructions from staff
- Tell us clearly and concisely what you want, or what you are trying to find out. We can only help you if you give us enough information to understand and answer your enquiries
- Treat us as courteously as you would like us to treat you
- Help us to improve our service by telling us what we do well and not so well

**If you are unhappy with any aspect of our service we want to know**

- Please talk to the Searchroom Manager or the duty archivist who will try to sort things out
- If you are still not satisfied, please ask to speak to the Archives Service Manager, Mrs Jackie Crosby; or write to her at Lancashire Archives, Record Office, Bow Lane, Preston, PR1 2RE (email: [archives@lancashire.gov.uk](mailto:archives@lancashire.gov.uk))
- If you feel that your complaint has still not been resolved please ask for an official Lancashire County Council complaint form
- You can also make any compliments, comments and complaints about our service through the Lancashire County Council website: [www.lancashire.gov.uk](http://www.lancashire.gov.uk)

## **Widening Access and engagement**

We are committed to widening enjoyment and understanding of Lancashire's archives in all sectors of the community.

We offer an annual programme of talks, events and exhibitions every year to promote the archive collections and to encourage new people to enjoy and explore their heritage. We use digital resources and social media and are always looking for innovative ways to engage with new and existing audiences.

We contribute to the wellbeing of our community by providing opportunities for people to enjoy culture and heritage and to live healthy lives through engagement with Lancashire's archives.

We welcome interest from the media. Facility fees may be payable and an acknowledgment will be required.

We welcome the views of all our users, potential users and other stakeholders and collect, monitor and evaluate all feedback to improve service delivery and to meet their needs. We seek their views in a variety of ways including feedback forms, monitoring forms for new users, focus meetings, and occasional user surveys.