



Gateway to  
the history  
of Shropshire  
and Telford

## SHROPSHIRE ARCHIVES STANDARDS OF SERVICE EDUCATION AND LIFE LONG LEARNING SERVICES

### ***SERVICES TO EDUCATION USERS***

#### **At Shropshire Archives**

##### *Individual visits*

- Students and teachers are welcome to use Shropshire Archives during opening hours.
- Prior notice of visits is helpful for staff to provide support and assistance.

##### *Group visits and courses*

- We welcome visits to Shropshire Archives by school classes or teachers groups. These can be tailored for individual and curriculum needs. Please contact the Service for further details.
- The following times are usually available:
  - Mondays
  - Thursday after 2.00pm
  - Evenings (except Tuesday)
- A charge is normally made for group visits. The amount may be increased if more than one member of staff is required.
- INSET and other courses are arranged in consultation with the Advisory Service.

#### **Remote services**

##### *Document Packs*

- Packs of copy sources are available to order based either on a geographical area or a subject.
- Focus packs relating to your own local area are made up of specially selected copies including maps, census, directories, photographs and other local material suitable for use in your classroom. These tailor-made packs cost £35 (plus postage and packing) and are produced within 20 working days of an order being placed.
- Information packs on particular themes, source material permitting, are also available on request. Please ask for further details.

### *Web site*

- Our web-site will provide details of all current and forthcoming services and courses, and is reviewed every 6 months.

### *Involvement with other services and groups*

- Staff attend meetings of the Heritage Education Network and work closely with other providers.

## **SERVICES TO LIFE LONG LEARNERS**

### **At Shropshire Archives**

#### *Group visits*

- We welcome visits to Shropshire Archives by interested groups.
- We ask that bookings are made at least one month in advance.
- The following times are usually available:
  - Mondays, Tuesdays
  - Evenings (except Tuesday)
- We normally make a charge of £30 for group visits. The amount may be increased if more than one member of staff is required.

We can provide the following:

- a general introduction to the work of the Archives.
- an introduction to finding aids and sources for family and/or local history.
- examples of local documents.
- a look behind the scenes at the Conservation studio and a store-room (depending on numbers).
- tea and coffee, if appropriate.
- We are unable to provide tailor made talks for particular societies, although we do our best to use appropriate illustrations and examples.

#### *Courses*

- We run regular courses to help develop skills useful for local or family history research.
- We are available as a venue for courses run by outside bodies, such as the University of Birmingham.
- Courses are normally run on a Monday or Tuesday, or evening (not Thursdays).

#### *Open days*

- We hold regular open days, to inform existing users of the Service and to encourage new users.

### *Taster Sessions*

- We offer free taster sessions to provide a basic introduction to the finding aids and frequently used sources.
- These will be available each month on Thursday mornings and last for approximately 20 minutes.
- Introductions to new finding aids, such as CD Roms, will be offered as appropriate.

### **Remote services**

#### *Involvement with other services and groups*

- We support and promote the work of local and family history societies including the Shropshire Family History Society and the Wrekin Local Studies Forum.
- The Librarian, Education and Life Long Learning represents the Service at meetings of the Wrekin Local Studies Forum, and the Service participates in their events.
- We encourage the work of the Friends of Shropshire Archives. The County Archivist and Principal Librarian are members of the Friends Committee and provide regular reports to the Committee.
- We support events organised by local bodies such as the Friends of Shropshire Archives, the Shropshire Family History Society, the Wrekin Local Studies Forum and the Leisure and Culture Division of Shropshire Council. These will be publicised by the Service and, where possible, we will provide an active presence at the event.
- The Service attends meetings of Shropshire Libraries Local Studies Panel which co-ordinates local studies provision throughout Shropshire Library Service. See also Service Standard staff development, training and awareness.

#### *Talks*

- Members of staff are available to give talks on the work of the Service at venues outside Shropshire Archives.
- Talks can be illustrated by slides and overheads, as original documents cannot normally be transported to outside venues.
- A charge will normally be made.

#### *Web site*

- Our web-site will provide details of all current and forthcoming courses and events, and is reviewed monthly.

### **MONITORING AND EVALUATION**

- For details of the monitoring and evaluation of this Service please see the Service Standard 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.org.uk](http://www.shropshirearchives.org.uk)

## Supporting Documents

- *Education and outreach policies (draft)*
- Service to schools information
- Friends of Shropshire Archives Constitution