



Gateway to
the history
of Shropshire
and Telford

SHROPSHIRE ARCHIVES STANDARDS OF SERVICE PRESERVATION AND CONSERVATION SERVICES

PRESERVATION

Storage Environment

- The environment in the store rooms at Shropshire Archives will be maintained to the current specification, largely compliant with BS5454.
- A disaster plan for Shropshire Archives is maintained and regularly updated.

Public Access

- Public access to unique material complies with best preservation practice.
- Adequate provision of document supports and rests will be made both in the reading rooms and in working areas.
- Material in a fragile condition will not be produced.
- Microform copies of popular sources, such as parish registers, will be provided. Copies of these relating to the Telford & Wrekin area will be provided for Telford & Wrekin library and heritage service.
- Conservation staff are available to advise on preservation issues arising from the public service.

Reprographics

- see standard of service for Information services - for on site and remote users

Advice

- Advice and information to members of the public and owners of documents on preservation issues will be given on request.
- The conservation section of the website will be reviewed every 6 months.

Training

- Training sessions in handling for all staff will be held every six months.
- Training sessions in related preservation issues will be held when necessary.



CONSERVATION

- All conservation work will be carried out following the standards described in the preservation and conservation policy.

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, web site: www.shropshirearchives.org.uk

Supporting Documents

- Preservation and Conservation policy
- Access policy (in progress)
- Photocopying rules and pricelists
- Photography Service rules
- Good Handling Practice Guide
- Guidelines on acceptable/unacceptable condition of material
- Advice leaflet for holders of archive material
- 5 year action plan for preservation and conservation