

# Gwynedd Archives Service Preservation and Conservation Policy

## 1. Definition of terms

### 1.1 Preservation

The passive protection of an archive, where no direct physical or chemical treatment to the item occurs beyond the provision of safe environmental and storage conditions

### 1.2 Conservation

The active protection of an archive, by minimal physical and chemical treatment necessary to prevent further deterioration, which will not adversely affect the integrity of the original

## 2. Introduction and Context

The preservation/ Conservation policy is a statement of the principles and activities that guide Gwynedd Archives Service.

### 2.1 Preservation and conservation mission statement.

Gwynedd Archives Service aims to conserve the county's archival heritage by collecting, providing access and promoting the use of archives in an impartial and inclusive way. In conjunction with the above Gwynedd Archives Service is committed to the preservation and conservation needs of its collections. The principles that guide the preservation and conservation activities are stated in the Preservation and conservation policy.

### 2.2 Purpose of policy.

To state and communicate the principles that guide the preservation and conservation activities of Gwynedd Archives Service both internally externally.

### 2.3 Policy principles

These principles are:

Preservation

Conservation

Environmental monitoring

Storage

Emergency planning

Loans and exhibitions

Access

## **2.4 Implementation of the principles within the service**

The preservation and conservation principles that guide Gwynedd Archives Service are implemented through the activities stated within the policy.

**(The activities are stated in section 3 - 8)**

# **3. Preservation and Conservation**

## **3.1 Priorities for Preservation and Conservation**

The priorities for preservation conservation are:

- Public demand
- Historical significance
- Level of existing damage and potential further damage through use

These are implemented through:

- Surveys
- Data base of conservation work
- Staff vigilance

## **3.2 Preservation**

Preventative conservation is carried out through the activities stated below

### **3.2.1 Correct handling**

- Information posters stating the correct handling of documents

- Information hand out
- Staff vigilance and advice
- Advice to search room staff from conservators on handling items

### **3.2.2 Use of surrogates**

- Microfilm
- Microfiche
- Paper copies

### **3.2.3 Correct storage**

Storage facilities complies with BS 5454:2000 Recommendations for the storage and exhibition of archival documents

### **3.2.4 Correct packaging**

All packaging materials are of archival quality.

Storage methods comply with BS 5454:2000 Recommendations for the storage and exhibition of archival documents

### **3.2.5 Accession**

All materials deposited to Gwynedd Archives Service is assessed for preservation and conservation needs

## **3.3 Conservation**

Gwynedd Archives Service has an in house conservation unit that carries out conservation work internally for the service and externally for other bodies or individuals

### **3.3.1 Conservation standards**

All Conservation work that is carried out at Gwynedd Archives Service complies with BS 4971:2002 Repair and allied processes for the conservation of documents- Recommendations.

### **3.3.2 Ethical Guidelines**

The conservation treatments carried out at Gwynedd Archives Service complies with The European Confederation of Conservators – Restorers Organizations (ECCO) Code of Ethics 2002

### **3.3.3 Documentation**

Prior to any conservation work being carried out a condition report is carried out. If conservation treatment is needed then all works are recorded within the conservation report. All work carried out is done with minimal intervention.

### **3.3.4 Training**

Participation in relevant training events, meetings, forums and conferences to keep up to date with the latest developments in the conservation field

### **3.3.5 Conservation techniques**

All conservation techniques comply with BS 4971:2002 Repair and allied processes for the conservation of documents- Recommendations.

## **4. Environmental monitoring**

The storage environment is monitored using a Radio telemetric system provided by MECO the system is calibrated annually.

The archive environment complies with BS 5454:2000 Recommendations for the storage and exhibition of archival documents.

## **5. Storage**

The storage facility complies with BS 5454:2000 Recommendations for the storage and exhibition of archival documents.

## **6. Emergency planning**

### **6.1 Disaster plan**

Gwynedd Archives Service maintains and updates a comprehensive disaster plan that is carried out by selected members of the disaster planning team.

### **6.2 Disaster planning training**

Training is carried out by staff of Gwynedd Archives Service on implementation of the disaster plan annually.

### **6.3 Actively preventing disasters.**

Risk assessments are annually carried out to prevent disasters.

Gwynedd Archives Service has a subscription with Harwell Drying service.

## **7. Loans and Exhibitions**

### **7.1 External**

Items can be loaned to external organizations and bodies providing that the correct procedures are followed

#### **7.1.1 Procedures**

- Full and detailed condition report is to be carried out
- Loan agreement

#### **7.1.2 Packaging, Handling, Display supports and environmental monitoring**

All of the above must comply with BS 5454:2000

#### **7.1.3 Support**

Advice on the above can be provided

#### **7.1.4 Insurance**

Host organisation or body to provide relevant documentation

### **7.1.5 Reproduction for publicity**

Assessed on individual case

## **7.2 Internal**

All exhibitions held on premises comply with BS 5454:2000

# **8. Access**

## **8.1 Surrogate items**

Surrogate items are provided where the original is at risk of over use or are not fit for production

## **8.2 Handling**

Advice is given to the reader on handling any document and various archival supports are used.

# **9. Roles and responsibilities**

The activities stated in this policy are carried out by relevant appointed staff.

# **10. Review**

The preservation and conservation policy is a working policy and is reviewed every 5 years.