



Gateway to  
the history  
of Shropshire  
and Telford

## **SHROPSHIRE ARCHIVES STANDARDS OF SERVICE ACQUISITION, ACCESSIONING AND CATALOGUING SERVICES**

### ***LIBRARY MATERIALS***

*The Service will:*

- Actively acquire new and second hand material, in all published formats, and microform, photographic and photocopied copies of material held in other collections appropriate to development of local studies library and according to the Acquisition Policy of the Shropshire Archives.
- Catalogue selected new acquisitions onto the CALM database.
- Two bulletins of new acquisitions to Shropshire Archives library per annum are provided to Shropshire Council and the Borough of Telford & Wrekin Library staff.

### ***ARCHIVE MATERIALS***

*The Service will:*

- Advise holders of records on suitability for and conditions of transfer to Shropshire Archives, as and when requested.
- Ensure an appropriate agreement is completed for all new acquisitions.
- Provide donors and depositors with acknowledgement of receipt within 10 working days.
- Create an adequate record of all new accessions on CALM database.
- Undertake initial sorting and weeding of new acquisitions and arrange return or destruction of inappropriate items (see Acquisition and Disposal Policy).
- Arrange suitable packing and storage to prevent undue deterioration, referring any urgent repair work to conservation.
- Ensure secure storage of accessions in store rooms.
- Ensure clear labelling and appropriate location to allow for future retrieval.
- File correspondence, receipt and completed agreement in relevant deposit file.
- List and make available all registers of baptisms, births, marriages, banns, burials and deaths within one month of receipt, with exceptions referred to the Senior Archivist.
- Catalogue other accessions according to current listing priorities.



- All new lists will be created using the CALM database and to current professional and in-house standards.

### **MONITORING AND EVALUATION**

- For details of the monitoring and evaluation of this Service please see the Service Level on Statistical and performance monitoring.

If you have any comments about these standards please contact:

Shropshire Archives, Castle Gates, Shrewsbury SY1 2AQ,

tel 01743 255350, fax 01743 255355,

e-mail: [archives@shropshire.gov.uk](mailto:archives@shropshire.gov.uk), web site: [www.shropshirearchives.co.uk](http://www.shropshirearchives.co.uk)

### **Supporting Documents**

- Deposit / gift agreements
- CALM Manual
- Archive Cataloguing Manual
- *Guide to Transferring Records (in progress)*
- *Weeding guidelines (in progress)*
- Acquisition policy
- 5 year action plan for cataloguing