

A Report Commissioned by the Library and Information
Services Council (Wales)

The Future of Our Recorded Past

A Survey of Library and Archive Collections In Welsh Repositories

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The Future of Our Recorded Past - a Summary

Both devolution and the turn of the new millennium have encouraged decision makers in Wales to evaluate their priorities and to develop new approaches to meet national needs.ⁱ The approaches sought are not short term ‘quick fix’ solutions but sustainable and inclusive programmes that attempt to integrate differing needs and consider the implication of current activities on the future generations. This report contains 10 recommendations to ensure the sustainability of a vital element of Wales’s cultural identity: its recorded past. The excitement that surrounded the returning of Owain Glyn Dwr’s papers to the National Library is an indication of how historic collections can contribute to the shaping of a sense of community and civic pride.ⁱⁱ

The 10 recommendations follow an extensive survey of library and archive collections in libraries, archives, museums, hospitals and universities in Wales. Two thirds of the two hundred and eighteen organisations approached responded to the questionnaire. The survey investigated current practice in the way that books and records are cared for and identified practical measures that could be implemented to ensure that a viable future for our recorded heritage which is a non-renewable resource.

The report highlights the need for a National Strategy which would encompass a strategic focus on preservation and conservation of historic collections. Whilst political bodies such as the NAW will set the policy agenda the implementation of many of the recommendations would best be delegated to an independent body which has responsibilities across the different domains of libraries, archives, and museums which all operate in distinctive ways within the heritage sector. Implementation of this report as a whole will be difficult while no such body exists in Wales.

In England strategic discussions on the future of museums, libraries and archives have been dominated by the establishment of *Resource: The Council for Museums, Archives and Libraries*. This body has taken over the functions of the Museums and Galleries Commission, Libraries Information Commission and encompasses policy issues for archives.

The most efficient and consistent implementation of several of the recommendations made in this report could be undertaken by a body operating in a similar manner to resource. Therefore it is recommended that consideration should be given to creating a body in Wales which operates across domains as resource currently does.

Recommendations

There is a need for a National Strategy for Wales for the conservation and preservation of the collections that combine to form a national collection, **(recommendation 1, p 6)**. This would require consideration by the Post 16 education committee or other appropriate body of the National Assembly for Wales. In addition the National Assembly for Wales should set good practice standards in the care of its own records and collections and develop a preservation policy which can act as a model for other organisations holding permanent collections **(recommendation 4, p 8)**.

A body corresponding to resource could ensure that public bodies holding collections identify what it is that is unique and important to them and that they plan to keep. A National Record should be made of these collections. Organisations thus registering their collections should make a binding commitment to retain these in the public domain, **(recommendation 2, p 6)**. This strategic body should also instigate and support the development of a supportive network that strengthens professional links through every tier of organisations responsible for the preservation of Welsh recorded heritage, and with other bodies in the UK, Europe and Internationally, **(recommendation 6, p 10)**.

A great deal of information is now available about conservation and preservation, but there is still considerable lack of awareness of this material. A post should be created with one person responsible for providing advice and raising awareness, **(recommendation 7, p 13)**. If a cross domain body operating on similar lines to resource were established in Wales it would be an ideal base for this advisor, ensuring that advice was consistent and targeted.

Public and private funding bodies should respond to the national and local assessments of the value of collections **(recommendation 3, p 6)**. In addition where funding is provided for digitisation, all funded participants should follow

preservation standards for the creation, intellectual control, and long term care of preservation masters where appropriate, **(recommendation 9, p 17).**

There is scope for continuing and increasing collaboration between library, archive and museum services, especially, but not exclusively, where these are run by the same parent authority, **(recommendation 8 p 16).** A body such as the Wales Local Government Association could initiate such local strategic co-ordination of public and private partners. The regional networks described in section 7 should consider the development and use of Performance Indicators that measure preservation activities in their Best Value assessments, **(recommendation 10, p 18).**

All organisation holding collections worthy of permanent preservation should introduce a preservation policy, **(recommendation 5 p 9).**

The full report describes the background to the project, survey methodology and summarises responses to the questionnaire. Each recommendation is discussed in greater detail in the text.

Preface

'The legacy of our collective cultural heritage enriches our lives. Each generation has a responsibility to maintain and to protect this heritage for the benefit of succeeding generations.'

iii

The history of Wales is recorded in documents, photographs, manuscripts, books and poetry, kept in the libraries and archives of scores of bodies across the nation. From early versions of the Mabinogi, through the library and letters of Robert Owen to the electronically generated reports of the National Assembly for Wales these records are seen, read and enjoyed by many, including scholars, school students and those researching their family trees. It is vital that the recorded history of Wales is properly cared for and remains accessible to readers of this and future generations. The following report looks at some of the existing challenges which must be overcome in order to realise this ambition.

The recorded history of Wales is not kept in one place. Indeed no one organisation could ever hope to collect every type of record that contributes to the Welsh identity. Instead, collections are generated both nationally and locally, shaped by a diversity of perspectives as to what is important and what people wish to use. The unfortunate consequence is that a national collection is neither identified nor protected as a whole. This report sets out the need to identify collections of both national and local significance and to develop a national strategy for their protection. This will require initiative and action both locally and centrally with all the stakeholder bodies playing their part. Networks must be developed and sustained that can deliver a locally flexible but nationally consistent approach.

New technology generates new formats for records and allows fast and efficient access to traditional records once initial conversion work has been carried out. Information Communication Technology (ICT) raises many new access possibilities, but many of the formats involved are relatively untried compared to traditional recording mediums such as paper. Electronically generated records have created a preservation challenge which must be met. In addition, where initiatives to digitise existing records are undertaken, steps must be taken to safeguard the sustainability of the core asset.

This report highlights that the staff working in cultural institutions in Wales are open to, and motivated by, nationally recognised standards. However they are often unaware of the range of standards and guidelines available. In addition many organisations struggle to implement good practice as defined in these documents. This report suggests that existing proposed communication networks should be strengthened by creating a National Preservation Advisor specialising in library or archive materials. Much work remains to be done to ensure that all important collections are in a condition to be useable for years to come. The work needed will require additional resources which few organisations can find within existing budgets. External funding sources are therefore an integral feature of preservation activities in Wales. Most external funding agencies will require applicants to work to recognised standards. Every organisation should be encouraged to develop their ability routinely to identify and work towards recognised standards.

For detailed references see Appendix E

- i Keen 1999
- ii See for example, the discussion of role of culture discussed by the Scottish Executive 2000
- iii American Institute for Conservation

1. The Project Brief

1.1 The LISC(Wales) Conservation and Preservation Group

The Public Libraries and Museums Act 1964 laid upon local authorities a requirement to provide a comprehensive and efficient library service and upon the Secretary of State a duty to superintend and promote the improvement of the service. The Library and Information Services Council (LISC) was established as a statutory advisory body to the Secretary of State for Wales. In 1987 LISC (Wales) set up a Working Party on Conservation and Preservation in an attempt to address the issue of preservation. LISC's concerns were that important library and archive collections were held by bodies which were not always cognisant of their importance. The Working Party was mainly concerned with raising the awareness of preservation, drawing attention to the value of collection development policies, discard policies, disaster planning, conservation issues and co-ordinating and promoting preservation and conservation activities.

The Conservation and Preservation Group's Forward Plan required it to reconsider its aims and objectives during 1997-98. As a result of its deliberations, the Group concluded that it had not hitherto been able adequately to fulfil its primary purpose, that is to act in an advisory capacity to policy makers. It was agreed that there was a need to target other audiences and to provide authoritative advice to government bodies such as the Welsh Office, local government and bodies such as the Consortium of Welsh Libraries and Information Services (CWLIS), the Libraries Commission and the Audit Office. Changes that have occurred in government since 1997 including the creation of the National Assembly for Wales in Cardiff and the Museums, Libraries and Archives Commission in London (now Resource), have made even more pressing the **need for a clear vision for the preservation of archive and library collections in Wales.**

1.2 A Survey of the Preservation Status of Library and Archive Collections

The Group resolved that the advice which it may offer to The National Assembly (through LISC (W)) should be as authoritative as possible and should be based on reliable data about the state and status of library and archive collections in Wales. In response to this LISC (W) commissioned a survey to examine library and archive collections in repositories in Wales in particular the status of their conservation and preservation needs in the light of the holding institutions' other responsibilities.

Standards and awareness of preservation practice were identified as particularly relevant, as the results of any survey would be most revealing and authoritative when it was possible to test existing practice in repositories against agreed standards of best practice.

1.3 The Survey Method

The survey was widely distributed to both public and private bodies across Wales. The bodies questioned were identified using publicly available lists, directories and databases. A questionnaire, Appendix H, was sent to any organisation that may hold a public library or archive collection. It is reasonable to assume that there may remain many other bodies that hold library and archive collections that have not been identified in the survey. Organisations such as charities, private companies and voluntary sector organisations may, for example, hold library and archive collections. Further research may be necessary to locate all important collections in these areas. All collections identified in the 1988 LISC (W) Conservation and Preservation Group survey 'Special Collections In Repositories in Wales' were followed up in this research.

Two hundred and thirty six organisations were questioned, of whom eighteen were either no longer in existence or their response was contained in another reply. From the remaining two hundred and eighteen surveys, one hundred and forty surveys were completed (64%). Of these, one hundred and twenty two identified that their organisation held library or archive collections.¹

The questionnaires contained questions that ranged from the simply factual, such as *'Is there someone specifically responsible for preservation in the institution?'* to matters of opinion, such as *'Do you agree with the statement, 'We would like to develop policies for preservation but do not know where to start?'* This format allows comparison between the surveyor's assessment of the situation based on responses and the responding organisations' own views. For example Question 20 asked whether a report on any aspect of conservation or collection condition had been discussed at a management level in the last ten years, 47% of respondents reported that they had had such a discussion. This question was identified by the consultant as an indicator of the priority ascribed to preservation issues in the organisations questioned. This figure can be compared with the response to opinion questions in the same area. So, for example, the number of respondents who strongly agreed or agreed to the following questions: *'The preservation of library and archive collections is a core feature of our organisation.'* and *'Preservation of the collection is one of the many priority areas in our institution'* were 41% and 49% respectively. Although this close correspondence does not necessarily denote validity, it does show that respondents are consistent in their self assessment on the subject of the priority given to preservation. In other more technical areas the correlation may not be so strong

Returns were analysed by the consultant and this formed the basis of the observations and recommendations of this report. Individual results are confidential but a complete set of statistics is attached as Appendix G. This report relates to the brief to assist LISC (W) to fulfil its role as an advisor to policy makers. However this report, and any additional recommendations that could be drawn from the survey results could usefully inform many other individuals and organisations in the sector. **It is suggested that the report and results are made publicly available and that LISC (W) takes a proactive approach to reporting the conclusions of the study.**

2. Background

2.1 What is Preservation?

'Preservation can simply be understood as sustainable access'

Preservation and conservation are broad terms, used to describe all the activities which contribute to ensuring that the collections within museums, libraries and archives are being kept in such a way that they can continue to be studied, used or enjoyed for generations to come. Preservation activities can range from the meticulous treatments of damaged items to ensuring that readers do not mark unique manuscripts with pens, by providing pencils in study areas. A selection of internationally adopted definitions of conservation and preservation can be found in Appendix A.

2.2 Why Preservation?

'Most of our readers have not yet been born'²

Collections in museums, libraries and archives are central to their core tasks. Many of these collections are unique or irreplaceable. So it follows that for these institutions to ensure that they can sustain their key activities, they must ensure that they retain their collections in a useable condition. Preservation is important because it is about balancing the needs of users today with the needs of the users of tomorrow.

2.3 Do We Need to Preserve Everything?

'A stitch in time saves nine'

Any organisation which wishes to remain viable must ensure that the activities which it currently undertakes are not pursued at the expense of their ability to carry out their key tasks in the future. It is therefore vital that collection holding bodies identify which elements of their collections are unique or irreplaceable and act to ensure that these elements are preserved.

The extent of unique collections that an organisation holds varies depending on its function. For example, local libraries mainly hold books that can be replaced, but some may have some shelves of local books, leaflets and memorabilia which can no longer be replaced. Most of the collections in a museum are unique, but a museum may have a replaceable collection of items that can be taken to schools or reminiscence groups. Almost by definition everything in an archive is unique and therefore irreplaceable.

Within institutions, preservation or conservation is often viewed as an activity that happens when a badly damaged item is needed for display or study. This is a 'crisis management' approach to conservation. Organisations with a more thorough commitment to preservation take a planned preventive approach by surveying

collections, identifying vulnerable items and stabilising them either through treatment or by changing the conditions that cause damage. This approach is more cost effective in the long term. The two areas of preservation are often described as preventive conservation and interventive conservation.

Preventive conservation should be applied to all permanent collections whereas **interventive** treatments can be limited to occasions where items are not in a suitable condition to be used or appreciated as intended.

Case study

National Library of Wales

'The National Library has a formal commitment to preserve collections. The National Library can operate as a focal point for preservation'

There are eleven members of the NLW's Conservation Treatment Unit. The team conserves bound and unbound, printed and archival materials including prints, drawings, maps and photographs. The conservators use techniques that involve modern technology such as paper deacidification and encapsulation, as well as traditional skills such as bookbinding or parchment and seal restoration. Treatment work can be slow and painstaking but the results can appear, at times, to be miraculous. Only the most precious and vulnerable items receive intensive treatment. Treatments could involve the relining of maps as large as ten foot square or delicately dissecting an early volume and repairing the individual leaves of parchment before the whole work is re sewn and rebound. The conservation unit at the NLW works on the materials from several other collections, so for example this year they have conserved manuscripts and incunabula (15th century printed books) from the Founders Library and books from the 18th century Trefeca Press from the Trefeca Museum.

Conservators are guided by internationally agreed ethical standards. They attempt to leave as little trace of their work as possible. This means that original materials are re-used whenever possible but, if necessary, constituent parts are renewed with matching materials such as vellum or hand-made paper. By their work conservators aim to protect the evidence of the original item and where possible make it accessible to those who wish to use the collections.

Interventive conservation can often be complicated, time consuming and expensive, although the results are often spectacular. This means that even when an organisation has identified a programme of conservation it is often beyond their normal budget to treat items not needed immediately for display or study. In reality no library can afford to conserve more than a small proportion of what it owns.³ **Organisations should therefore develop a programme to treat the most urgent and important items in their collections.** It is important to remember that items in need of conservation may continue to deteriorate and be unusable for the purpose for which they were collected.

Some basic preventive conservation could be undertaken by all organisations if they were given simple and relevant guidelines and if the organisation had made a commitment to good practice in this area.

3. The National Collection

*'Our heritage is all that we know of ourselves; what we preserve of it, our only record. That record is our beacon in the darkness of time; the light that guides our steps. Conservation is the means by which we preserve it. It is a commitment not only to the past, but to the future.'*⁴

In order to identify an appropriate strategy for the preservation of Welsh recorded heritage it is important to understand the scope and status of collections in Wales.

It is necessary to appreciate library and archive collections which are nationally significant within themselves and those which combine to form a national collection. To make a simple analogy: Gareth Edwards is a rugby player of national significance, however each individual club player combines to form an equally vital part of Welsh rugby identity. Inevitably an item such as the *Book of Aneirin* is identifiable as nationally significant and documents such as this are likely to be cared for and preserved as a matter of priority. Other elements, such as those documents that tell the story of ordinary people or record the more mundane details of history, may not individually appear to be significant yet collectively they have a unique value and contribution to make to our heritage. Items such as the records kept in a single railway station in Tywyn or 100 years of reports from a Welsh language primary school can be researched to find out about how ordinary men, women and children lived. These individual collections may not appear to represent much alone, but together they form a network that creates a rich record of our shared past. In many cases these records are more likely to be damaged, lost or even destroyed. This process can gradually lead to history becoming reduced to the tales of 'kings and queens'. **In order to record the whole history of a nation both kinds of records should be identified and preserved.**

In the survey 55 % of respondents identified that they had historical or significant collections. Although some collections are catalogued and these catalogues are available in other institutions only 22% of these are recorded on a formal listing scheme.⁵

These findings are consistent with other similar surveys. For example a survey of public libraries in England reported that 77% of respondents had special and unique collections but only 22% were listed in the main listing of rare books.⁶

Defining the nationally significant items could be considered a relatively simple task. However, individuals in national and large regional bodies cannot be aware of every collection that may be deemed locally important. It is therefore necessary to allow people locally to define what is important to them and to ensure that systems are in place to record these collections and to support such an inclusive attitude.

To illustrate how institutions define significance is, when they were asked to define why their collections were important the responses to the survey were often very similar such as; *'We have a collection of Welsh Bibles that are unavailable elsewhere'* or *'Our collections are from a local specialist publisher'* or *'Our collections are associated with a locally important figure'*.

It is necessary for any national policy for archive and library material to ensure that recommendations and priorities encompass all the collections that combine to form the recorded heritage of Wales (Recommendation 1).

Organisations should identify what it is that is unique and important to them and that they plan to keep (Recommendation 2). Once organisations have identified their priority collections, they should outline the steps they plan to take to ensure that they will remain publicly available in the long term.

48% of all respondents to the survey who identified that they had special historical collections have a formal policy to retain these. In libraries responding to the survey the figure was only 37%.

This means that for over half of the nations special or historical collections there is no formal commitment to retain the collection. One interviewee summed up the problem thus: *'in both public and academic libraries there can remain pressures to sell collections'*.⁷

Disposal through public sale remains a threat to the nationally important collections of Wales. In practice staff at the National Library of Wales may often be aware of any disposals taking place in major libraries but this is based on professional connections rather than through formal procedures or agreements. A system should be adopted to formalise this arrangement. A number of practical models exist for making commitments to retain items that could be developed as good practice for these collections.⁸

Local priorities can be centrally influenced in a number of ways, for example funding should be prioritised for those collections that are formally identified as important by national, regional or local standards.⁹ In addition public funds should only be invested in preservation activities where collections will remain in the public domain, in a condition such that they can still be used, (Recommendation 3). It should be noted that there is an inevitable cost associated with holding collections and that this will prevent organisations from making savings on running costs by disposal of collections. Organisations with permanent collections may be expected to bid for additional resources to met these responsibilities.¹⁰

Recommendations

1

There is a need for a National Strategy for Wales for the conservation and preservation of all collections that combine to form a national collection.

2

Services should identify what it is that is unique and important to them and that they plan to keep. A National Record should be made of these collections. Organisations thus registering their collections should make a binding commitment to retain these in the public domain.

3

Public and private funding bodies should respond to the national and local assessments of the value of collections.

4. A National Framework

*'The body of ideas held by former generations forms the breeding ground for contemporary art and science. The preservation of the past is thus more than a gesture of respect for our ancestors. It is also our very real duty to protect the ideas and traditions - embodied in works of art, books, documents, implements, historic buildings etc. - and to keep them alive so that they can inspire generations after us with new ideas and expressions of culture. To me this is the greatest value of the delta Plan for the preservation of Cultural Heritage. I hope, too, that this Dutch initiative will stimulate other countries to take an active approach to their own conservation problems.'*¹¹

As the National Collection is held in a range of different organisations across Wales, systems should be developed to encourage consistent standards of practice for the management of all these collections. A framework for this must be considered which can combine a national perspective with the flexibility to respond to local needs and responsibilities.

4.1 A National Policy

The National Assembly for Wales, like any organisation may ask, 'How will anyone in 100 years time find out about our work?' In the past, political debates, decisions and actions were recorded on paper, parchment or vellum and the life expectancies of these forms can be staggering.¹² Today, with the advances in communication brought about by technology, old certainties are disappearing. The advent of the 'paperless age' generates the question of how the information that in the past was preserved on paper will survive. **Preservation in this context is not about a commitment to a particular medium, but about developing a preservation strategy.**

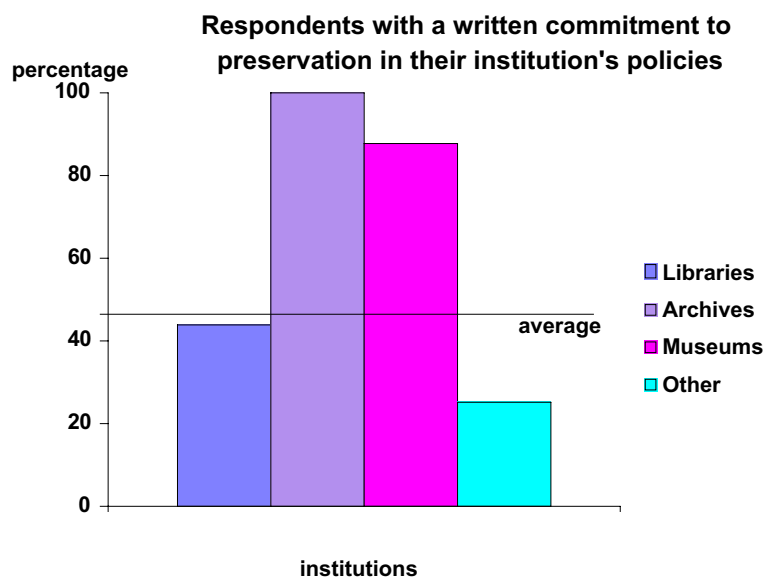
Devolution generates opportunities to define an all-Wales approach that reflects local needs and experiences at a national level. The Scottish Parliament is expected to be considering a National Archives Act in the near future and in Wales a working group of Archives Council Wales is considering recommendations for a national archives policy.^{13, 14}

This report has already identified the need for a national strategy for recorded collections. The National Assembly could take the lead in the development of a national policy by defining and implementing good practice standards for its own work. A key preservation issue is that organisations should identify records that should be preserved and put into place plans to preserve them (Recommendation 2). The National Assembly should lead on this by putting such procedures in place for their own records. This good practice should set a benchmark to which other public and private bodies could refer (Recommendation 4).

4.2 Institutional Policies

Each organisation holding library and archive collections should be encouraged to identify and record unique and significant collections (Recommendation 2). Having done so they should be encouraged to develop a preservation policy for their own institution (Recommendation 5).

The survey showed that 60%, of respondents had a written commitment to preservation in their institutions policies. 100% archives, 88% museums, 44% libraries and 25% other.



In England only 14% public libraries have a preservation or conservation statement and only 25% have a written disaster plan.¹⁵ As in Wales, the English survey identifies that Local Authority Record offices have higher standards of preservation / conservation management than public libraries.¹⁶

'A preservation policy should include a plan to develop a programme to identify and focus on the most significant materials and to do so in the most effective and cost efficient manner'.¹⁷

As a minimum standard each body holding significant collections should:

- 1) Develop a written preservation policy.
- 2) Assign formal responsibility for preservation.

Although an organisation has a written commitment to collections care this will not be sufficient if it is not followed through with specific activities. The content of an institution's policies should reflect its own aims and objectives and an assessment of needs. However, simple guidelines exist on the possible content of policies in several sources. Ratcliffe, for example, even lists cost free actions that could be internally implemented by libraries to improve collections care.¹⁸

Policies will not in themselves improve the conditions of collections or make them more accessible, but they will help organisations to

identify their priorities. This at least will ensure that the items most in need of conservation will be targeted with available resources.

From the survey 13% libraries through to 92% archives say they have a backlog of conservation. However the extent to which bodies identify a conservation need may be related to their ability to identify that need rather than to the need itself, as only 45% of all the respondents had surveyed the condition of their collections. In some cases an organisation may not identify treatment backlogs because they do not recognise and quantify the problem, rather than because the problem does not exist.

Other surveys indicate that the problem of conservation backlogs may be underrepresented in this survey. A recent survey by Archives Council Wales identified that 23% of record offices had a sizeable backlog of conservation work with over a quarter of their records in need of repair, and that in 80% of those offices that backlog was growing. Other offices had smaller backlogs and 50% of these offices stated that the backlog was increasing.¹⁹

4.3 Networks

A network should be developed to enable lines of communication between the key cultural bodies operating in Wales and the rest of the UK and the smallest organisations working in the sector, as they all have a stake in Welsh national collections. Few people working in the field would wish to see a flurry of all-Wales meetings that consume a great deal of time and money.²⁰ Instead of a single forum for dissemination of information, a more desirable system would be a network which involves graduated tiers of support structures (Recommendation 6). Such a network could be supported through the opportunities afforded by the World Wide Web. Use of LISC (W)'s web site for a discussion list, for example, may allow professionals to develop and increase their co-operative roles.

A model can be found in the system of curatorial advisors in museums that has been developed as part of the Museum Registration initiative where professional curators act as mentors for smaller museums with no professional staff.²¹ These professional curators are able to maintain an awareness of developments in the profession and channel relevant information down to smaller bodies where appropriate. They can also represent the interests of smaller bodies at a regional and national level. These networks can also assist communication for central bodies such as The Council of Museums in Wales working with a large membership base. Finally networks of advisors help organisations to share skills, which in turn can extend opportunities to develop professionalism with new groups of people and into areas where no such resources currently exist.

Case Study

Montgomeryshire Museum

The senior museum curator of Montgomeryshire is based in Powysland Museum but is responsible for several museums in the county. Her role includes ensuring that the staff are trained and helpful, that exhibitions are new and interesting and that collections are stored so that they are safe and available for the temporary exhibition programme. As senior museum curator she has responsibility for Newtown Textile Museum and Llanidloes Museum. As part of the museum registration scheme she also acts as a 'curatorial advisor' to The Andrew Logan Museum, Berriew, The Bell Museum, Montgomery and The Robert Owen Museum, Newtown. In this capacity she offers professional support to the largely part time staff and reports annually to the MGC. Although the curator cannot spend much time in each museum she has been able to ensure that the staff participate in available training events and that they are informed of important developments in the sector. Another role that she plays as senior museum curator and curatorial advisor is to help these smaller museums seek additional funds for their work. In the last five years she has prepared several successful HLF bids to preserve the fabric of museum buildings, to have collections conserved and to produce new and dynamic displays. An additional successful HLF application has led to the provision of an education and access officer who will work with both the Local Authority and the independent museums.

The curatorial advisor scheme ensures that all museums, registered with the MGC have formal relationships with professional staff. In addition the curatorial advisor helps to channel other resources and expertise to smaller establishments to ensure that they receive as much support as is available.

Whilst this example is drawn from the museums sector the RCHM also make recommendations in their *Standard for Record Repositories* that where no appropriately qualified archivists are employed the governing body should seek advice from the RCHM.²² Unfortunately the take up of this advice in Wales appears to be limited (see 4.4 below).

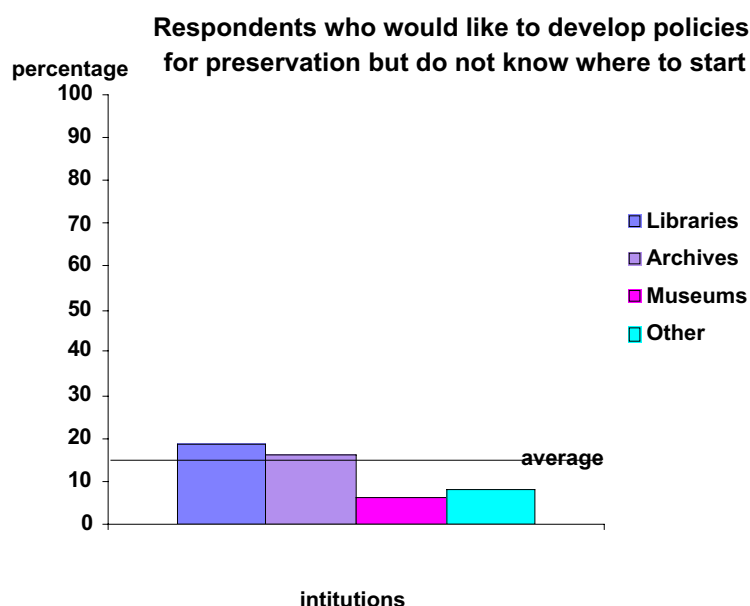
4.4 Preservation Advisor

Within the framework of a support network it is important to disseminate good quality, relevant and current information. The survey identified that amongst the institutions there are many where little, or no, preservation advice is available.

Only 15% of those responding worked in institutions where conservation staff were employed. When asked if anyone in the organisation was responsible for preservation only 23% of respondents had someone who could commit more than 25% of time to the task. This is broken down as 50% of archives, 28% of museums 13% of libraries and 25% of others.

In addition a small but significant proportion of the organisations questioned identified that they could not access even the most basic information. For example to the opinion statement *We would like to develop policies for preservation but do not know where to start* on average 13% of the total respondents agreed. This average figure represents differing averages between the sectors.

Respondents who agreed or strongly agreed with the opinion statement *We would like to develop policies for preservation but do not know where to start* was 8% other, 17% archives, 18% libraries. 7% museums.



This represents the worst situation where no information appears to be available. However other very simple tasks are not being carried out in the majority of organisations. For example, 55% of respondents identified that they had special or historical collections.²³ Yet of those only one third had guidelines for the safe handling of these collections.

A great deal of information is available on conservation and preservation. Standards and guidance documents have been developed for many different activities and the technical research base is growing fast. There is a discussion on standards in section 7 and some key areas are listed in Appendix B. However most organisations do not have the resources to access and integrate this information and to remain abreast of all relevant developments.²⁴ This means that there is a knowledge gap leading to inconsistent adherence to best practice and standards.

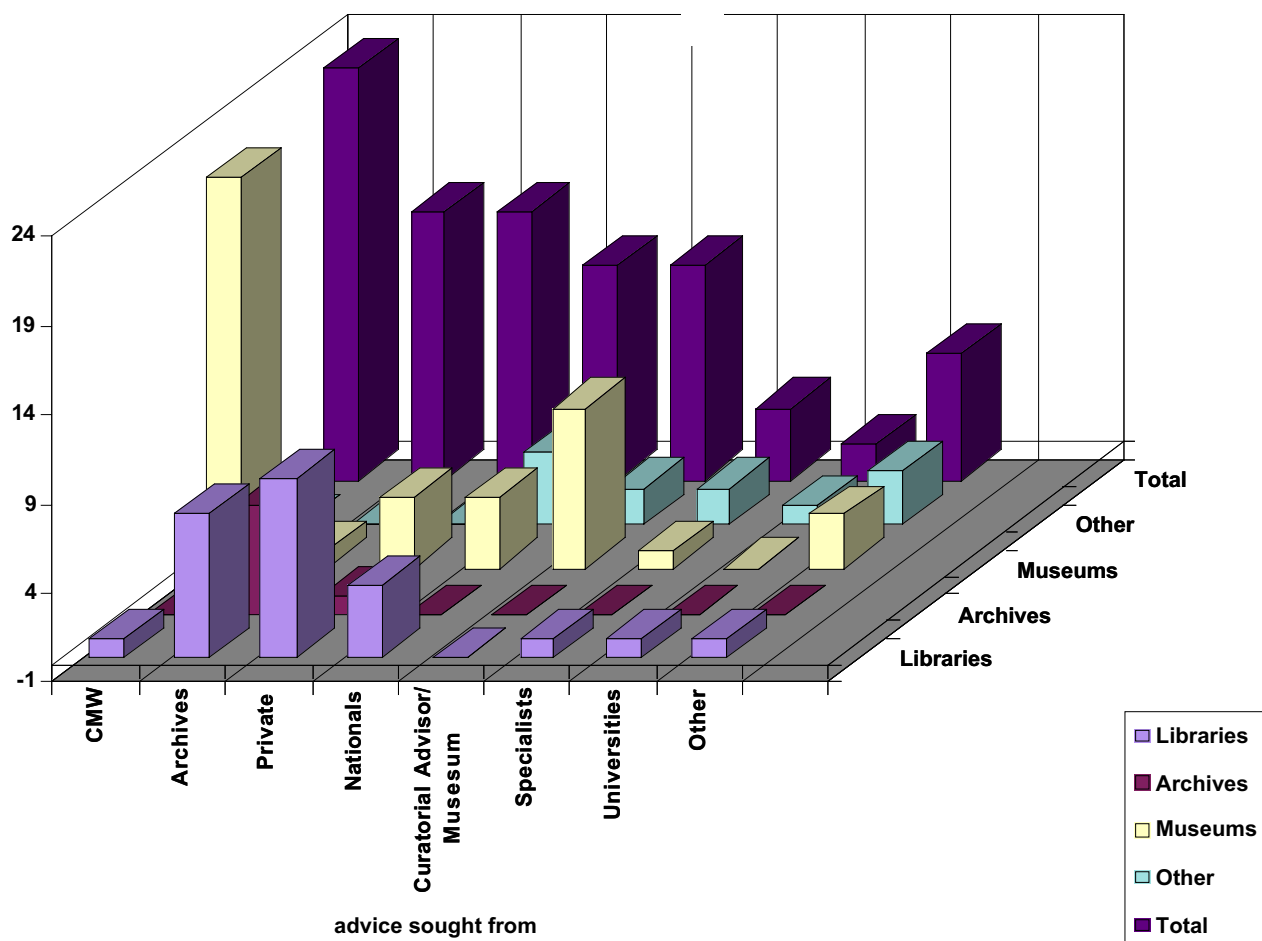
*'It would be good to see a mechanism to extend conservation advice as is available to the museums through CMW.'*²⁵

No body operating in Wales currently has resources to supply advice across the whole of the sector. The Preservation Officer at the NLW offers some assessment and managerial advice but this is normally chargeable and is therefore limited to organisations with a pre-existing commitment to preservation.

All respondents who did not employ a conservator were asked to identify where they sought preservation advice. The results were clear: advice is sought from local bodies with which the respondents have regular contact. Only six UK National bodies were identified by respondents and each of these was

only mentioned once. The services of CMW were the most regularly used, no doubt because this is a free service to all registered museums in Wales. In addition many of the archives allow their staff to support other local organisations and this is reflected in the replies. However the burden of funding this voluntary arrangement falls upon the individual archive offices.

Where preservation advice is sought



The total number of citations were CMW 23 Archives 15 Private sector 15 National Museum / Library Wales 12 Curatorial Advisor / Museum 12 Specialists 4 University 2, seven other bodies had 1 mention.²⁶

To channel information and innovation to the sector in this specialist field an advisor is needed. In the museum community a model exists in the conservation officer based at the CMW. A single expert in the preservation of library and archive collections could have an impact especially if the collaboration in Recommendations 6 & 8 is implemented. This advisor could be based in any appropriate body with a national scope and interest in library and archive collections. The attempt to form a coherent strategy with co-ordinated activities would require such a co-ordinating role. National co-ordination can support local strategic co-ordination through the local and regional networks that will be described in section 5.²⁷ In addition the advisor would be able to develop and

strengthen relationships with UK national bodies. Strengthening links with organisations such as the National Preservation Office could channel additional resources into the library, archive and museums community in Wales in the form of information booklets, shared research and the joint development of collections management methodologies. Although many of these opportunities currently exist there is a missing link that prevents the efficient maximisation of such possibilities.

In Scotland advice on preservation and conservation is available from the National Library of Scotland and from the Conservation Unit at the University of Dundee. A recent report commissioned by the University Research Libraries called for these services to be supported and expanded.²⁸

Recommendations

4

The National Assembly for Wales should set good practice standards in the care of its own records and collections and develop a preservation policy which can act as a model for other organisations holding permanent collections.

5

All organisation holding collections worthy of permanent preservation should introduce a preservation policy.

6

A supportive network should be developed to strengthen professional links through every tier of organisations responsible for the preservation of Welsh recorded heritage, and with other bodies in the UK, Europe and Internationally.

7

A great deal of information is now available about conservation and preservation, but there is still considerable lack of awareness of this material. A post should be created with one person responsible for providing advice and raising awareness.

5. Cross Sectoral Co-operation

*'Preservation may always permit access, while without preservation access becomes forever impossible.'*²⁹

There is undoubtedly a cross-over of functions between libraries, archives and museums. These similarities exist both in terms of how the public perceive the organisations and in terms of actual overlaps in the roles that the institutions carry out.

In the survey 88% of the museums that responded identified that they had library or archival collections. Again this is in line with UK trends, for example one report identified that 45% of museums hold archival material.³⁰ In another survey in the south west of England, 45% of the region's nationally important objects held in museums are archives and 63% of all museums hold archives.³¹ This survey did not ask libraries or archives to identify collections that may also be collected by a museum or gallery but there is considerable anecdotal evidence that these bodies hold collections that may traditionally be considered to belong elsewhere.

Unfortunately, in many cases different services within the same Local Authority offer different standards of service. Inconsistency of service can relate to both access and preservation issues, for example charges made for copies, arrangements for inspection and standards of invigilation. This should be rationalised at a policy level.

This is not to ignore the distinctive areas, where these bodies rightly operate to different key values, however it is in the area of commonality that common standards of practice could be developed. By forming links across the different organisations the opportunity arises for those organisations to aggregate their resources. This aggregation of resources may be the only way that some groups can generate sufficient momentum to achieve recognised standards³².

Case Study

Rhondda Cynon Taff

Staff in Rhondda Cynon Taff (RCT) realised that members of the public who wanted to trace their family history could approach the record office, the library or even the museum looking for documents or photographs that may help them. Yet despite the perception of the public that these bodies offer similar services, there were some significant differences. In response, the Library Service and Museum Service in RCT's Education Department have begun to develop a Local Studies Strategy working with the Glamorgan Record Office which holds the archive collections for the area.

The first step was to establish what each organisation had in common. Libraries, Archives and Museums all hold Local Studies Collections which consist of maps, prints, photographs, books, printed ephemera, newspapers and documents. These collections are all used by the public for research and study.

Yet each of these sectors have their own policies and strategies to govern what they collect, how it is looked after and how its presented to the public. The Local Studies Group is an initiative to develop formal working relationship where joint policies can be developed across the sectors that unify their work. This aim of this initiative is to increase both the range of services provided and the quality of access, with particular emphasis on the use of the collections as a tool for learning.

Through formalising and developing lines of communication and common policies the information provided to the public about the collections will be improved. This in turn will allow for greater public access to and usage of these shared resources. From a common starting point of undertaking an audit of both the existing collections and services the three sectors working as a group are developing a common policy for the work they do, backed up with a practical action plan for future development.

For the group itself the benefits will be greater knowledge and understanding of their collections, a sharing of diverse expertise and experience and the opportunity through sharing of resources, be they skills or financial, to develop initiatives which would be beyond their individual resources.

By operating at a regional level these groups may be able to work with and gain support from the large bodies in an atmosphere where both partners are of similar significance. This may help reduce the sense of inequality of status that some local bodies undoubtedly feel when negotiating with the nationals. These networks should work on areas of mutual benefit such as:

- the joint purchase of specialist materials
- training (5th priority action to improve collections care in survey)
- disaster planning.

Local networks concerned with common issues need not restrict themselves to discussions within local authority funded bodies.

Independent, educational and private bodies, amongst many others, hold significant collections of library and archive materials. Local Authorities should facilitate active networks of voluntary and other organisations to share understandings of local needs and priorities, share objectives and plan for complementary action in support of those objectives³³. The support networks identified in Recommendation 6 provide a first step in such a collaborative programme.

Cross sectoral working may have an added benefit of encouraging institutions to identify collections that they have not formally identified. An example is that the first response of one of the museums surveyed for this research was that they had no archival collections. However prompted by the questionnaire they re-evaluated their holdings of records related to their collections and realised that, scattered around the institution, they an archive related to their art collection. In this case this small stimulus encouraged the museum to develop policy for the correct management of this collection.

Recommendations

8

There is scope for continuing and increasing collaboration between library, archive and museum services, especially, but not exclusively, where these are run by the same parent authority.³⁴

6. Digitisation and Retention

*'If libraries want digitisation projects they must acknowledge their obligation to retain material.'*³⁵

Digitisation (the transferral of archives into computer based formats) and the Internet offer many exciting new opportunities to bring access to all sections of the community. The library, archive and museum community are rightly seizing upon these new opportunities, however these projects can be expensive and represent a major financial commitment. In order to achieve good value for money these projects should not take a short-sighted approach. Digital information is vulnerable to decay and loss in three ways.

1. The life expectancy of the data carrier (medium) will affect whether the data can be retrieved,
2. The service life of reading and writing devices will determine how long the data carriers can be read, and
3. The lifespan of the software will determine how long metadata such as documents or databases that are associated with the digital information can be interpreted.³⁶

It is therefore reasonable to assume that the lifetime of digital data in a particular format is quite limited. This can be dealt with in two ways, by

1. Identifying what data needs preserving reviewing the stability of the information on a regular basis and updating its format where necessary, and
2. Taking steps to retain originals (preservation masters).

Several schemes are being developed in Wales which aim to attract new funds for digitisation.³⁷ **Where the items being digitised are unique or irreplaceable these schemes should only be supported if the minimum actions are taken to ensure the originals are preserved.** In practice this means that the organisations that hold these collections should make binding commitments to retain the items, or if that is not possible then to allow the items to be retained in the public domain. In addition, collections should be provided with a minimum standard of physical protection.³⁸

Some digital records have been 'born digital' in that they are not produced from traditional physical records. The growth in electronic communication, such as email, will result in a growing proportion of modern records which only exist in digital formats. A preservation policy should ensure that the stability of these records is also reviewed and that the data is 'refreshed' into current formats where necessary.

Recommendations

9

Where funding is provided for digitisation, all funded participants should follow preservation standards for the creation, intellectual control, and long term care of preservation masters where appropriate.³⁹

7. Best Value & Performance Indicators

Demands for increased efficiency require public bodies to review all areas of their work and demonstrate that they are achieving value for money. Tools such as Performance Indicators (PI's) have been developed and will be implemented through Local Authority Best Value schemes in order to measure performance of services with a view to improving them.

The key issue in Best Value is that it focuses on the benefits of services on users rather than on the providers. Best Value requires local authorities to challenge, compare, consult and compete. The process of consultation will involve many stakeholders, but it is possible that one group are left voiceless, that is 'future generations'. It is recommended that those involved in libraries, archives and museums consider how the needs and views of the users of their service in the future could be included. The implementation of preservation good practice is a method by which the interests of future users can be safeguarded.

Comparison is only effective if like for like comparisons are made, this is why the implementation of good practice standards across all the bodies involved in holding collections is highlighted in the report.⁴⁰ In order to compete it is necessary to measure success and improvement. It is in this area that consideration of appropriate PI's is vital. PI's are a central part of the Best Value Initiative, they measure efficiency, effectiveness, output and outcomes.

Efficiency	How well an organisation uses its resources
Effectiveness	What an organisation achieves with the available resources
Outputs	What an organisation actually does
Outcomes	The consequences of an organisations work

41

For PI's to work properly they need to relate to shared goals such as increasing value for money. Ill conceived PI's based on simple targets such as reducing running costs do not necessarily represent good value for money. For example, the lack of maintenance of properties may show short term savings but the activity ends in greater long term costs. There has been a temptation in the past to use only simple measures such as the 'number of users' to quantify performance. In order to ensure that PI's do not exclusively concentrate on such simple quantitative goals, factors that relate to the quality of provision should be developed. **Bodies which hold unique or important collections should be required to devise PI's relevant to their performance in preserving their collections.**

There are many examples of qualitative indicators which have arisen from a series of initiatives. Some examples are given below.

'Measure the percentage of items that are stored or displayed at appropriate standards.

Measure the proportion of items checked each year to ensure they are in satisfactory condition.

*Measure the rate of decay (change in recorded condition over time) of collections.*⁴²

Whilst these PI's may well cost more to collect, in terms of staff time in particular, they do provide a better measure of what is fundamental to the purpose of libraries, archives and museums, than simply measuring cost per user or the number of loans.

Case study

Flintshire Record Office

The conservators at Flintshire Record Office provide conservation advice and support to archives, libraries, museums and heritage services in their own authority and their work has expanded to involve other local authorities in Wales and beyond.

Through a number of other networks they share their expertise even wider. One network is a group based in the North West of England and North Wales concerned with Disaster Planning. Conservators in Flintshire are listed in the disaster plans of major library and archive holding repositories in the area and if a disaster strikes the conservators are able to respond immediately to any problems. Expert advice is often not charged for but, remedial conservation work is an income generating service for the record office. The frequency of use of the service and therefore the amount of work generated is unpredictable, particularly where it relates to disaster response, but participation in the scheme is a considerable benefit. Support is not limited to responding to disasters, the team also advise other bodies on fire suppression measures which will help prevent damage to important collections.

In addition conservators offer preservation advice and conservation support to the nearby library at St Deiniol's. In return, the library makes its archival collections accessible to members of the public on request through the Record Office's search rooms. The greater involvement of conservators in wider preservation issues related to their institution has allowed them to implement recommendations that will reduce the need for conservation treatment work in the long term. These measures include activities such as training staff in handling, controlling light levels and monitoring the building to predict and prevent any minor floods or leaks. The success of this role must be recognised in the measurements of the service's performance.

Attempts to achieve Best Value can only be successful if the indicators chosen are relevant and comparable. In order to assess how efficiently organisations within a Local Authority manage their collections they should be operating to similar standards. Recommendation 8 suggests that Local Authorities should develop networks of all those bodies which hold collections, parts of or all of which are intended for permanent preservation. In addition Recommendation 10 suggests that these regional networks should also work to develop local common PI's based on externally recognised standards. There is currently a great deal of work being carried out to develop methodologies for accurately surveying the condition of the organisation's collections in order to measure improvements.⁴³ Preservation activities add value to their institutions, it is important that effective systems are in place to measure this added value.

If organisations across a Local Authority ensure equivalent standards of access and preservation then the question of which body can most effectively and efficiently hold collections can be more clearly discussed.

8. Standards

*'The application of standards enables libraries and archives to carry out their functions consistently, and to an agreed level of quality. Having a benchmark against which performance can be measured helps to demonstrate professionalism, accountability and efficiency to staff, user groups and funding bodies.'*⁴⁴

There are many standards of preservation that are available and recognised, see Appendix B. These are not all well understood in many Welsh repositories. Although most museums and libraries hold collections which could be described as archives, only 17 % of all respondents identified that BS 5454 (the standard for storage and exhibition of archives) had an impact on how the institution cared for its collections, of these the majority were archive offices themselves. However the survey shows that this is not due to a cynicism about standards themselves. Only 4% of respondents strongly agreed or agreed with the statement, *Standards are bureaucratic obstacles that have to be overcome in order to get on with the real work*, and less (3%) agreed that *Standards are so unrealistic that we do not try to achieve them*. Other surveys confirm that the barrier to implementing good practice standards is not an unwillingness in principle. Ratcliffe in his report on British Libraries, for example, noted that there was a widespread and growing interest in and concern for preservation.⁴⁵ It is clear therefore that a small initiative such as a dedicated advisor may be sufficient to trigger major changes.

There are many organisations which set and promote realistic advice on good practice. For example minimum standards extracted from BS 5454 are summarised in *Beyond the PRO*, and *A Standard for Record Repositories* set aspirational standards, that record offices in Wales work towards.⁴⁶ Furthermore there are many significant initiatives in the field of preservation that could assist people in their work. However as previously noted there are few people in the sector who can concentrate on preservation activities in detail. Recommendation 7 identifies the need in Wales for a policy level advisor who could assist collections holding bodies to work to consistent and recognised standards. In addition Recommendation 5 suggests that organisations develop a preservation policy.

It can be seen from appendix B that much of the essential work in defining 'good practice' is complete or underway. However the translation of this available resource into the bodies in Wales remains unsatisfactory. This problem raises concern as most external funding bodies expect applicants to work to recognised standards. To maximise opportunities to attract external funding it is necessary to work to recognised standards as a matter of course.

Responses to the survey indicated that there was no consistent standard of qualification for the employment conservators. High quality staff, both in terms of their initial and their continued training is a pre requisite for high quality conservation. Conservation work requires a thorough understanding of materials and decay process as well as technical and aesthetic skills. In the past it has been possible for some organisations to only acknowledge the

craft skills involved in conservation and to recruit and grade staff accordingly. The professional conservation bodies operating in the UK have recently devised and implemented an accreditation scheme which will allow employers to utilise this standard in their employment and personnel strategies.⁴⁷ Furthermore as the effective implementation of a preservation strategy involves the activities of many staff in collection holding institutions, training and personal development of all staff is another vital part of the standards agenda for preservation.

9. Maximising External Funding

A specific question was placed in the brief which asked the consultant to assess why there are few applications made for the conservation of library and archive material to the Heritage Lottery Fund (HLF).

The question does not appear to have a simple answer, however some key issues have been identified both in interviews and from the survey.

When asked what the priorities were to improve conservation, respondents rated the following four issues in priority order:

- Priority 1 More conservation treatment work to be carried out
- Priority 2 More staff needed
- Priority 3 More space needed
- Priority 4 The service needs better quality buildings

Given that no library or archive in Wales has successfully applied for HLF funds for the conservation of material this may imply that conservation priorities do not feature in the overall organisational priorities.

However, as the 3rd and 4th priorities both lead to the same conclusion, that the service needs new, better buildings, another conclusion could be drawn. That is, an improvement in buildings may be seen as a preservation action that has concomitant benefits for other areas of the service's activities. New or improved buildings allow better storage environments and help reduce damage to collections, so they are often a critical conservation priority. In addition new building would mean that collections are easier and quicker to access and retrieve, leading to a better service, and finally new buildings may also reduce revenue costs or provide better staff working conditions. In addition these 3rd and 4th priorities agree with what is now an outdated but still perhaps, generally held impression that HLF funds only very large capital projects. In addition the pressure to deliver services to increasing numbers of users from a diminished resource base makes it hard for many organisations to allocate the time and resources necessary to prepare a large bid.

In reality HLF's advertised funding priorities are suggesting that smaller scale projects would be particularly welcome.⁴⁸ Smaller schemes could be wholly or partly based upon conservation treatments, although applications to HLF are expected to be for grants of over £5,000. The pace at which archives have taken up the opportunities offered by HLF is slow compared to other sectors and it may be the case that bodies in Wales are also slow to identify the new opportunities for finding funding for conservation work from the HLF⁴⁹.

It can be inferred from the above that those organisations that move towards smaller HLF applications may find themselves increasingly successful, and **as conservation and access form key criteria for HLF eligibility, it may strengthen many applications if conservation treatment was included where relevant.** Many grant giving bodies also want evidence that an application reflects a strategic priorities of the applicant. In this

case the institution should be able to show that they have developed and implemented a clear preservation strategy.

Many other sources of funding exist, Appendix C lists some of the successful applications from Wales. The range of potential funders could be broadened even further if organisations develop partnerships that have the potential to look to European sources for digitisation, preservation and capital works schemes.

However although potential sources of funding exist for larger projects, a number of those interviewed during consultation observed that there should be a simple grant scheme to support the conservation of individual items or small groups of collections. Although conservation is a declared priority of many funding bodies the application procedures are either elaborate due to the scale of projects or only certain collections are eligible (for example Prism will only fund the conservation of archives associated with science and technology). Existing funding bodies such as HLF may consider the possibility of creating a small to medium grant scheme that local libraries, archives and museums could apply to for the sorts of sums required to conserve individual or small groups of items. Alternatively, an extension or replication of an existing scheme such as the grants programme administered for museums by the Council of Museums in Wales into libraries and archive repositories may be another way to achieve this.

10. Summary of Recommendations

- | | |
|--------------|---|
| One | There is a need for a National Strategy for Wales for the conservation and preservation of all collections that combine to form a national collection. (Section 3) |
| Two | Services should identify what it is that is unique and important to them and that they plan to keep. A National Record should be made of these collections. Organisations thus registering their collections should make a binding commitment to retain these in the public domain. (Section 3) |
| Three | Public and private funding bodies should respond to the national and local assessments of the value of collections (Section 3). |
| Four | The National Assembly for Wales should set good practice standards in the care of its own records and collections and develop a preservation policy which can act as a model for other organisations holding permanent collections. (Section 4.1) |
| Five | All organisation holding collections worthy of permanent preservation should introduce a preservation policy. (Section 4.2) |
| Six | A supportive network should be developed to strengthen professional links through every tier of organisations responsible for the preservation of Welsh recorded heritage, and with other bodies in the UK, Europe and Internationally. (Section 4.3) |
| Seven | A great deal of information is now available about conservation and preservation, but there is still considerable lack of awareness of this material. A post should be created with one person responsible for providing advice and raising awareness. (Section 4.4) |
| Eight | There is scope for continuing and increasing collaboration between library, archive and museum services, especially, but not exclusively, where these are run by the same parent authority. (Section 5) |
| Nine | Where funding is provided for digitisation, all funded participants should follow preservation standards for the creation, intellectual control, and long term care of preservation masters where appropriate. (Section 6) |
| Ten | Regional networks should include Performance Indicators that measure preservation activities in their Best Value assessments. (Section 7) |

For detailed references see Appendix E

- ¹ Some databases contained listings for different sites of the same body as separate venues, for example the National Museums and Galleries of Wales, the Museum of Welsh Life etc. Respondents were encouraged to reply on the basis of how they defined themselves. Some organisation such as the NMGW entered a single reply, others returned separate replies for each site. A full list of respondents is included as Appendix F. Some groups, notably in the museums sector replied by authority, reflecting the tendency for the authority to develop its policy and strategy for museums across all of their holdings. This reduced the base of the survey to 217 institutions. Some of those that did not reply were followed up to find out why not. Whilst the usual reasons of pressure of work and the existence of greater priorities were a factor, many of the more significant bodies that did not reply reported that they were short of key staff, or the institutions considered the questionnaire irrelevant to their core work. This would suggest that, in general, the replies received reflected, on average, better practice than the those who did not respond. In this case, figures presented may be considered to be an optimistic representation of the current situation.
- ² David Vaisey, former librarian the Bodleian library
- ³ Gertz, (1999)
- ⁴ Ward, (1989).
- ⁵ Broomfield, (1997) or National Register of Archives.
- ⁶ Green, (1999) and Broomfield, (1997)
- ⁷ Rhidian Griffiths, Keeper of Printed books, NLW, Interview.
- ⁸ See for example Gertz, (1999) who identifies three levels of responsibility for retention:
- 1) Permanent retention of the object
 - 2) Permanent retention of the intellectual context of the object
 - 3) A commitment to offer the object to another library to preserve.
 - 4) At the third most basic level commitment means that before discarding an item the institution must check to see if it is a unique copy and offer the item to other members before withdrawing and discarding it.
- Or MGC (1995)
- Museums must accept the principle of 'strong presumption against disposal'. In cases where the museum is legally free to dispose of an item it is agreed that any decision to sell or otherwise dispose of material from the collections will be taken only after due consideration. Decisions to dispose of items will not be made with the principal aim of generating funds,. Once a decision to dispose of an item has been taken, priority will be given to retaining the item within the public domain and with this view it will be offered first, by exchange, gift or sale to registered museums.
- Or HMC(1997)
- Standard for Record Repositories which includes a presumption against the disposal of deposited material.
- ⁹ See example of SWMC (1999) mapping exercise which mapped collections status and need for all museums in the South West Region.
- ¹⁰ Lord et al (1989)
- ¹¹ d'Ancona The Minister for Welfare, Health and Cultural Affairs, the Netherlands 1995.
- ¹² The National Library of Wales holds books that were produced in the twelfth and thirteenth centuries
- ¹³ RCHM, (1999) a
- ¹⁴ Susan Edwards, Glamorgan Archivist, interview.
- ¹⁵ Green, (1999)
- ¹⁶ Ibid.
- ¹⁷ Gertz, (1999)
- ¹⁸ Ratcliffe, (1984) pp 56-58, or see Eden *et al* (1998).
- ¹⁹ Figures from Archive services in Wales; A map of funding Needs, courtesy of ACW
- ²⁰ Helen Osborn, Librarian, Newport Library, interview.
- ²¹ MGC, (1995)
- ²² HMC (1997).
- ²³ *Special or Historical Collections*. This term is used loosely to try to encompass any collections which are unique or irreplaceable as collections or collections which are associated with a particular historical figure, event or location.
- ²⁴ See for example, Ratcliffe, (1984) p 1

25 Susan Edwards, Glamorgan Archivist, interview.
26 Respondents may have listed more than one source of advice
27 WLGA (2000)
28 Gertz, (1999)
29 John Bailey, Chairman National Trust 1923-31.
30 HMC (1999) b
31 SWMC (1999)
32 HMC (1999)
33 WLGA (2000)
34 Adapted from RCHM (1999) b
35 Rhidian Griffiths, Keeper of Printed Books, NLW, interview.
36 Rosenthaler et al, (1999).
37 Susan Edwards, Glamorgan Archivist, interview, see for example the NOF and ANW bids.
38 MGC (1996)
39 Based on a recommendation contained within Gertz, (1999).
40 Arthur, (1999)
41 Diane Dollery, Planning Co-ordinator, NMGW, interview.
42 Deloitte & Touche & Lord (1999)
43 See Eden (1998), Keene (1996) and work underway by Preservation Needs Assessment for
44 Archives Project officer Steven Jones of the PRO.
45 Cox, (1999)
46 Ratcliffe (1984) p52
47 Shaw (1994) p11 and RCHM (1997).
48 See National Council for Conservation-Restoration accreditation scheme
49 <http://www.ukic.org.uk/pacr/>
HLF (1998) p5
David Leitch, Archive Inspection Officer PRO, interview.

Appendix A

Definitions of Conservation

The terms conservation, preservation and restoration tend to be used with a different emphasis in libraries, archives and museums. Definitions are provided from some of the main professional bodies.

1. Terminology used in the LISC(W) survey

Preservation is used to describe the managerial, financial and technical issues involved in preserving collections and library materials in all formats - and/or their information-content so as to maximise their useful life.

Conservation is used to describe the maintenance and/or repair of individual items.

2. European Confederation of Conservator-Restorers' Organizations (E.C.C.O.)

Preventive conservation: consists of indirect action to retard deterioration and prevent damage by creating conditions optimal for the preservation of cultural property as far as is compatible with its social use. Preventive conservation embodies correct handling and use, transport, storage and display.

Remedial Conservation: consists mainly of direct action carried out on cultural property with the aim of retarding further deterioration.

Restoration: consists of direct action carried out on damaged or deteriorated cultural property, the aim of which is to facilitate its understanding, while respecting as far as possible its aesthetic, historic and physical integrity.

3. Ratcliffe, F. W. & Patterson, D. in Preservation Policies and Conservation in British Libraries: Report of the Cambridge University Library Conservation Projects 1984

Preservation: all the steps taken to protect materials, that is including conservation and restoration, but often used in reference to the treatment of materials on first entering the library; it is preventive rather than remedial.

Conservation: the repair work and binding carried out on items and of an essentially remedial nature. In present general usage 'conservation' and 'preservation' tend to be interchangeable.

4. American Institute for Conservation

Preservation: The protection of cultural property through activities that minimize chemical and physical deterioration and damage and that prevent loss of informational content. The primary goal of preservation is to prolong the existence of cultural property.

Conservation: The profession devoted to the preservation of cultural property for the future. Conservation activities include examination, documentation, treatment, and preventive care, supported by research and education.

Restoration: Treatment procedures intended to return cultural property to a known or assumed state, often through the addition of non original material.

Preventive Care (also referred to as **preventive conservation**): The mitigation of deterioration and damage to cultural property through the formulation and implementation of policies and procedures for the following: appropriate environmental conditions; handling and maintenance procedures for storage, exhibition, packing, transport, and use; integrated pest management; emergency preparedness and response; and reformatting/duplication.

5. Museums and Galleries Commission

Standards in the Museum Care of (Larger & Working Objects), 1994.

Preservation: all actions taken to retard deterioration of, or to prevent damage to, cultural property. Preservation involves controlling the environment and conditions of use, and may include treatment in order to maintain a cultural property, as nearly as possible, in unchanging state.

Conservation: All actions aimed at the safeguarding of cultural property for the future. The purpose of conservation is to study, record, retain and restore the culturally significant qualities of the object with the least possible intervention.

6. National Archives and Records Administration USA

Preservation encompasses the activities which prolong the usable life of archival records.

Preservation activities are designed to minimize the physical and chemical deterioration of records and to prevent the loss of informational content. These activities include providing a stable environment for records of all media types, using safe handling and storage methods, duplicating unstable materials (e.g. nitrate film, thermofax) to a stable media, copying potentially fragile materials into a usable format (e.g. microfilming or digitization), storing records in housings made from stable materials (for example, document boxes made from “acid-free” paperboard), repairing documents to maintain their original format, establishing a pest control programme and instituting a disaster recovery plan which includes plans for emergency preparedness and response.

Conservation is one component of a preservation programme. Conservation comprises the examination, documentation, and treatment of records.

Conservators perform treatments which preserve records in their original format. They examine records and assess their condition and the materials which comprise them, recommend remedial treatments to arrest deterioration, recommend treatments to improve condition, and document (in writing and with photographs) the treatments they perform on records. Treatment documentation is important because it provides information to future archivists and conservators about what was done to records in the past. Some of the treatments that might be performed on a record include cleaning, removing damaging materials (e.g. mold, tape, or deteriorating adhesives), mending tears, deacidifying records at risk from acid deterioration, and providing custom housing made from stable materials.

Conservation is a dynamic and developing field. Conservators perform research on materials and techniques, participate in continuing education programmes, and follow the Code of Ethics of the American Institute for Conservation.

Appendix B

Standards for Preservation

Notes on British and International Standards by the Preservation Officer NLW

It is important to be aware of these standards although there may be reasons why a particular standard cannot be achieved immediately (e.g. BS 5454 in relation to environmental conditions) and instances where specialist preservation standards may be higher than international standards applied to normal production methods (e.g. the standards in the Mellon Microfilming Handbook for preservation microfilming are significantly more demanding than those for normal microfilming).

British Standards (BS) are often co-ordinated with those of the International Standards Organisation (ISO) and BS standards are sometimes adopted as ISO standards. The American National Standards (ANSI) and the German National Standards (DIN) are also influential. The main ISO groups concerned with preservation include TC 46 (information and documentation), TC42 (photography) and TC 171 (micrographics). Work on developing new standards and improving existing ones continues and references below are made to working documents (WD) and draft standards (DS).

The following standards are pertinent to preservation activities. Standards are being continuously refined and improved and this list is by no means exhaustive:

Standards operating in the sector

Arts and Humanities Data Service, **Standards for Digital Information Interchange**, A Resources Page. Website: <<http://www.ahds.ac.uk/resource/standards.html>>

Audit Commission, **Due for Renewal: a report on the library service**, Audit Commission, 1997.

British Standards Institution. Tel: 020 8996 9000. Website: <<http://www.bsi.org.uk>>

BS 5454: 1989. Recommendations for storage and exhibition of archival documents (under review)

BS 5687: 1979. Recommendations for storage conditions for silver image photographic plates for record purposes (ISO 3897) (ISO 5466 and ISO 6051 may also be relevant.)

BS 1153: 1975 (1986). Recommendations for the processing and storage of silver gelatine type microfilm (archive and commercial storage)

BS 7750: 1992. Specifications for environmental management systems.

BS 4971. Recommendations for repair and allied processes for the conservation of documents, (currently being redrafted into one volume)

Part 1, 1988. Recommendations for treatment of sheets, membranes and seals.

Part 2, 1980 (1989). Archival binding.

- BS 2780: 1983 (1988). Glossary of leather terms.
- BS 7451: 1991. Specification for archival quality bookbinding leather.
- BS 1309: 1974 (1988) Methods of sampling and chemical testing of leather.
- BS 647: 1981. Methods for sampling and testing glues (bone, skin and fish glues).
- BS 3203: 1979. Glossary of paper, board, pulp and related terms (ISO 4046).
- BS 2924. Aqueous extracts of paper, board and pulp.
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Appendix C

A National Preservation Policy for Welsh Archives and Libraries

Comments by the Preservation Officer of the National Library of Wales in relation to the LISC(Wales) Preservation Survey of Library and Archive Collections in Wales

The Preservation Officer of the National Library of Wales is responsible for developing the Library's preservation and conservation policy and strategy (in liaison with curatorial departments) and for implementing the work plans, mainly through the Library's in-house conservation and technical staff. The post is also involved with all-Wales panels for conservation and preservation, such as the LISC(W) Committee and the Newsplan(Wales) committees. At UK level the Preservation Officer is the Welsh representative on the National Preservation Office Preservation Administrators' Group and the LINC Newsplan Panel, and at European level on the LIBER (Ligue des Bibliothèques Européennes de Recherche) Preservation Division.

While the preservation of the National Library's own collection must be its prime concern, the Library is also concerned with the preservation of Welsh library and archive material wherever it may be, and it recognises a wider responsibility for the care of library and archival materials of Welsh interest. It therefore provides limited advice and assistance to libraries and archives throughout Wales (see Appendix 1: Reports and Awards). It also provides conservation and reprographic services to other libraries and archives on a cost-recovery basis. As a lead body it tries to raise the awareness of professional standards of collection care and to encourage the development of appropriate facilities offering the technical services that are required for preservation.

Preservation

Ideally, all libraries and archives should have a preservation policy that identifies the preservation needs of their collection and sets out their priorities, based on available resources and funding. In fact many institutions do not have a preservation policy, nor the knowledge required in order to identify their preservation needs and priorities. Under these circumstances it is quite possible for important or unique material to be lost or damaged through inappropriate or uninformed actions.

Preservation and conservation are highly specialised, and relatively new, fields. Guidance for best practice has now been generally established, but it is still not widely known among other professions, and preservation is still on the fringes of the training offered to librarians and archivists. Although larger research libraries and archives worldwide now accept the role of preservation in their policy-making, there is still a scarcity of qualified professional conservators. In smaller institutions without ready access to specialist advice there is constant pressure to focus on day-to-day demands at the expense of longer-term preservation concerns. Local and academic libraries often see their role in terms of immediate service provision, awarding very low priority to preservation. Sometimes they may not see the preservation of their collections as part of their core

functions, indeed, they may not have funds to preserve more than a very small part of their collections. This inevitably lays a heavier responsibility on national libraries, but the preservation of a nation's written record is not a responsibility any national library should take on entirely by itself. Details of preservation facilities at the National Library of Wales are given in Appendix 2: The Preservation Section, National Library of Wales.

Co-operation

Preservation is a function that requires co-operation between institutions and the co-ordination of efforts so that the available resources are used in the best possible way to conserve or preserve the most important items. There is little sense in spending money on expensive treatment of a document if other copies in better condition exist elsewhere. The scale of the work involved is such that not everything can be conserved indefinitely, so careful prioritisation is essential.

Services that are needed for conservation and preservation are highly specialised (see Appendix 2: Elements of library and archive preservation). Few institutions throughout the world possess the whole range of facilities required for a for an integrated preservation programme. The maintenance of technical services such as paper deacidification plants often involves international co-operation between institutions and between the public and private sectors. Because the facilities required are so specialised, and the institutions making use of them so diverse, some element of independent co-ordination is usually necessary in order to promote co-operation.

National and International Preservation Programmes

The value of co-operative programmes for preservation has been widely recognised, and many countries have developed the elements of national programmes to a lesser or greater extent. Internationally, too, the value of co-operation is recognised. The American Commission on Preservation and Access ("<http://www.clir.org/cpa/>") and the European Commission on Preservation and Access ("<http://www.knaw.nl/epic/>") have proved enormously valuable in disseminating information and fostering awareness in their respective continents. At a UK level, the National Preservation Office at the British Library and the Museums and Galleries Commission Conservation Unit have actively promoted preservation and conservation in their respective spheres.

The main features of 'national plans' are:

- An independent central organisation such as a national preservation office
- Promotion of the concept of preservation, advocacy and raising awareness:
 - at a central and local government level
 - at the level of management
 - at the operational level
- Promotion of co-operative projects, including fund-raising

- Co-ordination of support for facilities that offer specialised preservation services, which few libraries can take on individually, and which are not generally available in the private sector
- Supporting research, training and educational projects
- Maintaining contacts and fostering co-operation, and disseminating advice and information about collections and services

Co-operation in Wales

The notion of a national preservation policy with a central office and an ongoing programme represents an ideal that should be borne in mind in Wales. In practice the necessary resources and organisation may not be available in the short term, but elements of a national policy already exist. Actions taken by government should strengthen these elements and promote greater co-operation for mutual benefit. Perhaps more than anything there is a need for more knowledge and understanding of preservation as a discipline in the cultural sector generally, and for information about collections, services and best practice, to be more readily available.

In preservation there is a special need for authorities and professions (librarians, archivists and curators) to work together to avoid fragmentation and duplication of effort. Preservation makes most sense when it is funded on a co-operative basis. In order to establish co-operative projects there is a need to be well-organised and disciplined, be aware of best standards and prepared to meet those standards in practice. All this will require participating institutions to be flexible and prepared to implement changes.

As these steps are taken there will be a need to consider whether the resources available are adequate for the task. Co-operation is greatly assisted by outside funding and co-operation will make the best use of the resources available. Nevertheless there is a limit to what can be brought about by co-operation. Sharing of resources can create mutual benefits, but shared poverty does not create wealth.

The potential strengths may include:

- the desire to co-operate at an all Wales level for mutual advantage
- the sense of history and cultural identity in Wales
- the scale of Wales and the contacts that do already exist
- the awareness of changes in England regarding MLAC
- goodwill towards preservation as a general desideratum

The problems that may be encountered in Wales include:

- few resources widely distributed amongst small organisations
- preservation not the chief priority in any organisation
- lack of a tradition of co-operation and all-Wales organisation
- very small local authorities with small independent institutions
- duplication of effort between authorities and between libraries, archives and museums

- scarcity of qualified conservators
- organisational position of conservators in institutions
- lack of 'critical mass' e.g. in arranging meetings for archive conservators

Actions by government

In my opinion the three most valuable steps that could be taken by the Assembly at small cost to help the preservation of library and archive materials in Wales are:

1. The Assembly should encourage public institutions, particularly libraries, archives and museums, to recognise preservation as an important part of the service they provide, and should monitor its own actions so that they strengthen co-ordinating elements and co-operation in the cultural sector.
2. The National Assembly should draw up a preservation policy for its own collection, both electronic records and hard copies. **If it does not do so important material relating to the history of the National Assembly for Wales are unlikely to be preserved.**
3. The National Assembly should identify an independent central body to promote knowledge of preservation and conservation in the context of a national preservation policy for Wales and should create a post solely responsible for promoting the preservation of library and archive material. The Assembly should support the independent body as an equal partner alongside other organisations such as the National Library, the National Museum, local archives, local libraries and academic libraries.

Awards involving the preservation and conservation of Welsh library and archive collections

The National Library of Wales has been involved with many of the institutions listed below in various capacities. This may be through offering specialist advice, preparing a report, supporting a grant application, acting as a referee or project monitor, or tendering for work involved in projects through its in-house conservation and reprographic services.

BL Grants for Cataloguing and Preservation (formerly Leverhulme Grants)

- 1994 Arthurian and Welsh Music, Clwyd Library (£8000 cataloguing)
- 1994 Audiovisual Collections, S Wales Miners Library (£5000 conservation)
- 1994 Salisbury Library, University of Wales Cardiff (£10000 for cataloguing and conservation)
- 1995 Haines Collection, Newport Library (£3000 conservation)
- 1995 Deffrett Francis Collection, Swansea Library (£5000 conservation)
- 1996 Audiovisual Collection, S Wales Miners Library (£5000 cataloguing)

- 1998 Welsh Collection, Swansea Library (£5000 cataloguing)
- 1998 Hymnology Collection, University Library Cardiff (£7500 cataloguing)
- 1999 Scheme terminated

National Manuscripts Conservation Trust (BL administered)

- 1994 Ffestiniog Railway Plans, Gwynedd Archives (£7400)
- 1998 Mary Delaney letters, Newport Library (£1200)

Conservation and Preservation Reports prepared by NLW

- 1993 Gabriel Goodman Library, Ruthin School
- 1994 Dowlais Library, Merthyr Tydfil
- 1996 IBRA Library, Cardiff
- 1996 Conservation Report on Founders' Library, University of Wales Lampeter, (long and detailed report commissioned by Lampeter from NLW and prepared by Elizabeth Bowerman)
- 1997 Notes (not a report) on Coleg Harlech library
- 1997 Bray Library, Dolgellau Parish Church
- 1997 Llandudno Museum Library
- 1998 Dolmynach House Collection
- 1999 Llandaff Cathedral Library

Mellon Microfilming Project 1988-1997

- NLW received £270,000 (of total £1.5million) co-operative Microfilming Project funded by the Andrew Mellon Foundation.

Newsplan Programme 2000-2003

- HLF has approved a £5 million grant for the first phase of the Newsplan Microfilming Programme. About £500,000 will be spent filming Welsh newspapers. The original bid was for £12 million of a total spending of £16 million, shared funding being provided by the newspaper industry and by supporting libraries including NLW

Other grant schemes and Charitable Foundations

The Leverhulme Trust and the Woolfson Foundation have awarded grants for conservation. The Davies (Gregynog) Trusts and the James (Pant-y-fedwen) Trusts are relevant to Wales. The Pilgrim Trust may also be relevant. The present conditions of grants of these bodies do not encourage applications for conservation. Foreign charitable foundations such as the Mellon Foundation and the J Paul Getty Foundation give grants but are very prescriptive in the applications they are prepared to consider. European aid is similarly prescriptive, channelling support through specific, mainly co-operative programmes. The Prism scheme based in the science Museum provides funds for the conservation of collections related to science, industry and technology. The Esme Fairburn Trust provides grants for the conservation of Heritage assets.

Appendix D

Individuals and Organisations Consulted & LISC Meeting Schedules

Peter Windsor 2 nd November 1999	Conservation Adviser Museums and Galleries Commission
David Hill 3 rd November 1999	Assistant Director Collections South West Museums Council
Welsh Federation of Museums and Art Galleries	
10 th November 1999	Chair Dr Kevin Mason, Secretary Chris Delaney Welshpool
Eva Bredsdorff 10 th November 1999	Senior Museum Curator for Montgomeryshire Welshpool
Rhidian M Griffiths 12 th November 1999	Keeper of Printed Books National Library of Wales
Archives Council Wales 12 th November 1999	Convenor Gwyn Jenkins, Chair Kevin Matthias National Library of Wales
John Holmes 12 th November 1999	Preventive Conservation Manager, Informal meeting National Library of Wales
Helen Lindsay 12 th November 1999	Researcher Bodleian Library, Informal meeting National Library of Wales
Preservation Needs Assessment for Archives Board	
18 th November 1999	Chair Helen Forde, Project Officer Steven Jones Public Record Office Kew
David Leitch Steven Jones 18 th November 1999	Archive Inspection Officer Assistant Archive Inspection Officer Public Record Office Kew
Susan Edwards 22 nd November 1999	Glamorgan Archivist Glamorgan Record Office
Crispin Paine 25 th November 1999	Consultant to HLF and MGC Heritage Lottery Fund London
Stephen Green 25 th November 1999	Policy Advisor on Library and Archive Collections Heritage Lottery Fund London

Elin Jones 2 nd December 1999	Assembly Member The National Assembly for Wales
Alison Walker Julia Foster 3 rd December 1999	Deputy Director Database Developer National Preservation Office
Iwan Jones John Turner 10 th December 1999	Preservation Officer National Library of Wales Lecturer Department of Information and Library Studies Glamorgan Record Office
Helen Osborn Sue Pugh 11 th January 2000	Librarian Assistant Information Librarian Newport Library and Information Service
Diane Dollery 11 th January 2000	Planning Co-ordinator National Museums & Galleries of Wales, Cardiff
Robert Child 26 th January 2000	Head of Conservation National Museums and Galleries of Wales, Cardiff
Andrew Green 2 nd February 2000	Librarian National Library of Wales
Iwan Jones 2 nd February 2000	Preservation Officer National Library of Wales
Malcolm Godfrey 7 th February (by telephone)	Senior Conservator Flintshire County Council
Sonia Jones 11 th February 2000	Conservation Officer, Council of Museums in Wales Cardiff
Chris Wilson 15 th February 2000	Curator Aberdare Museum
LISC Meetings 15 th October 1999	LISC (Wales) Conservation & Preservation Group National Assembly for Wales, Cardiff
27 th October 1999	LISC (Wales) Conservation & Preservation Group Project Steering Group Meeting, Llandrindod Wells
10 th December 1999	LISC (Wales) Conservation & Preservation Group Glamorgan Record Office
17 th January 2000	LISC (Wales) Builth Wells
16 th February 2000	LISC (Wales) Conservation & Preservation Group Glynn Vivian Art Gallery, Swansea

Appendix E

A Select Bibliography

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Appendix F

Organisations that responded to the questionnaire

Town	Institution	Contact job
ABERDARE	Aberdare College Aberdare Library Cynon Valley Museum	Library Clerk Senior Librarian Curator
ABERGAVENNY	Abergavenny Museum	Custodian
ABERHONDDU	Howel Harris Museum	Joint Warden
ABERTILLERY	Abertillery & District Museum Society	Curator
ABERYSTWYTH	Centre for Advanced Welsh and Celtic Studies Ceredigion Libraries Ceredigion Museum Ceredigion Record Office National Library of Wales National Library of Wales National Library of Wales Royal Commission on the Ancient and Historical Monuments University of Wales Aberystwyth	Librarian County Libraries Officer Curator Archivist Keeper of Pictures and Maps Keeper of Printed Books Senior Assistant Archivist Assistant Director
ANGLESEY	Beaumaris Gaol & Court Museums	Heritage Officer
BANGOR	Coleg Menai Gwynedd Archaeological Trust Penrhyn Castle University of Wales Bangor University of Wales Bangor Workers Educational Association Ysbyty Gwynedd	Librarian Principal Curatorial Officer House Manager Acquisitions Librarian Assistant Archivist Office Manager Librarian
BARRY	Barry Library	Senior Librarian
BLACKWOOD	Caerphilly County Borough Libraries	Principal Officer Libraries
BLAENAVON	Big Pit Mining Museum	Curator (coal)

Town	Institution	Contact job
BRECON	Brecknock Museum	Curator
BRIDGEND	Bridgend County Borough Council	County Borough Librarian
BRYNMAWR	Blaenau Gwent Libraries	Information Officer
CAERNARFON	Caernarfon Maritime Museum Gwynedd Archives Service Gwynedd Education & Culture Gwynedd Library and Information Service Royal Welch Fusiliers Museum	Hon. Curator Chief Archivist and Heritage Officer Museums & Galleries Officer Principal Librarian Assistant Curator
CAERPHILLY	Ystrad Mynach College	College Librarian
CARDIFF	British Medical Association Cadw: Welsh Historic Monuments Cardiff Castle Coleg Glan Hafren First Queens Dragoon Guards Glamorgan Record Office Health Information Wales International Bee Research Association National Museums & Galleries of Wales National Assembly for Wales S4C, Sianel Pedwar Cymru The Open University in Wales University of Wales College of Medicine (UWCM) University of Wales Institute, Cardiff University of Wales Press Welsh Museum of Health & Medicine	Executive Officer Head of Corporate Services Curator Learning Resources Development Manager Curator Principal Archivist Service Manager Director Librarian Chief Librarian Librarian Deputy Regional Director Acquisitions Librarian Head of Library Division Deputy Director Secretary
CARMARTHEN	Carmarthenshire Archive Service Carmarthenshire County Council	County Archivist Head of Cultural Services
COLWYN BAY	Conwy County Borough Museum Service	Museums Development Officer

Town	Institution	Contact job
CONWY	Conwy Library and Information Services	Principal Librarian Service Delivery
CORRIS	Corris Railway Society	
COWBRIDGE	Cowbridge & District Museum	Hon Curator
EWLOE	Earthworks Archaeological Services	Principal Archaeologist
HAVERFORDWEST	Pembrokeshire and Derwen NHS Trust Pembrokeshire County Library Service Pembrokeshire Record Office Pembrokeshire Museum Services	Librarian Reference and Local Studies Librarian County Archivist County Museums Officer
HAWARDEN	St Deiniol's Residential Library Flintshire County Record Office	Librarian County Archivist
KIDWELLY	Kidwelly Industrial Museum	Curatorial Advisor
LAMPETER	University of Wales Lampeter	Librarian
LLANDRINDOD WELLS	National Cycle Exhibition Powys County Archives Office Powys Library and Archive Service Radnorshire Museum	Curator County Archivist Principal Librarian Curator
LLANDUDNO	Conwy Archives and Modern Records Service	Senior Archivist
LLANGEFNI	Anglesey County Record Office Isle of Anglesey County Council	County Archivist Assistant Director
LLANGOLLEN	Plas Newydd	Curator
LLANIDLOES	Cambrian Archaeological Projects Ltd	

Town	Institution	Contact job
LLANTRISANT	Royal Glamorgan Hospital	Senior Librarian
MACHYNLLETH	The Museum of Modern Art (Wales)	Hon Treasurer
MERTHYR TYDFIL	Cyfartha Castle Museum Merthyr Tydfil College Merthyr Tydfil Public Library	Museums Officer Tutor Librarian Libraries and Arts Officer
MILFORD HAVEN	Milford Haven Museum	Hon Curator
MOLD	Flintshire Library and Information Service Archives Welsh College of Horticulture	Head of Libraries and Library Manager
MONMOUTH	Castle and Regimental Museum Monmouth Archaeological Society Nelson Museum and Local History Centre	Hon Administrator Chairman Museums Officer
MONTGOMERY	The Old Bell Museum	Curator
NARBERTH	Wilson Museum of Narberth	Curator
NEATH	Neath College Library	Librarian
NEWPORT	Newport Library and Information Service Newport Museum & Art Gallery University of Wales College Newport	Information Librarian Museums Officer (Collections) Deputy Head Library and Learning Resources
NEWTOWN	Coleg Powys Newtown Library The Robert Owen Memorial Museum University of Wales	Principal Branch Librarian Hon Curator Librarian
PENARTH	University of Wales College of Medicine	Librarian

Town	Institution	Contact job
PONTYCLUN	Royal Mint	Assistant Curator
PONTYPOOL	Valley Inheritance Museum Torfaen Libraries	Director Librarian
PONTYPRIDD	Pontypridd College Pontypridd Library University of Glamorgan	Learning Centre Manager Area Librarian Information Services Manager
PORT TALBOT	Neath Port Talbot Neath Port Talbot Library and Information Service South Wales Miners Museum	Library /Learning Resources Manager County Borough Librarian Director Secretary
PORTHCAWL	Porthcawl Museum	Honorary Secretary
PORTHMADOG	Porthmadog Maritime Museum	Secretary
PRESTEIGNE	Presteigne & District Museum	
RHYL	Bodelwyddan Castle Trust Glan Clwyd Hospital Library	Director Senior Librarian
RUTHIN	Denbighshire Heritage Service Denbighshire Library and Information Service Denbighshire Record Office Llysfas College	Museums Officer Principal Librarian County Archivist Learning Resources Librarian
SWANSEA	Dragon News & Picture Agency Glynn Vivian Art Gallery Morriston NHS Staff Library Swansea Bay Health Information & Library Service Swansea Institute of Higher Education Swansea Maritime & Industrial Museum Swansea Museum Taliesin Arts Centre	Proprietor Collections Access Officer Deputy District Librarian Library Services Manager Head of Library and Learning Support Services Curator Collections Access Officer Manager

Town	Institution	Contact job
SWANSEA	The Egypt Centre University of Wales Swansea, West Glamorgan Archive Service	Head of Bibliographic Services County Archivist
TALYBONT	Welsh Historic Gardens Trust	Secretary
TENBY	Tenby Museum & Art Gallery	Hon. Librarian
TREHAFOD	Rhondda Heritage Park	Director
TWYN	Narrow Gauge Railway Museum	Hon Secretary
USK	Usk Rural Life Museum	Chairman
WELSHPOOL	CBA:Wales Clwyd-Powys Archaeological Trust Powsland Club Powysland Museum	Honorary Secretary Administration Officer Hon. Librarian Curator
WREXHAM	Wrexham Archives Service Wrexham Library and Arts Centre Yale College North East Wales Institute of Higher	Archivist/Records Manager Local Studies Librarian Learning Resource Centre Manager Head of Information and Education Student Services
YSTRAD MYNACH	Caerphilly County Borough Council Museums Service	Heritage Officer

Appendix G

Summary of Responses to the Questionnaire

		museum	archive	library	other	sum	<i>answer</i>
questions		49	12	61	18	140	<i>total respondents</i>
1		not applicable					<i>free text</i>
2		not applicable					<i>free text</i>
3		48	12	30	3	93	<i>yes</i>
4		34	12	30	5	81	<i>yes</i>
5		6	0	6	6	18	<i>no</i>
		<i>baseline figure for statistics - institutions with libraries or archive collections</i>					
		43	12	55	12	122	
6		not applicable					<i>free text</i>
7	0-25	29	0	6	0	35	<i>% of collections</i>
	25-50	4	0	0	1	5	<i>% of collections</i>
	50-75	6	1	1	0	8	<i>% of collections</i>
	75-100	1	11	41	6	59	<i>% of collections</i>
8		27	8	20	7	62	<i>yes</i>
	na	3	0	2	0	5	<i>percent</i>
	0-25	12	2	11	4	29	<i>% time on preservation</i>
	25-50	6	0	2	0	8	<i>% time on preservation</i>
	50-75	1	0	0	2	3	<i>% time on preservation</i>
	75-100	5	6	5	1	17	<i>% time on preservation</i>
9	a	37	10	42	5	94	<i>mission statement - yes + in development</i>
		29	7	8	2	46	<i>reference to preservation</i>
	b	39	11	41	7	98	<i>key aims or objectives - yes + in development</i>
		29	9	12	2	52	<i>reference to preservation</i>
	c	29	11	30	4	74	<i>policy documents - yes + in development</i>
		23	10	12	2	47	<i>reference to preservation</i>
	d	38	12	24	3	77	<i>yes</i>
10	a	37	11	19	2	69	<i>collections & disposals</i>
	b	25	8	16	1	50	<i>disaster</i>
	c	17	8	9	1	35	<i>budget</i>
	d	4	2	3	0	9	<i>bookbinding</i>
	e	0	3	6	0	9	<i>surrogates</i>
	f	16	6	8	1	31	<i>building maintenance</i>
	g	21	9	7	1	38	<i>fire</i>
	h	21	8	5	1	35	<i>environmental conditions</i>
	i	7	6	5	0	18	<i>qualifications</i>
	j	13	5	5	1	24	<i>training</i>
	k	2	8	4	0	14	<i>BS 5454</i>
	l	1	4	0	1	6	<i>other</i>
11	a	16	4	9	0	29	<i>yes</i>
12	a	15	4	8	0	27	<i>yes</i>
	b	3	1	1	0	5	<i>yes</i>

		museum	archive	library	other	sum	answer
13	a	34	5	12	5	56	<i>condition</i>
	b	11	3	1	0	15	<i>staff</i>
	c	25	6	10	3	44	<i>building</i>
	d	30	6	12	4	52	<i>storage</i>
	e	34	7	8	4	53	<i>environmental conditions</i>
14	a	4	5	3	1	13	<i>non standard size (2nd)</i>
	b	1	2	5	0	8	<i>modern media (5th)</i>
	c	7	0	4	0	11	<i>lack of space (=3rd)</i>
	d	5	3	6	1	15	<i>need more conservation treatment work (1st)</i>
	e	0	0	2	1	3	<i>documentation / cataloguing (8th)</i>
	f	5	1	5	0	11	<i>poor or unsuitable environment (=3rd)</i>
	g	1	0	0	0	1	<i>binding required (10th)</i>
	h	2	1	3	0	6	<i>photographs and film (7th)</i>
	i	4	0	2	1	7	<i>other (6th)</i>
	j	0	1	1	0	2	<i>lack of policy or budget (9th)</i>
15	a	4	11	5	1	21	<i>BS 5454</i>
	b	34	0	1	0	35	<i>museum registration</i>
	c	34	10	22	4	70	<i>other</i>
16	a	9	5	8	1	23	<i>total number of posts</i>
	b	7	5	7	0	19	<i>total number of posts</i>
	c	6	5	6	0	17	<i>yes</i>
17		31	7	19	6	63	<i>yes</i>
18	a	23	6	13	4	46	<i>yes</i>
19		20	11	16	0	47	<i>yes</i>
20		33	7	13	4	57	<i>yes</i>
21	a	5	0	30	8	43	<i>yes</i>
	b	3	0	13	5	21	<i>skills</i>
		5	0	11	5	21	<i>advice</i>
		3	0	7	3	13	<i>private sector</i>
		4	0	13	6	23	<i>other functions</i>
		3	0	3	1	7	<i>support network</i>
		0	0	3	1	4	<i>wants advice</i>
22	a	12	7	19	1	39	<i>yes</i>
	b	7	7	7	1	22	<i>advice</i>
		4	4	9	1	18	<i>resources</i>
		1	4	6	0	11	<i>training</i>

		museum	archive	library	other	sum	answer
23	a	25	9	30	3	67	yes
	b	not applicable					free text
	c	10	8	12	2	32	yes * see note at bottom of chart.
d	0-25	7	0	18	0	25	% of special or historical collections
	25-50	3	1	4	0	8	% of special or historical collections
	50-75	1	0	1	2	4	% of special or historical collections
	75-100	10	7	4	1	22	% of special or historical collections
	e	3	3	3	1	10	resources
		10	7	15	2	34	priorities
		12	9	10	1	32	packaging
		17	7	14	3	41	condition monitored
		4	5	11	1	21	disaster plan
		12	8	23	1	44	restriction on borrowing
		7	7	8	1	23	handling instructions
		8	6	11	1	26	surrogates
		7	5	16	1	29	responsibility
		13	7	11	1	32	retention and disposal policy
		2	1	3	1	7	other
24		30	8	23	5	66	yes
25		18	8	26	4	56	yes
26		6	1	13	0	20	training (5th)
		14	2	8	2	26	more space (3rd)
		3	0	1	0	4	advice (10th)
		18	4	20	1	43	staff (1st)
		10	9	12	0	31	conservation treatment or facility (2nd)
		10	7	7	1	25	better building (4th)
		6	0	9	3	18	other (6th)
		6	3	2	0	11	environmental monitoring / control (8th)
		4	4	7	0	15	policy or budget (7th)
		2	3	2	1	8	surrogates (9th)
27		x	x	x	x		see following pages
28		not applicable					free text

- *Note This can be broken down into 15 recorded in registers, 6 recorded on lists held at NLW/NMGW, 4 recorded in catalogues published by the organisation, 2 recorded in the local record office and 5 others.*

Key to Opinion Questions Q 27

DOES THE EXISTENCE OF STANDARDS HAVE AN IMPACT ON THE CONDITION OF THE COLLECTION?

- 22 Standards are so unrealistic that we do not try to achieve them.
- 16 Standards are bureaucratic obstacles that have to be overcome in order to get on with the real work.
- 8 Despite working to all recognised standards our collections are in poor condition.
- 5 Where we fail to meet standards we try to find resources to put things right.
- 12 Because we work to the highest standards our collections are in good condition.

DOES THE ORGANISATION SET OUT POLICY FOR COLLECTIONS CARE?

- 19 Preservation of collections is not an area where we make policy commitments.
- 15 Our commitment to collections care is demonstrated by what we do, not by paper policies.
- 2 We would like to develop policies for preservation but do not know where to start.
- 6 Policies for preservation exist but there are some discrepancies between these and actual practice in the organisation.
- 23 Our organisation has clearly set out commitments for the preservation of collections and sticks to them wherever possible.

WHERE IS CONSERVATION IN THE PRIORITY OF THE ORGANISATION?

- 13 The preservation of collections is not really the responsibility of our institution.
- 17 Conservation is one of the many things we might like to do but we cannot commit the necessary resources to it.
- 10 Although we care for the collections that we have it is not a priority for the organisation.
- 3 Preservation of the collections is one of many priority areas in our institution.
- 20 The preservation of library and archive collections is a core feature of our organisation.

IS THE COLLECTION BEING ADVERSELY AFFECTED BY THE ENVIRONMENT?

- 25 All of the collection is currently being destroyed by the poor environment in which it is being held.
- 18 All of the collection is currently being damaged by the poor environment in which it is being held.
- 4 Parts of the library and archive collection are being destroyed by the poor environment in which they are being held.
- 1 Parts of the library and archive collection are being damaged by the poor environment in which they are being held.
- 14 The environment in which most of the important parts of our library and archive the collections are held contributes to their preservation.

IS THE CONSERVATION TREATMENT PROVISION ADEQUATE FOR YOUR COLLECTIONS?

- 9 A lot of our collections are in bad condition but we cannot afford any significant amounts of conservation.
- 21 We have a regular program of conservation but there are many badly damaged items which will not be treated in the short to medium term.
- 11 We do not regularly have conservation work carried out but if we needed conservation work on an item we could find the resources to undertake it.
- 24 We have a regular program of conservation, so although there is a backlog, a significant amount of conservation work is carried out every year.
- 7 We have no backlog of conservation treatment to be carried out on the library and archive collections.

Opinion Q 27

Total of all replies

Question number - see key

Does the existence of standards have an impact on the condition of the collection?

	12	5	8	16	22
strongly agree	2	12	0	2	0
agree	25	57	3	3	4
disagree	26	10	49	46	43
strongly disagree	6	1	14	22	20

Does your organisation set out policy for collections care?

	23	6	2	15	19
strongly agree	9	2	2	11	3
agree	38	34	14	45	26
disagree	23	20	39	8	42
strongly disagree	8	4	15	1	15

Where is conservation in the priority of the organisation?

	20	3	10	17	13
strongly agree	24	21	6	9	6
agree	26	39	34	28	9
disagree	24	14	35	33	39
strongly disagree	10	13	16	8	38

Is collection condition being adversely affected by the environment?

	14	1	4	18	25
strongly agree	16	10	5	4	0
agree	35	28	7	7	5
disagree	11	34	53	45	47
strongly disagree	7	11	21	33	42

Is the conservation treatment provision adequate for your collections?

	7	24	11	21	9
strongly agree	5	7	7	10	4
agree	13	30	47	22	11
disagree	41	29	29	40	47
strongly disagree	32	13	6	9	27

Opinion Q 27

Museums Replies

Question number - see key

Does the existence of standards have an impact on the condition of the collection?

	12	5	8	16	22
strongly agree	1	8	0	2	0
agree	10	26	1	3	2
disagree	7	1	18	14	19
strongly disagree	3	0	5	11	8

Does your organisation set out policy for collections care?

	23	6	2	15	19
strongly agree	5	2	0	6	0
agree	22	22	3	19	1
disagree	4	3	17	4	19
strongly disagree	0	0	6	0	10

Where is conservation in the priority of the organisation?

	20	3	10	17	13
strongly agree	13	12	0	4	0
agree	16	17	4	9	1
disagree	2	1	18	14	10
strongly disagree	1	1	10	2	23

Is collection condition being adversely affected by the environment?

	14	1	4	18	25
strongly agree	7	4	2	1	0
agree	11	10	1	2	1
disagree	5	11	23	15	16
strongly disagree	2	4	6	15	19

Is the conservation treatment provision adequate for your collections?

	7	24	11	21	9
strongly agree	1	4	3	3	1
agree	5	14	24	11	3
disagree	18	8	5	14	22
strongly disagree	10	2	2	2	10

Opinion Q 27

Archive replies

Question number - see key

Does the existence of standards have an impact on the condition of the collection?

	12	5	8	16	22
strongly agree	0	1	0	0	0
agree	4	7	2	0	0
disagree	4	1	4	6	5
strongly disagree	1	0	2	4	6

Does your organisation set out policy for collections care?

	23	6	2	15	19
strongly agree	2	0	0	1	0
agree	5	2	2	3	0
disagree	1	4	5	1	9
strongly disagree	0	0	3	0	2

Where is conservation in the priority of the organisation?

	20	3	10	17	13
strongly agree	5	5	0	0	0
agree	4	5	4	3	0
disagree	3	1	4	3	4
strongly disagree	0	1	3	2	6

Is collection condition being adversely affected by the environment?

	14	1	4	18	25
strongly agree	3	2	0	1	0
agree	5	4	1	1	1
disagree	1	2	7	4	3
strongly disagree	2	2	3	4	7

Is the conservation treatment provision adequate for your collections?

	7	24	11	21	9
strongly agree	0	2	0	5	1
agree	0	4	4	6	2
disagree	3	4	3	1	2
strongly disagree	9	1	2	0	6

Opinion Q 27

Libraries replies

Question number - see key

Does the existence of standards have an impact on the condition of the collection?

	12	5	8	16	22
strongly agree	1	2	0	0	0
agree	7	20	0	0	2
disagree	15	8	21	21	14
strongly disagree	2	1	6	7	6

Does your organisation set out policy for collections care?

	23	6	2	15	19
strongly agree	2	0	2	2	3
agree	7	9	8	19	24
disagree	18	12	14	3	10
strongly disagree	8	3	5	1	3

Where is conservation in the priority of the organisation?

	20	3	10	17	13
strongly agree	5	3	6	4	6
agree	5	14	22	16	6
disagree	18	11	10	13	20
strongly disagree	9	11	3	4	8

Is collection condition being adversely affected by the environment?

	14	1	4	18	25
strongly agree	5	4	3	2	0
agree	17	12	5	4	3
disagree	5	15	17	24	26
strongly disagree	2	4	10	10	12

Is the conservation treatment provision adequate for your collections?

	7	24	11	21	9
strongly agree	4	1	4	2	2
agree	4	9	14	5	6
disagree	20	15	20	21	20
strongly disagree	12	10	2	7	8

Opinion Q 27

Other replies

Question number - see key

Does the existence of standards have an impact on the condition of the collection?

	12	5	8	16	22
strongly agree	0	1	0	0	0
agree	4	4	0	0	0
disagree	0	0	6	5	5
strongly disagree	0	0	1	0	0

Does your organisation set out policy for collections care?

	23	6	2	15	19
strongly agree	0	0	0	2	0
agree	4	1	1	4	1
disagree	0	1	3	0	4
strongly disagree	0	1	1	0	0

Where is conservation in the priority of the organisation?

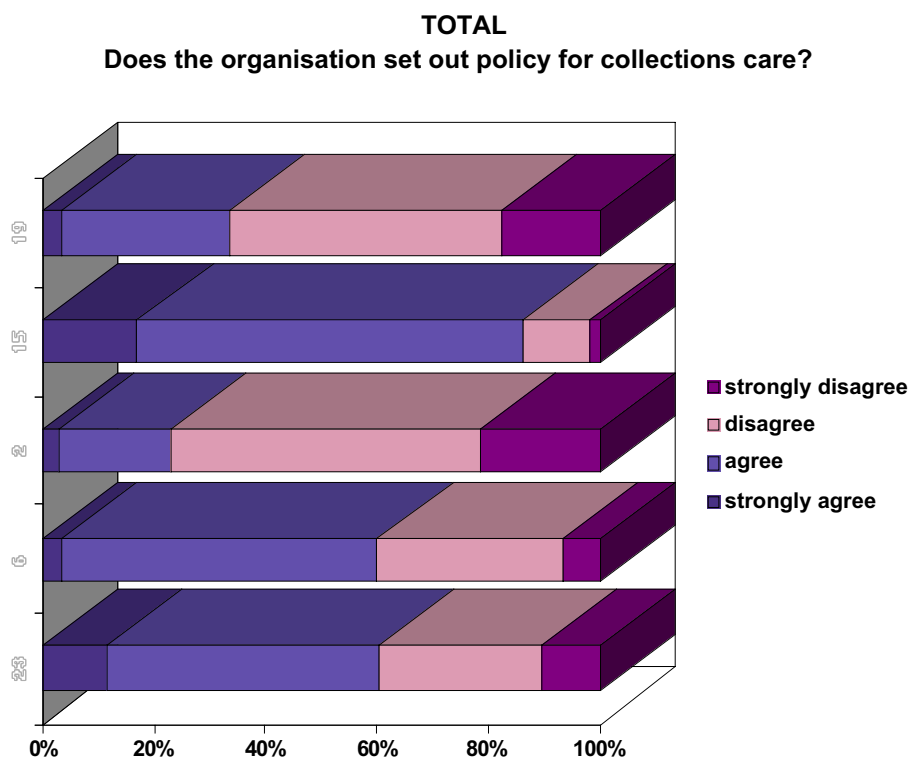
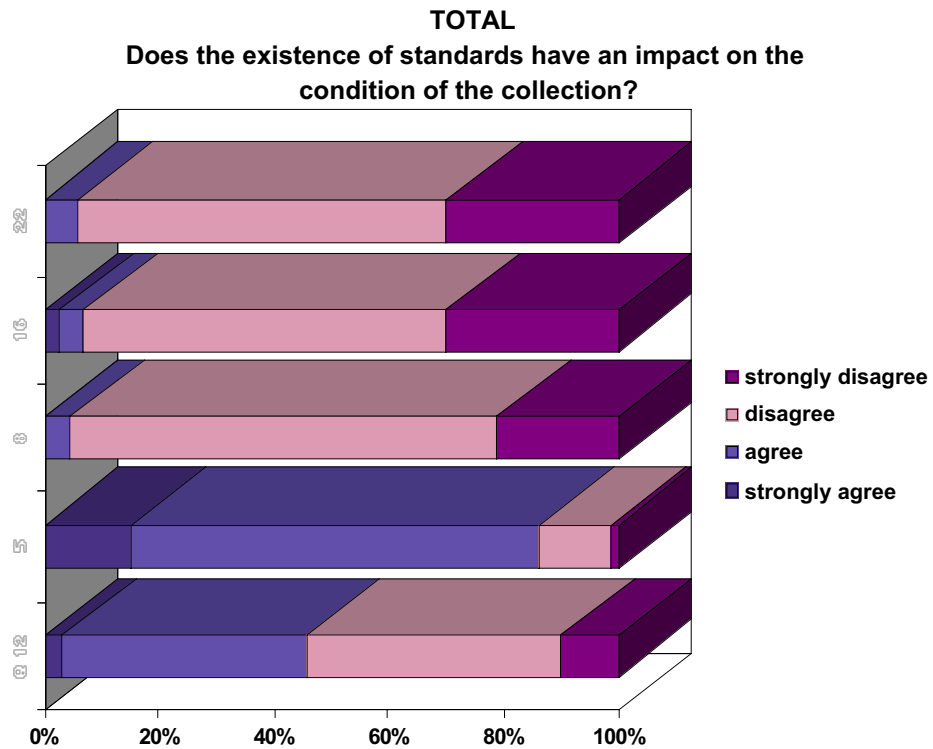
	20	3	10	17	13
strongly agree	1	1	0	1	0
agree	1	3	4	0	2
disagree	1	1	3	3	5
strongly disagree	0	0	0	0	1

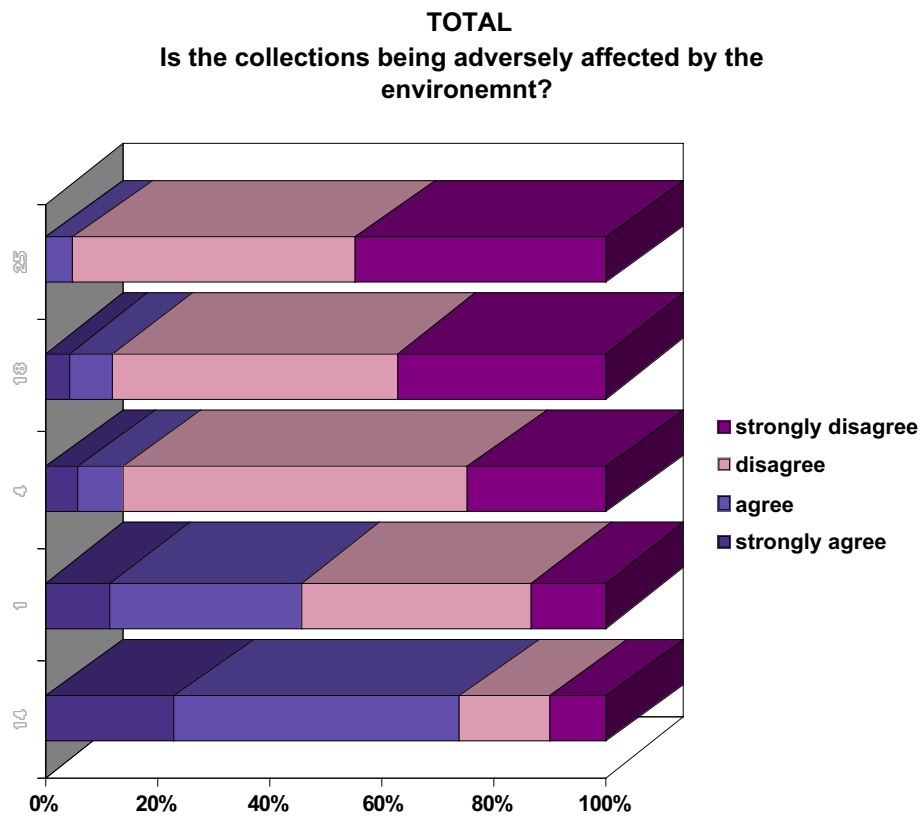
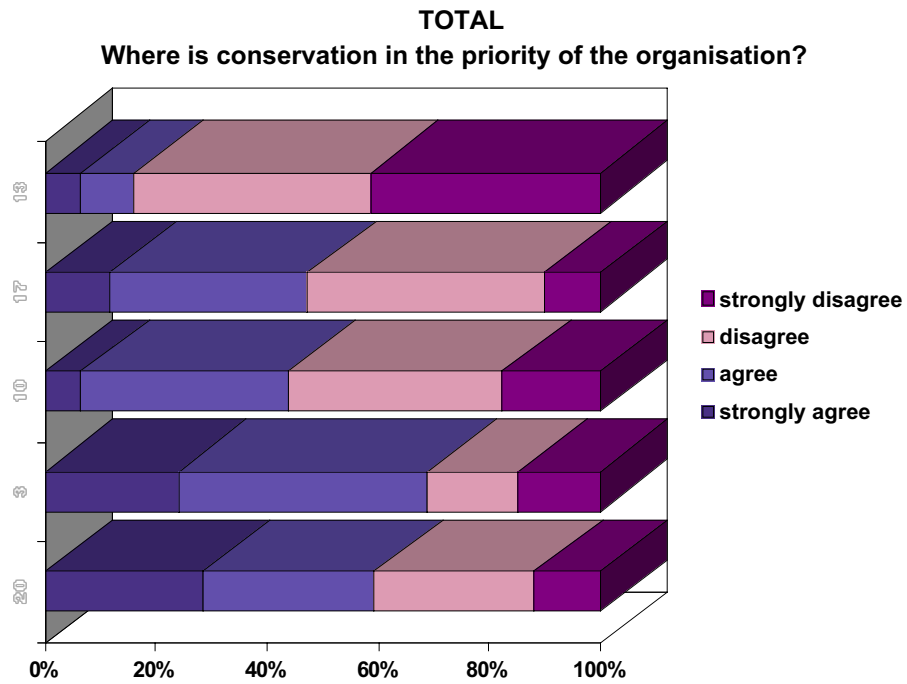
Is collection condition being adversely affected by the environment?

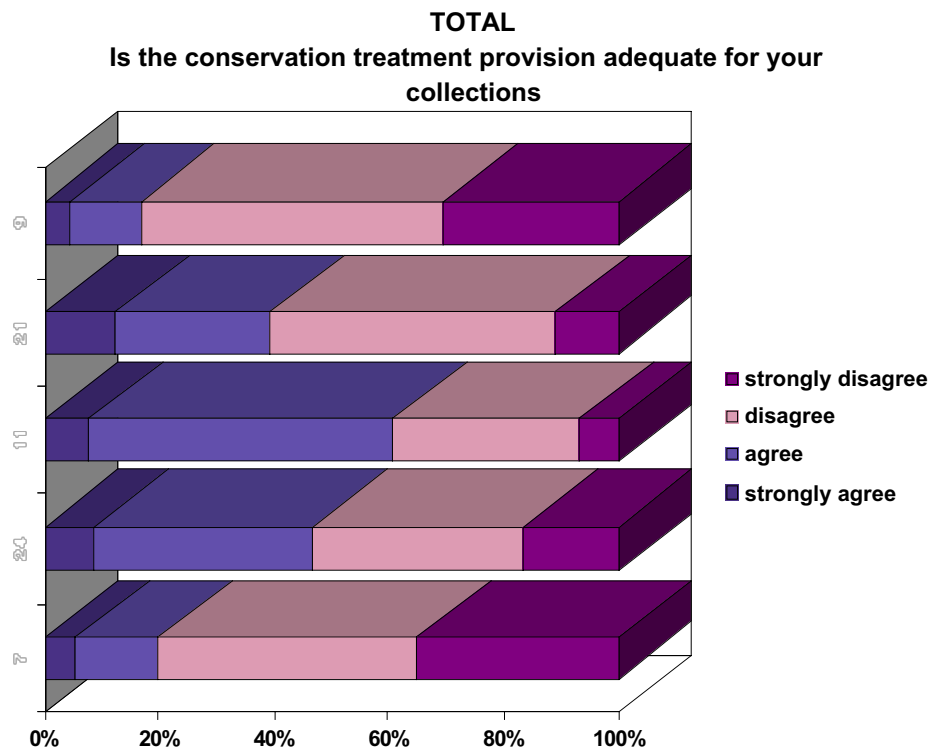
	14	1	4	18	25
strongly agree	1	0	0	0	0
agree	2	2	0	0	0
disagree	0	6	6	2	2
strongly disagree	1	1	2	4	4

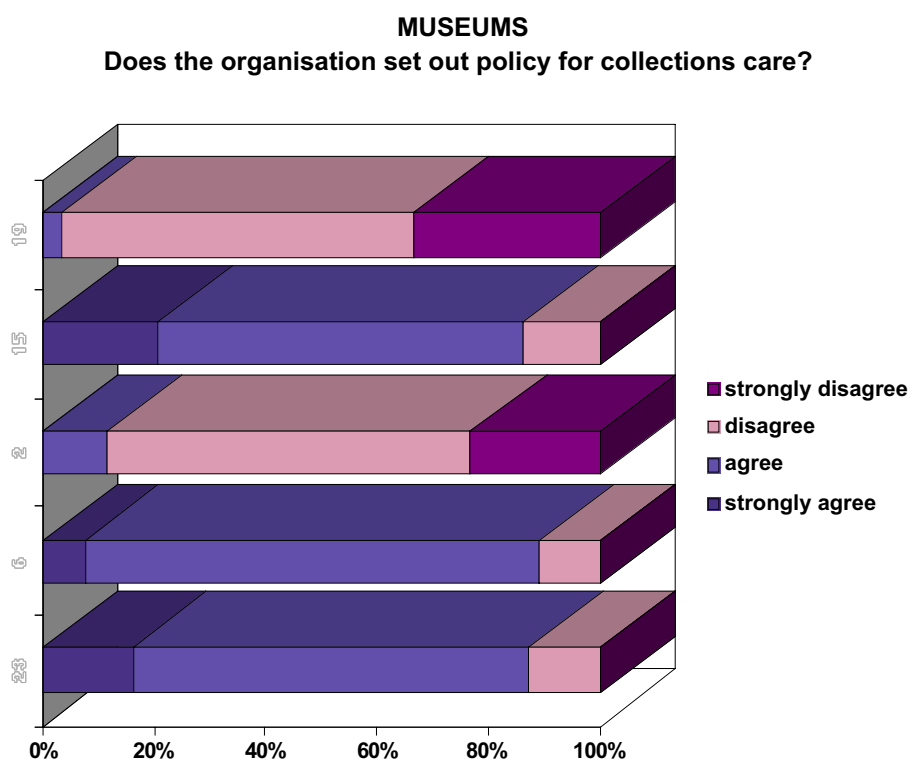
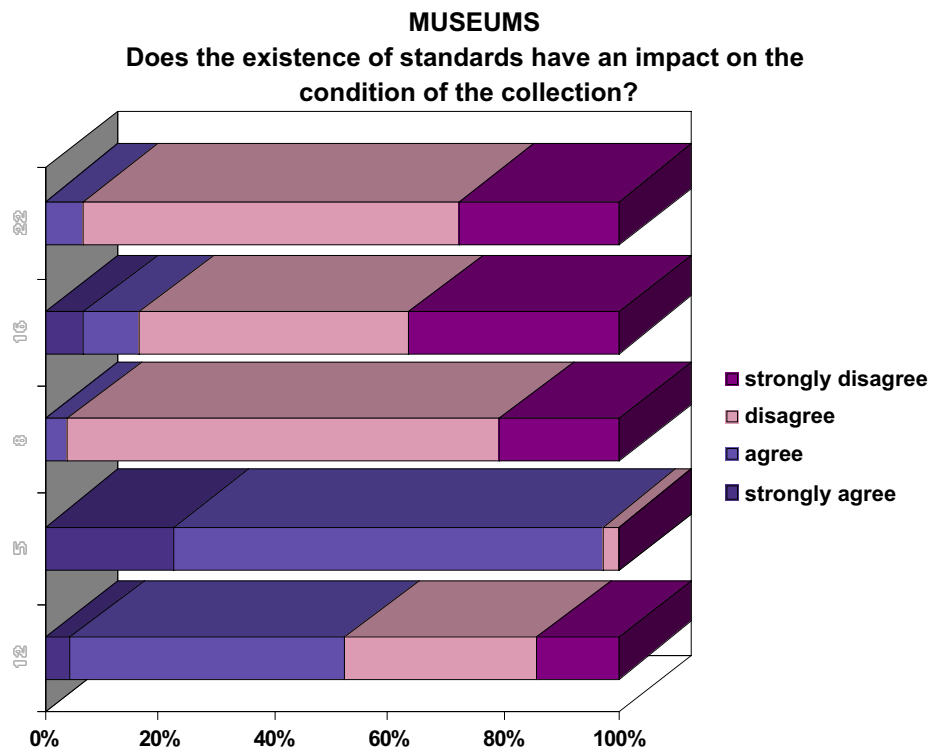
Is the conservation treatment provision adequate for your collections?

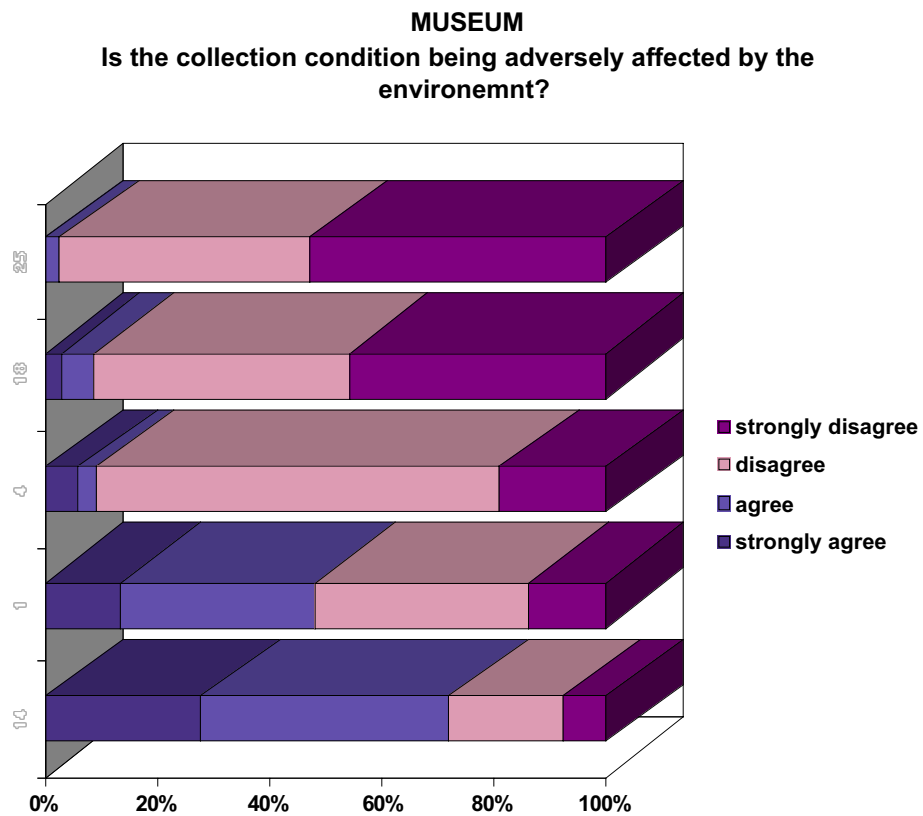
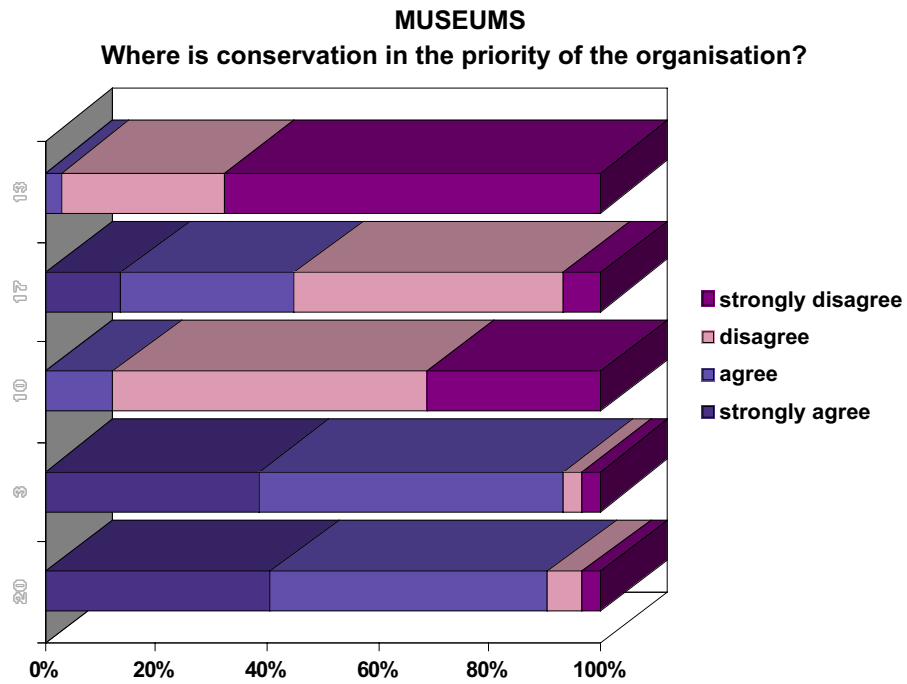
	7	24	11	21	9
strongly agree	0	0	0	0	0
agree	4	3	5	0	0
disagree	0	2	1	4	3
strongly disagree	1	0	0	0	3

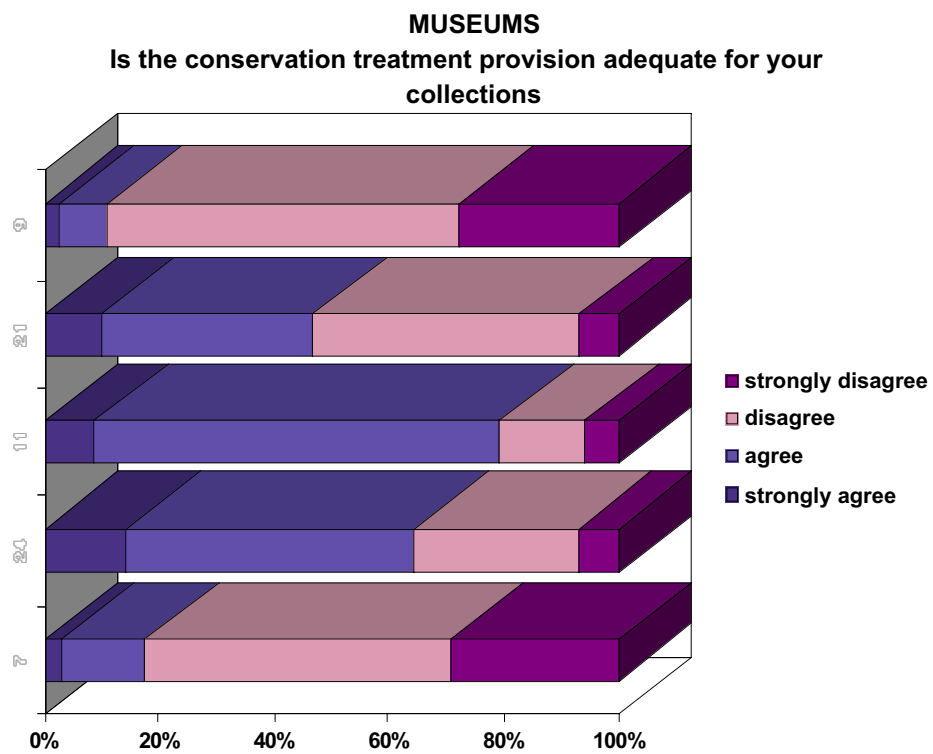


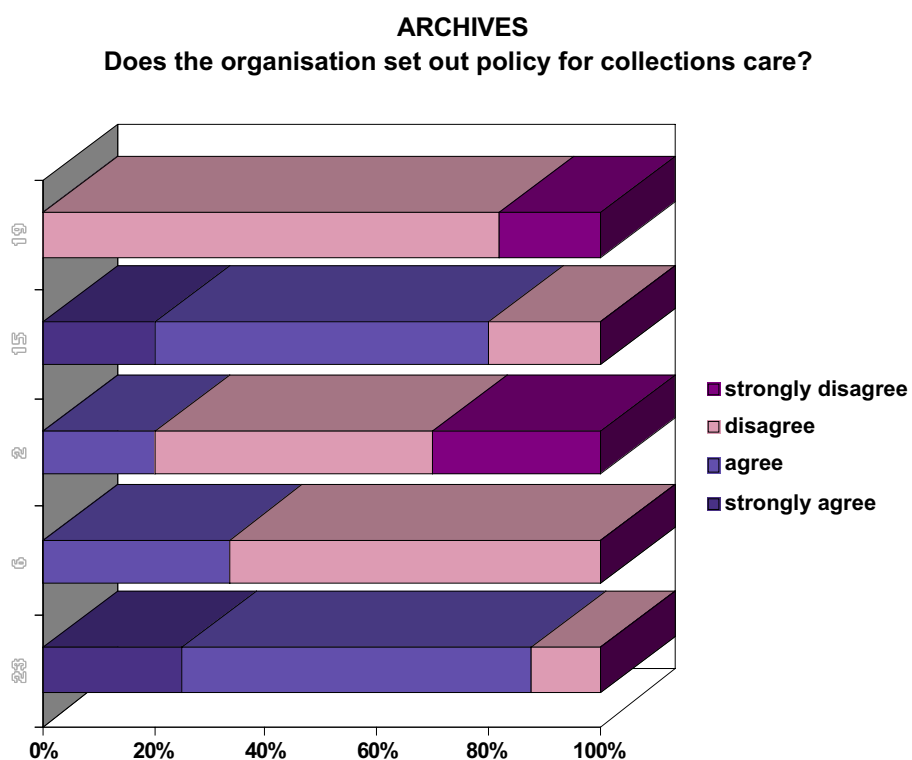
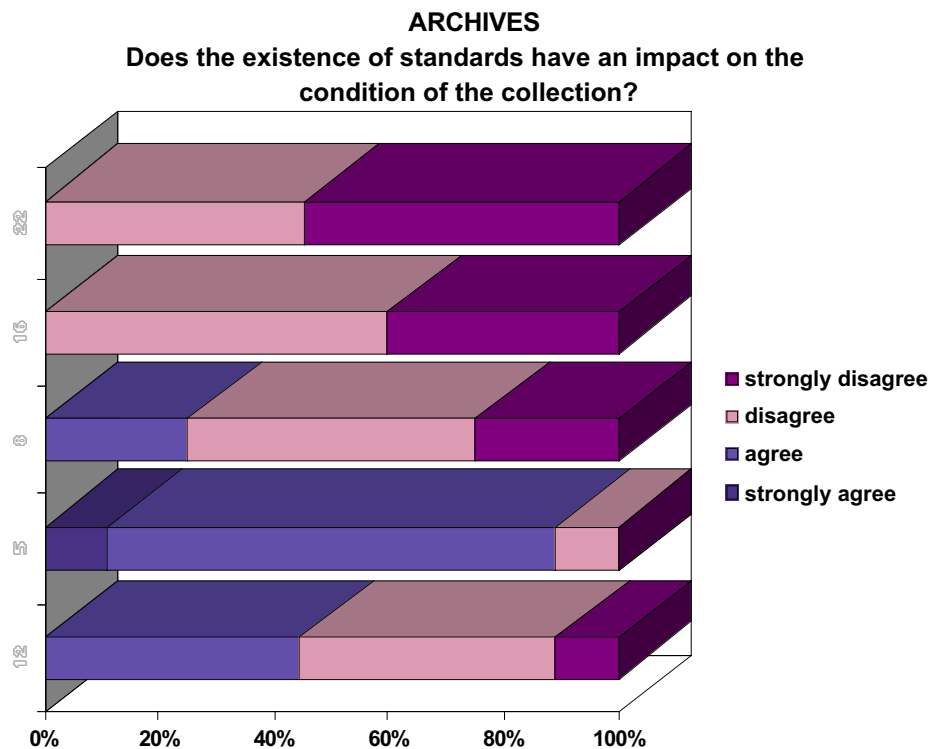


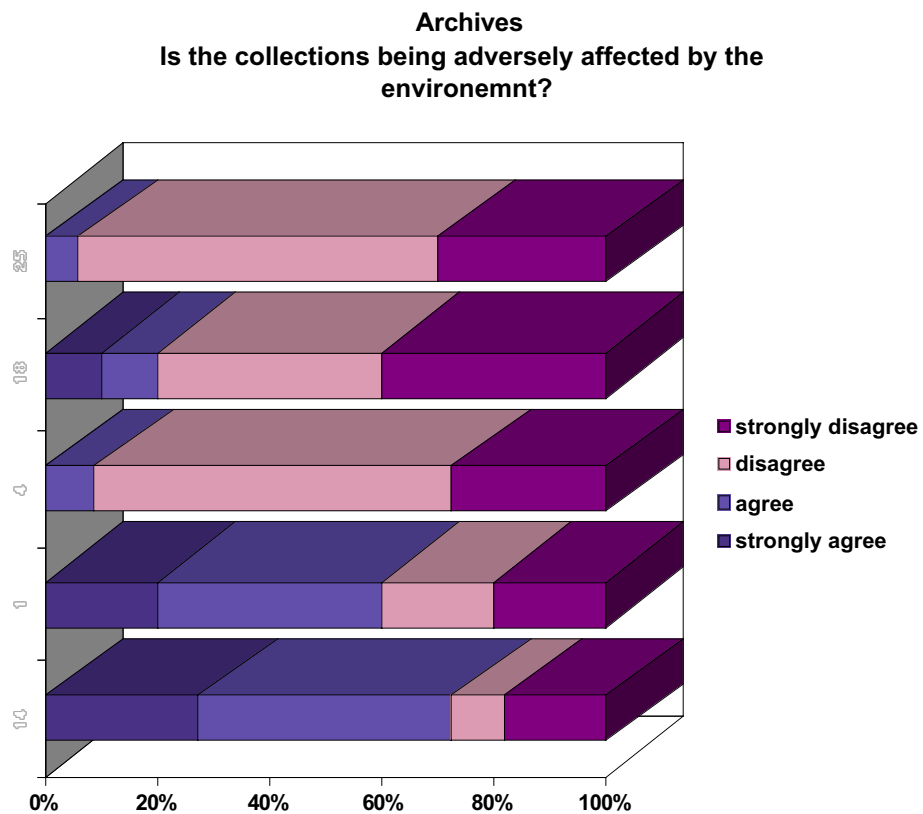
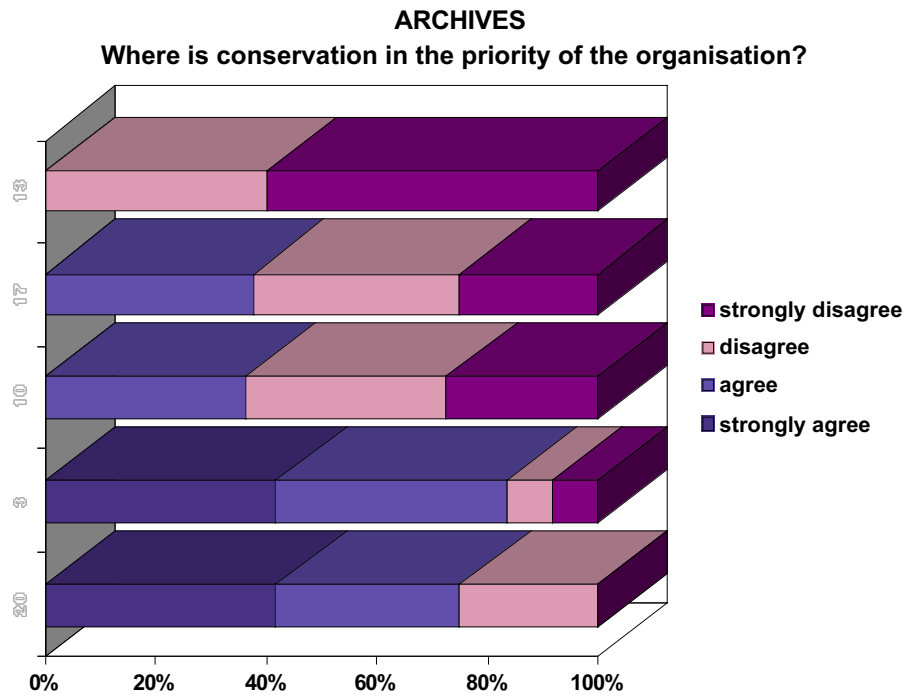


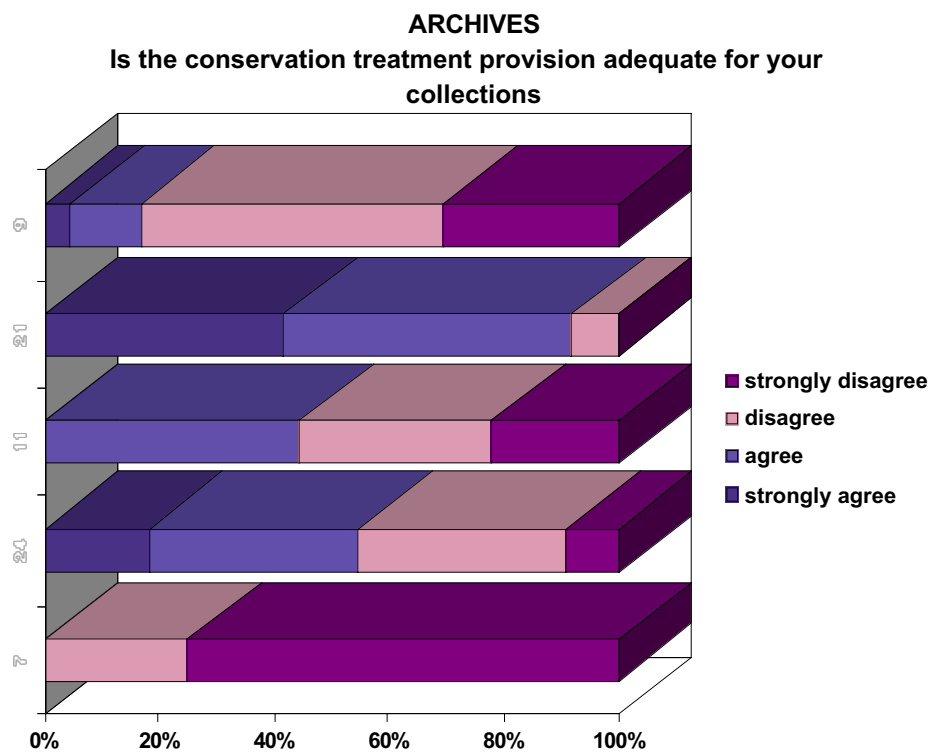


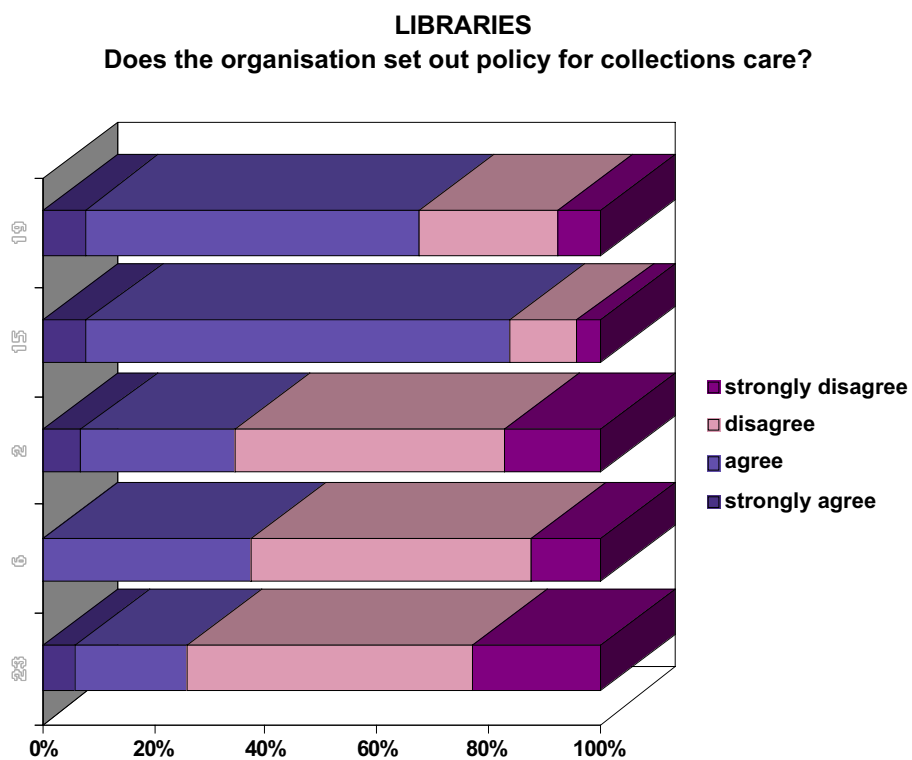
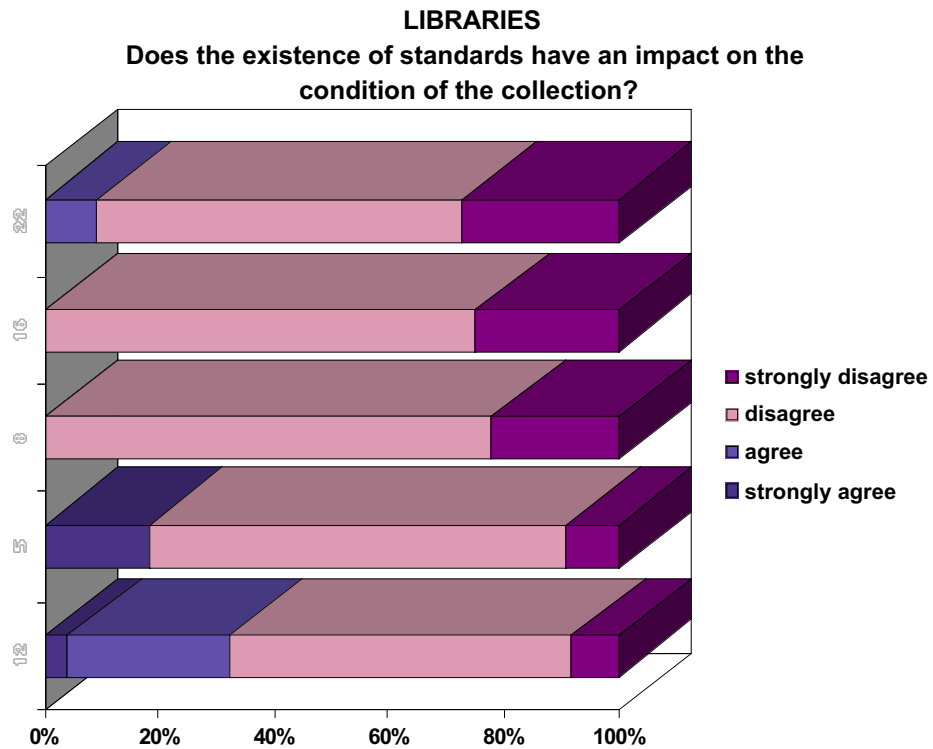


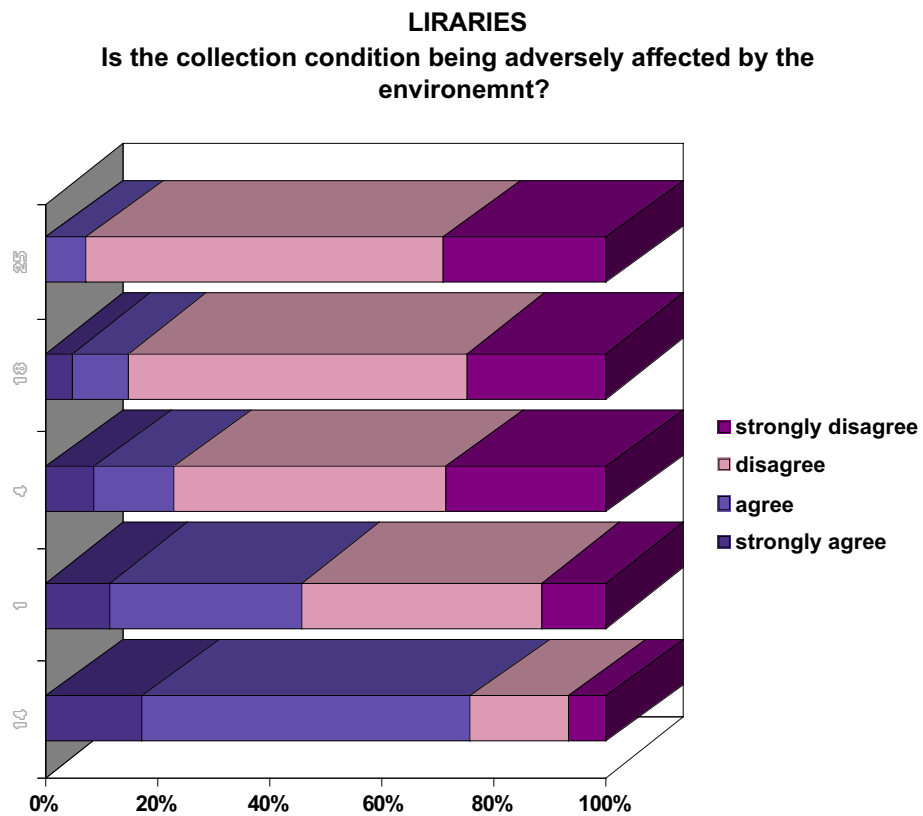
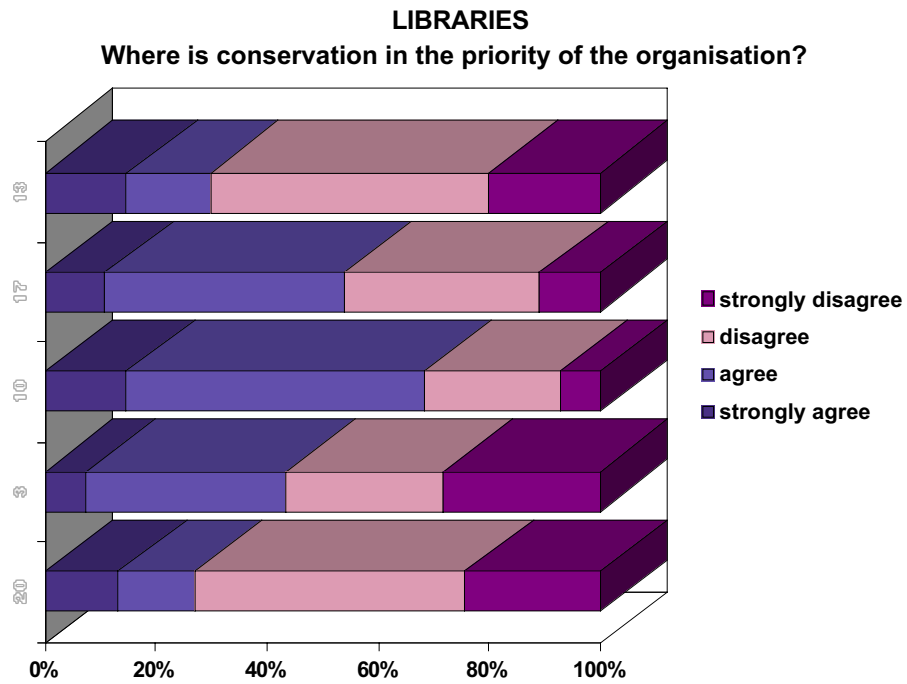


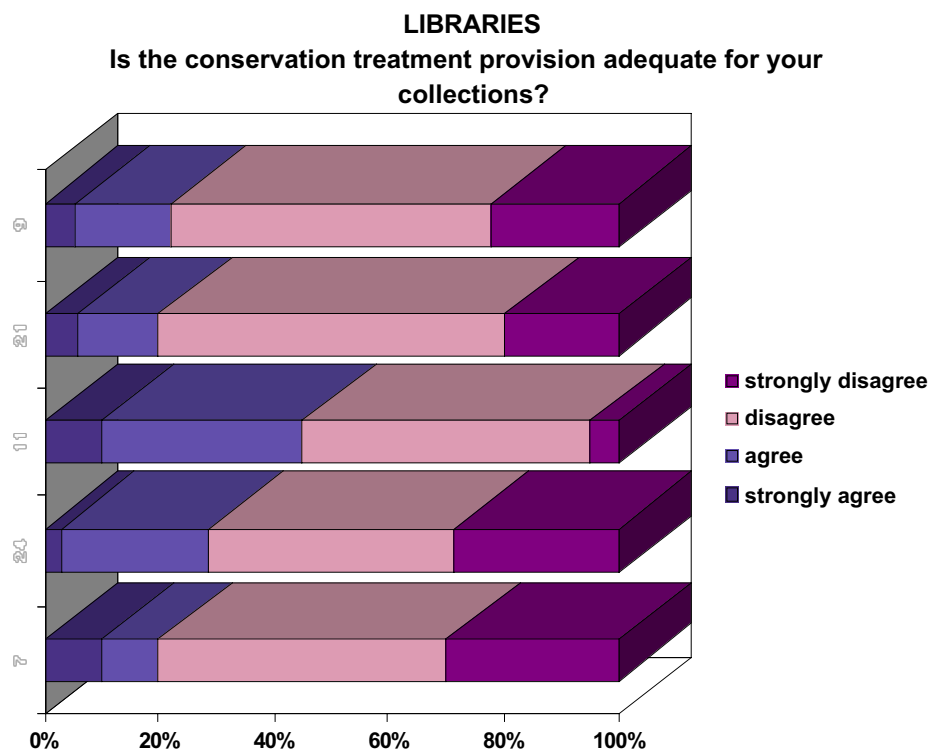


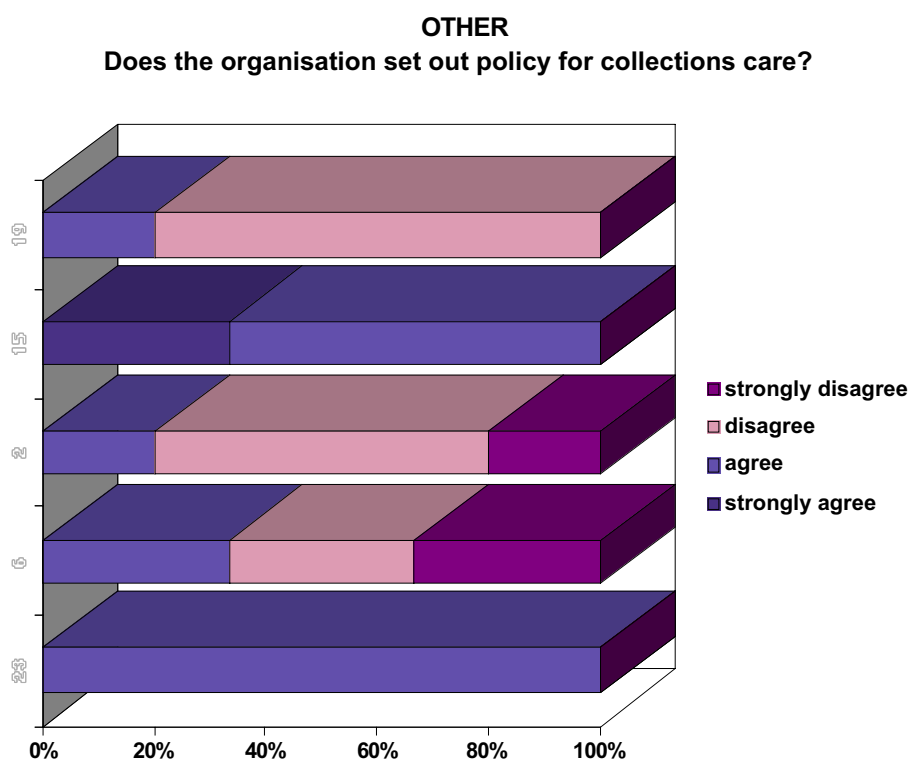
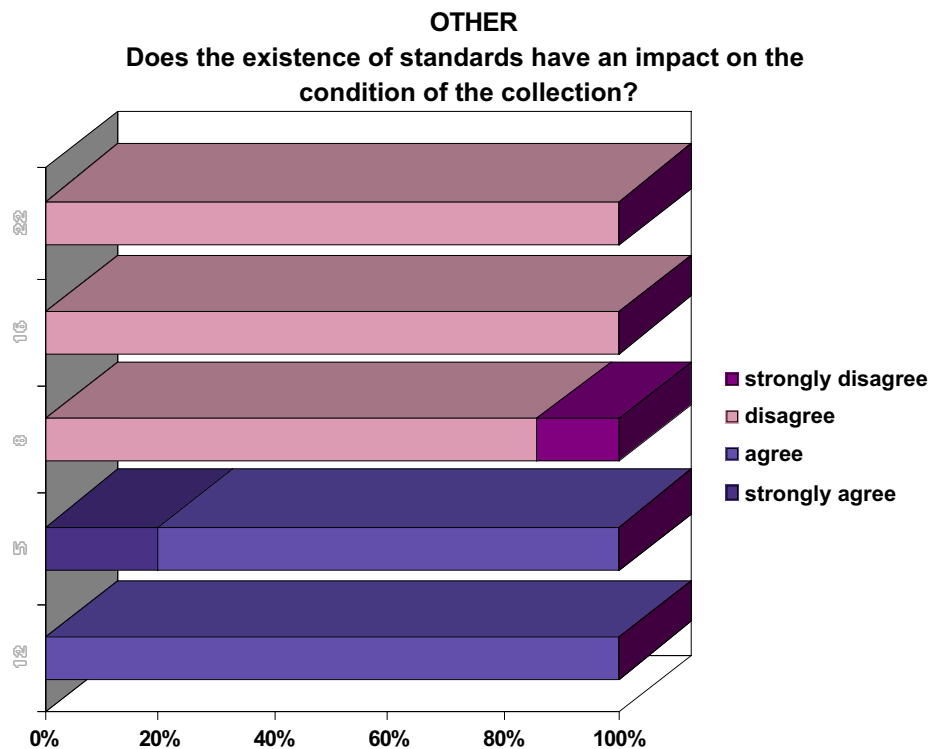


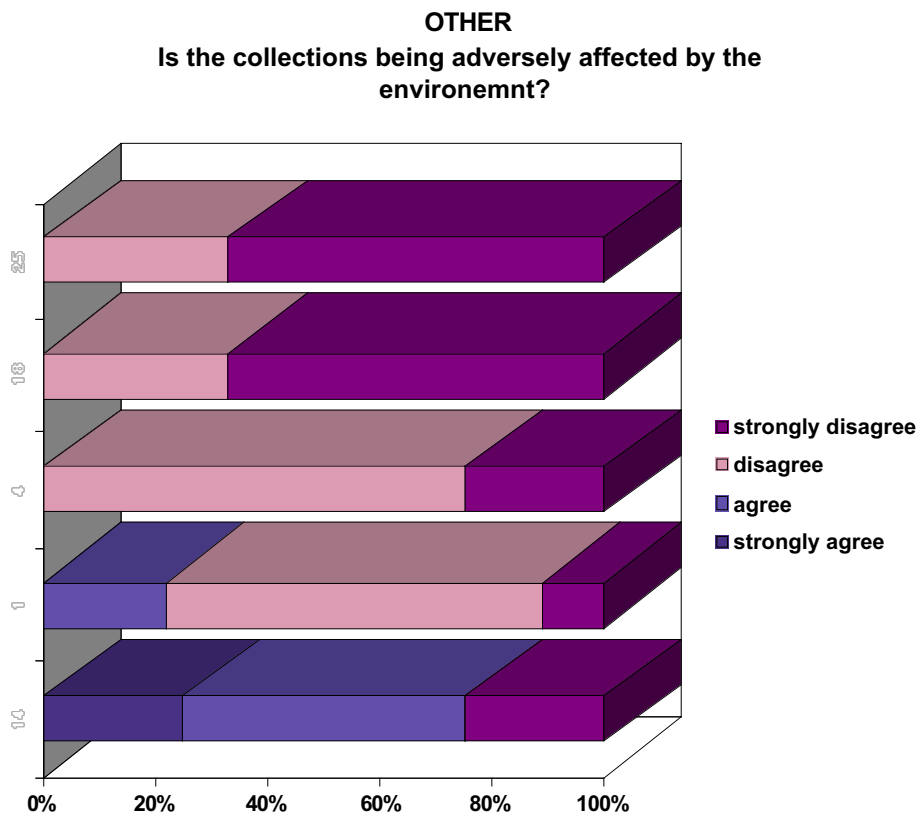
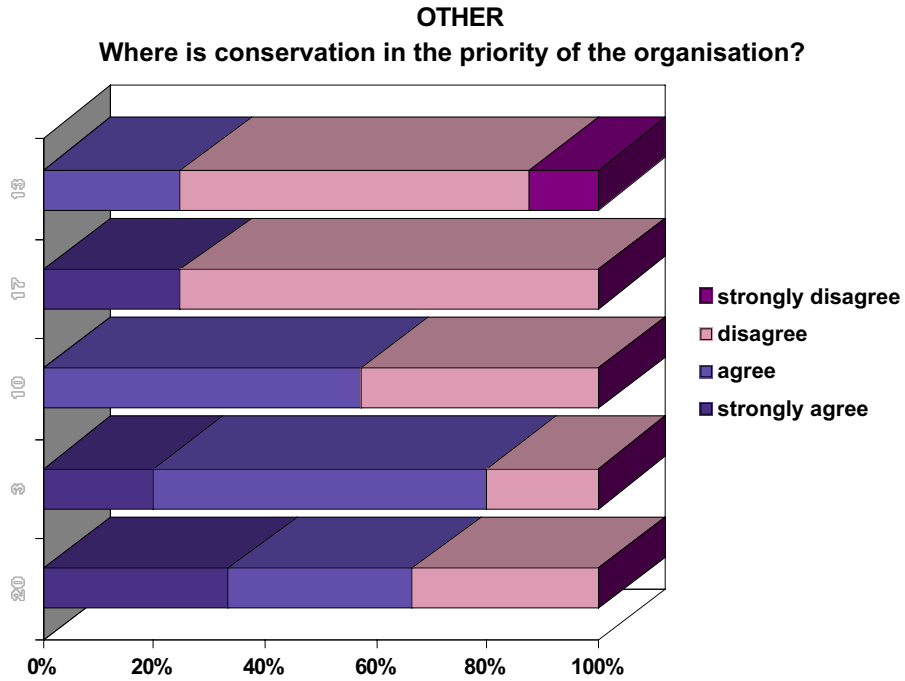


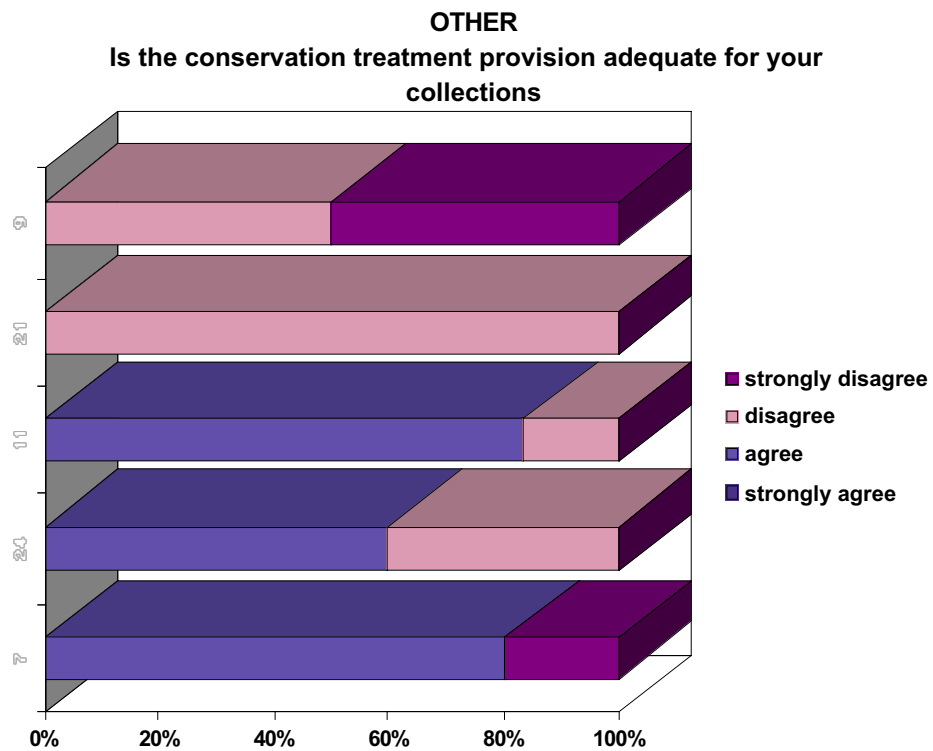




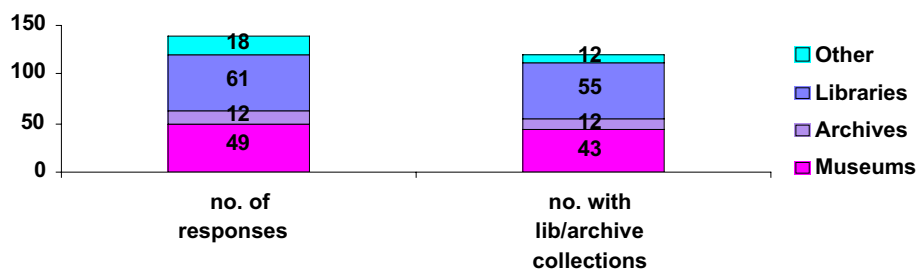




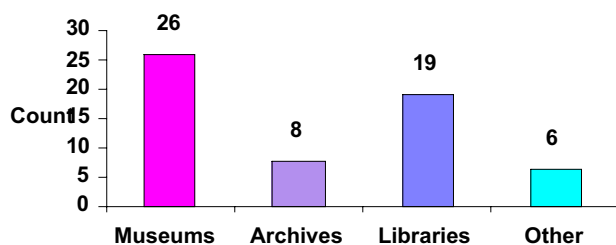




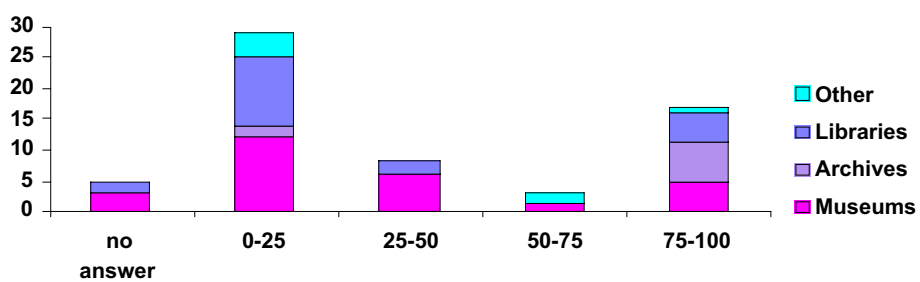
Summary of responses and Q5

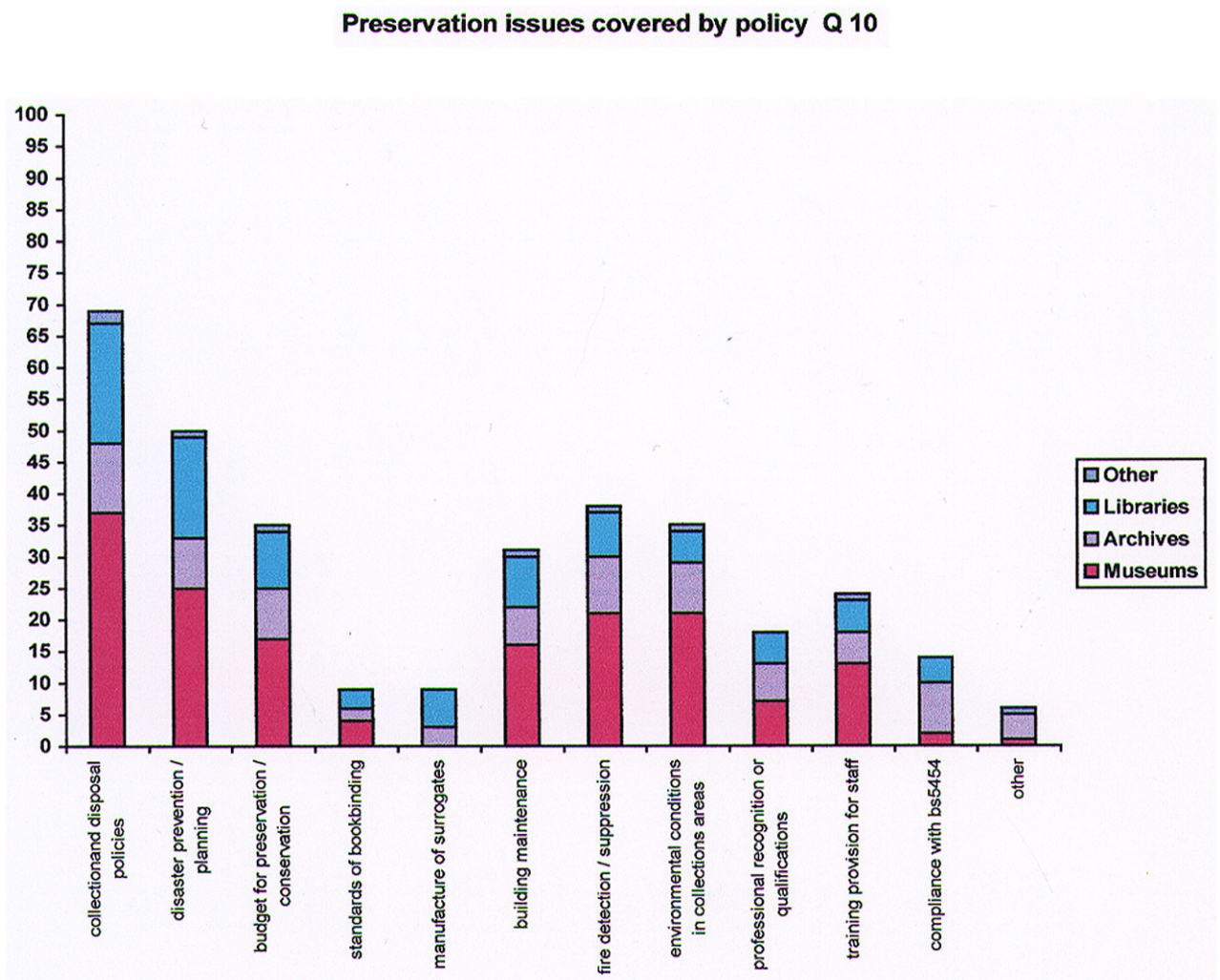
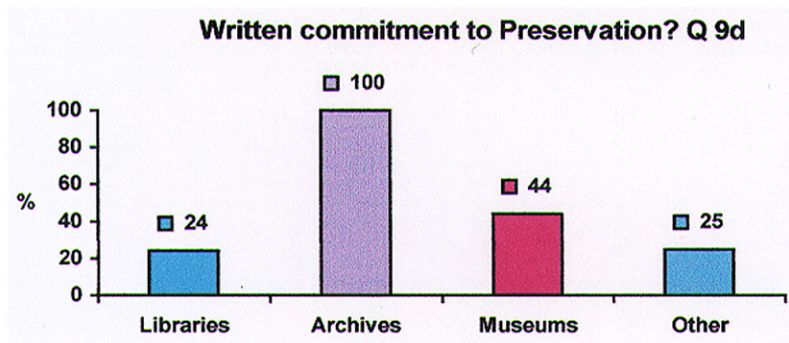


Someone responsible for preservation Q 8

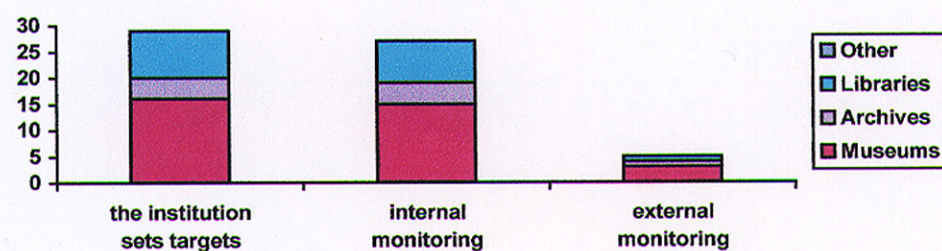


% of time spent on preservation Q 8

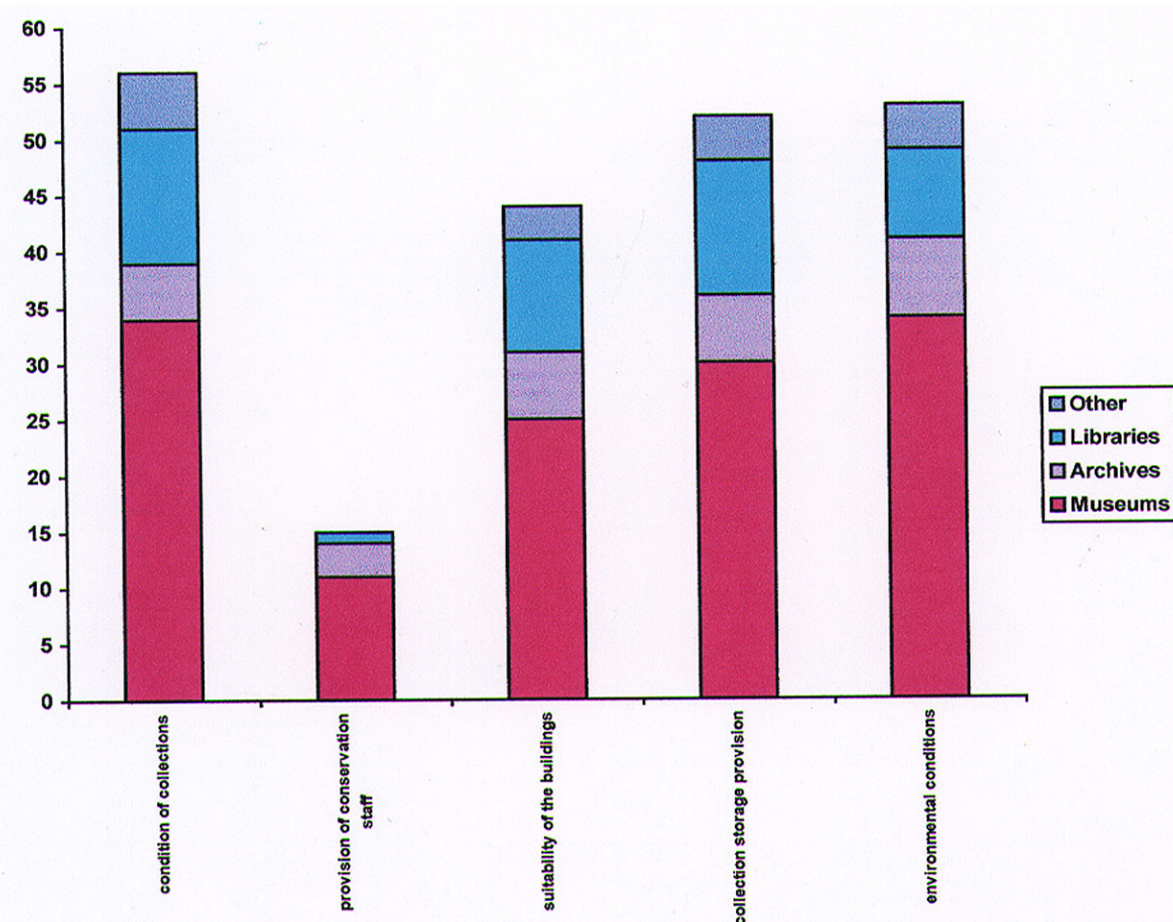




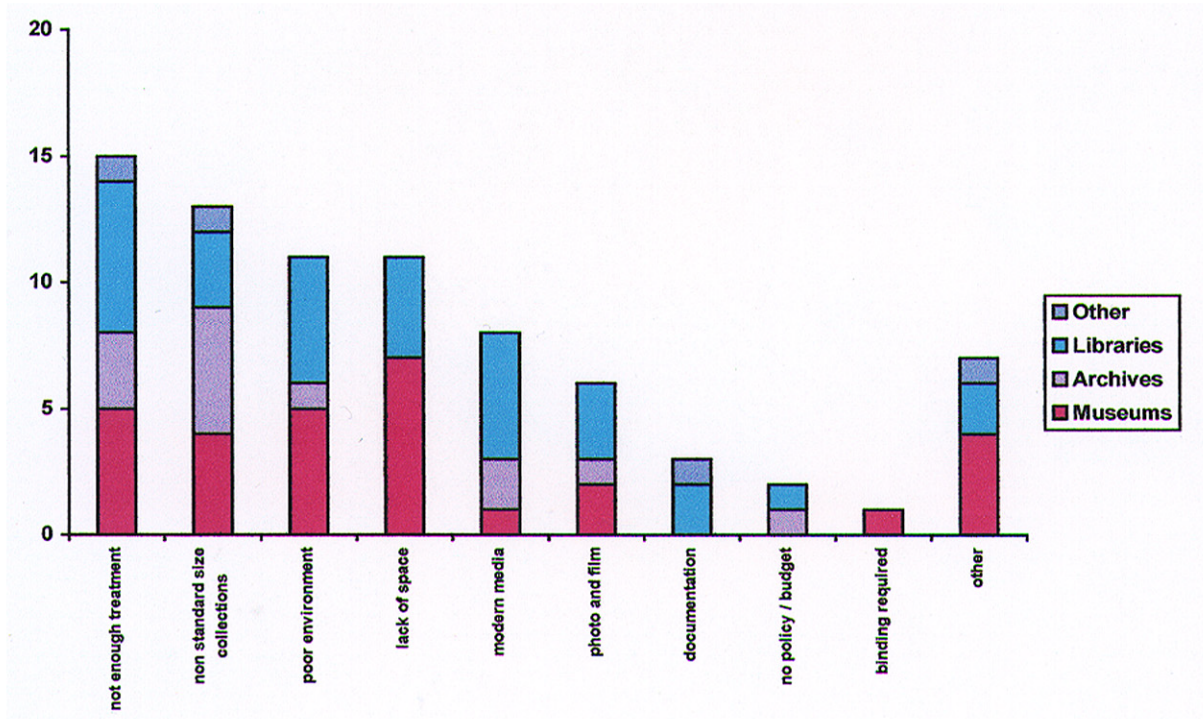
Targets Q's 11, 12a, 12b



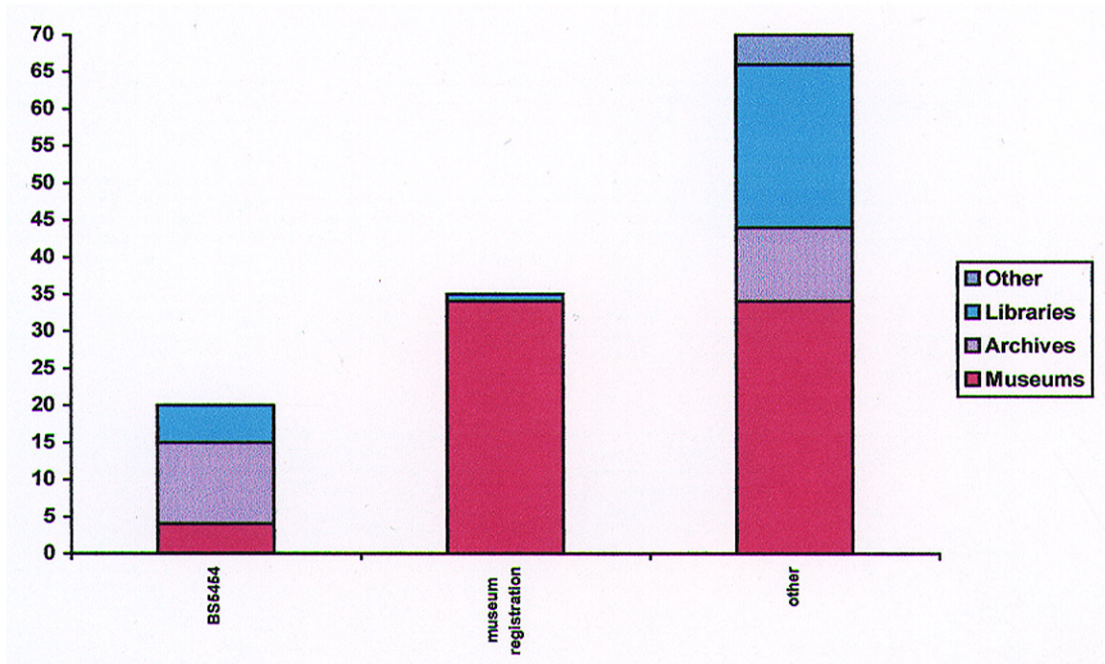
Self assessment Q 13



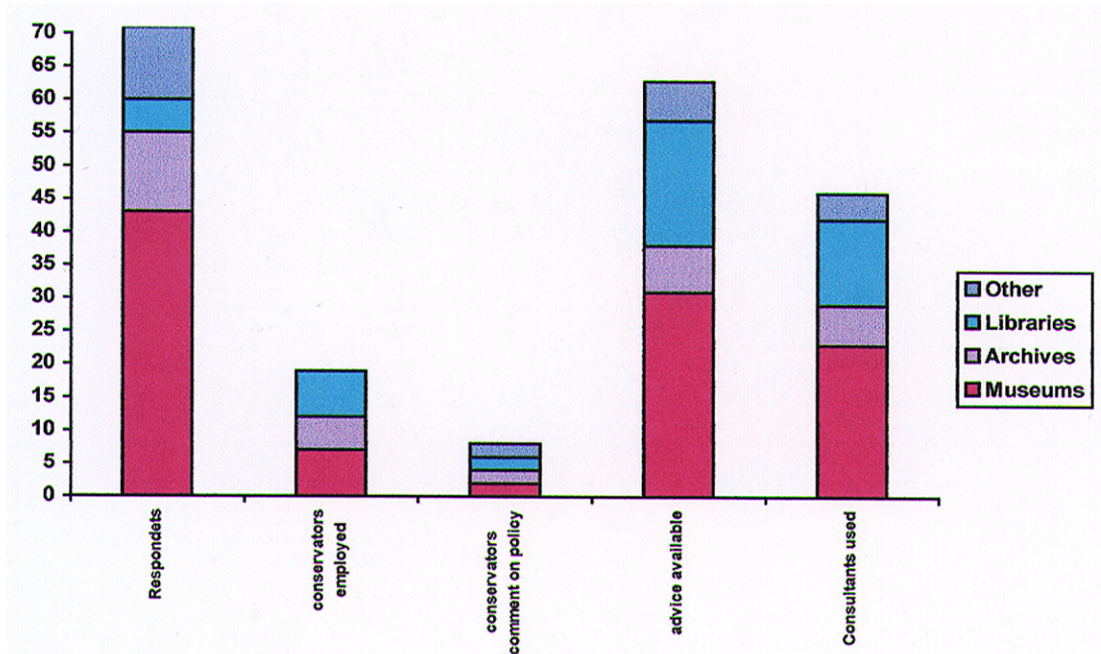
Preservation problems Q 14



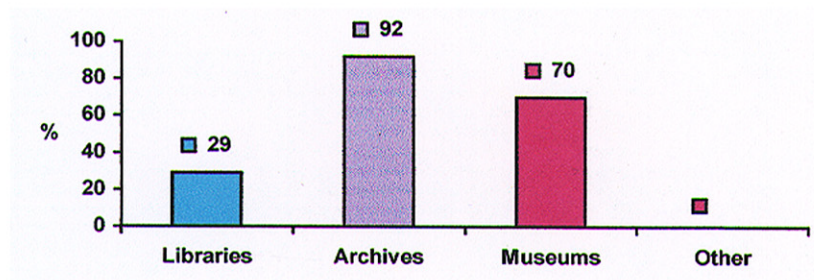
Standards Q 15



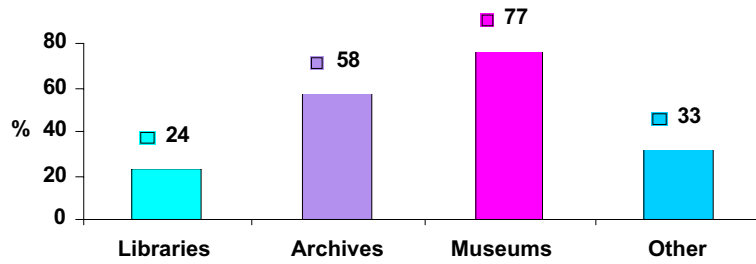
Access to conservation Q's 16b,16d, 17, 18a



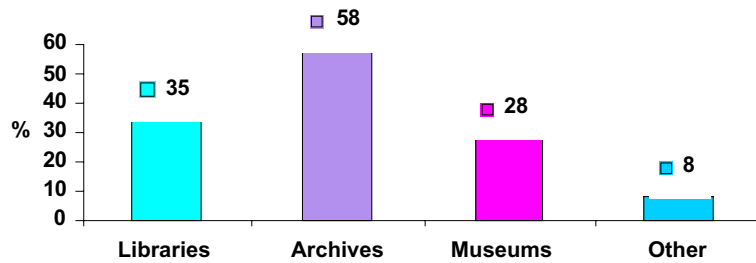
Does a cons/pres budget exist? Q19



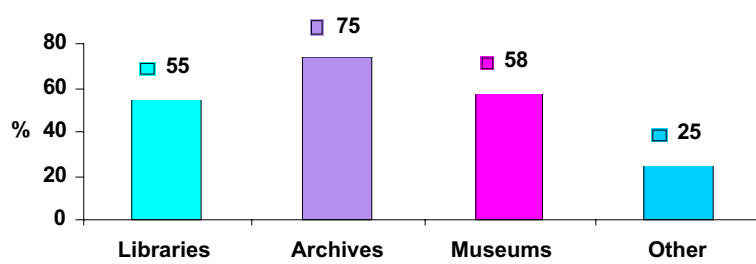
Conservation discussed at management level? Q 20



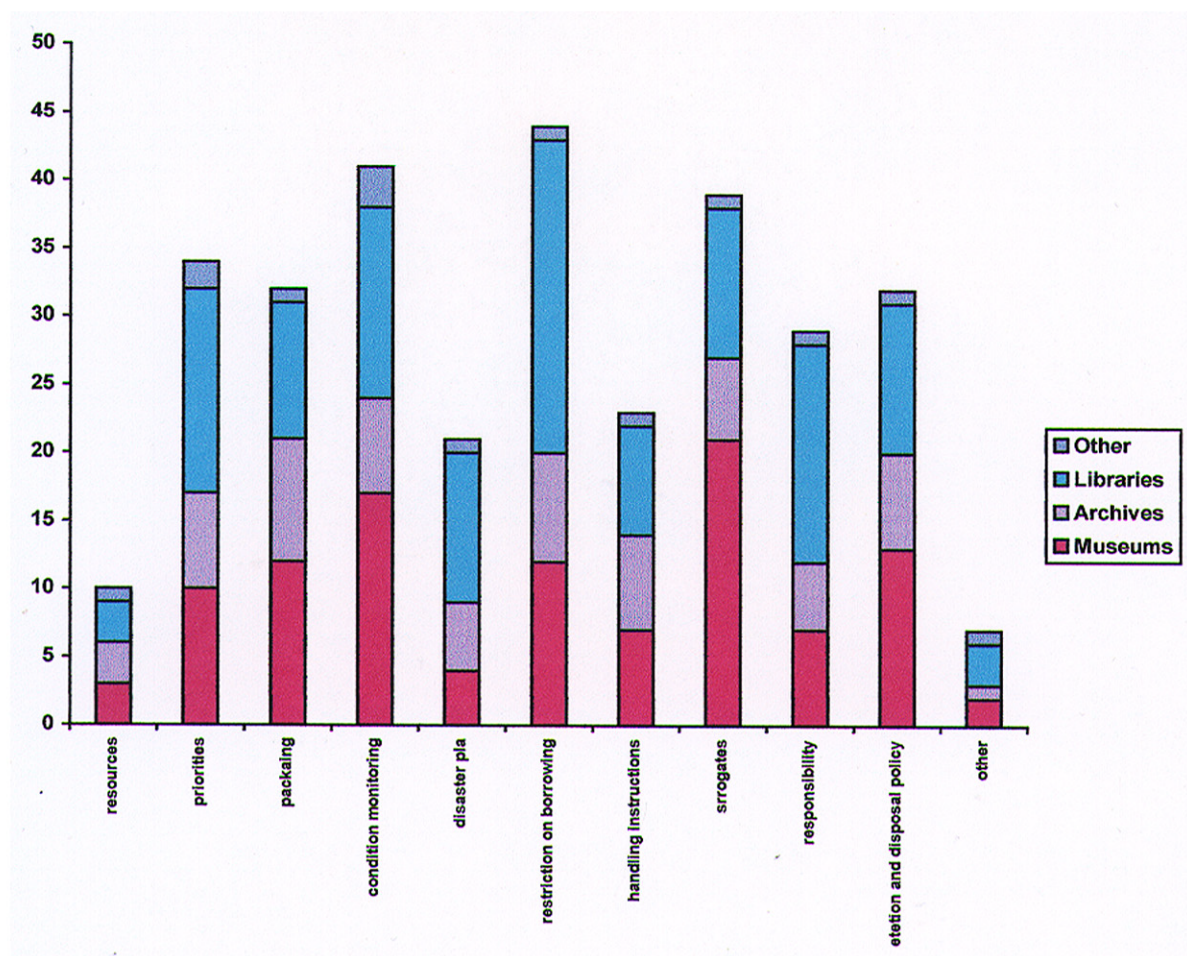
Formal supportive relationship Q 22a



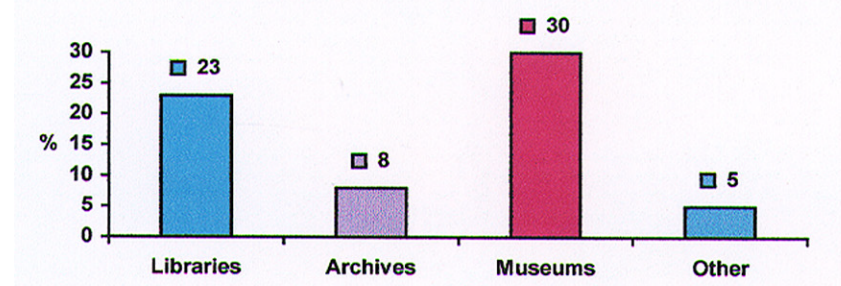
Hold special or historical collections Q 23a



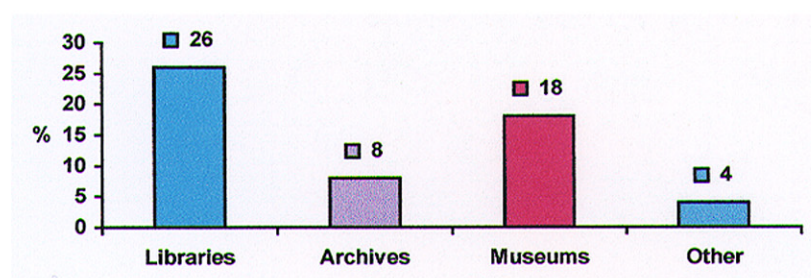
Caring for special or historical collections Q 23e



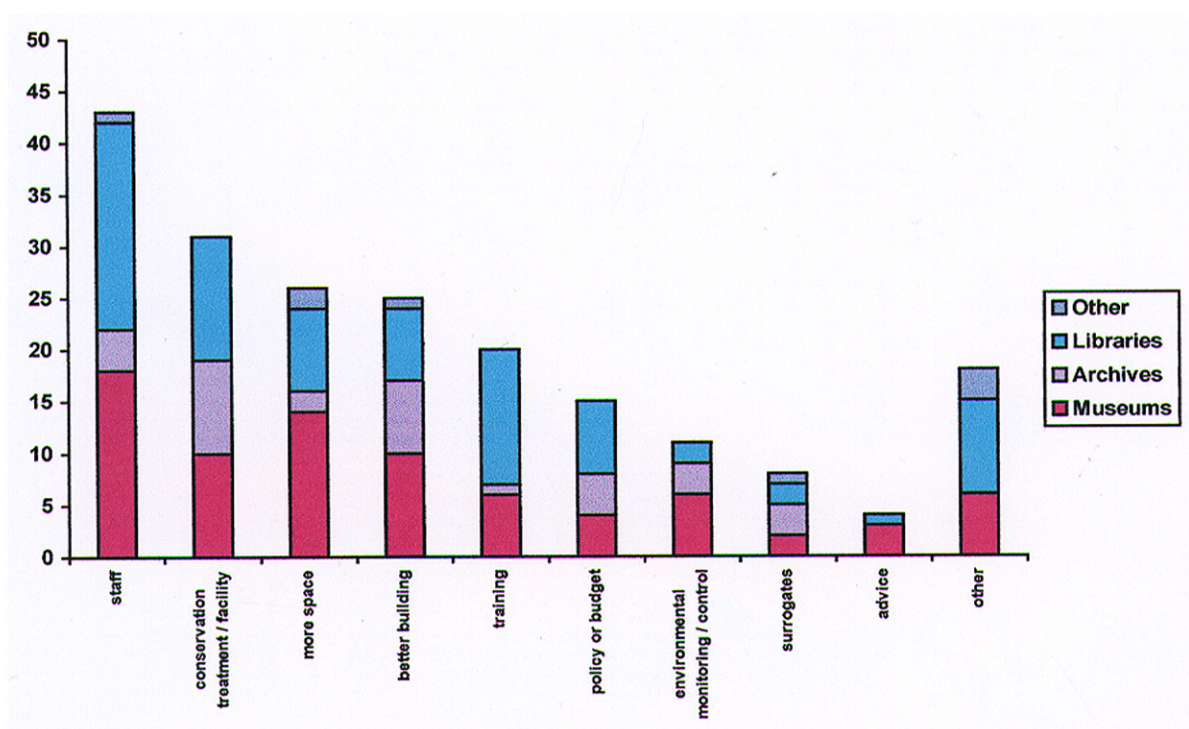
Institution has plans to improve collections care Q 24



Foresee threats to current levels of service Q 25



Issues to improve collections care Q 26



Appendix H

Questionnaire

THE FUTURE OF OUR WRITTEN PAST

Survey of the Preservation Needs of Library and Archive Material in Welsh Repositories

Please complete this questionnaire and return it by 19th December to:

LJD Henderson, LISC Survey
74 Pen y Peel Road
Cardiff, CF5 1QY
enquiries email: ljd.henderson@dtm.ntl.com

Even if the questionnaire does not seem relevant to you or your institution, please complete Questions 1-4 on this page and Question 28 on page 8 before returning it to the above address.

This questionnaire has 28 questions on 8 pages and should take you less than 40 minutes to complete.

The replies will be collated and results reported as trends. Individual responses will not be reported without permission.

Thank you for your assistance.

NOTES

Where items are marked † in the text, a definition is provided:

‘SPECIAL OR HISTORICAL COLLECTIONS’

This term is used loosely to try to encompass any collections which are unique or irreplaceable as collections or collections which are associated with a particular historical figure, event or location. If you are in doubt as to whether a collection comes into this category, include it in the relevant part of the questionnaire.

‘PRESERVATION’

This term is used to describe the managerial, financial and technical issues involved in preserving collections and library materials in all formats – and/or their information content – so as to maximise their useful life.

‘CONSERVATION’

This term is used to describe the maintenance and/or repair of individual items.

PART 1: YOUR INSTITUTION

- 1 Institution
Address
..... Post Code
- 2 Survey completed by
Name
Job title
- 3 Does your institution exist in order to hold, preserve or provide access to collections?
Yes ☐ ➔ Question 4
No ☐ What is the main purpose of your organisation?
..... ➔ Question 5
- 4 Does holding original library and/or archive collections, specifically, fall within the purpose of the institution?
Yes ☐
No ☐
- 5 Does the institution hold any library or archive collections?
Yes ☐
No ☐ ➔ Question 28 (page 8)

Continued Overleaf

PART 2: TOTAL HOLDINGS

BACKGROUND

- 6 Please estimate the size of your total holdings (all of your collections) *items or other units*
- 7 What percentage of the total collection is made up of library and archive material?
- ☐ 0-25% ☐ 25-50% ☐ 50-75% ☐ 75-100%
- 8 Is there someone specifically responsible for preservation[†] in the institution?
- Yes ☐ Name
- Job title
- How much of their time involves activities related to this responsibility?
- ☐ 0-25% ☐ 25-50% ☐ 50-75% ☐ 75-100%
- No ☐ ➡ Question 9

POLICY AND PROCEDURES

- 9a Does the institution have a Mission Statement?
- Yes ☐ } Does it contain any specific reference to preservation[†] activities? Yes ☐ No ☐
- In development ☐ }
- No ☐
- b Does the institution have Key Aims or Objectives?
- Yes ☐ } Does it contain any specific reference to preservation[†] activities? Yes ☐ No ☐
- In development ☐ }
- No ☐
- c Has the institution adopted other policy documents?
- Yes ☐ } Do any of them contain any specific reference to preservation[†] activities? Yes ☐ No ☐
- In development ☐ }
- No ☐
- d Is there a written commitment to preservation of collections in any of your institution's policies?
- Yes ☐
- No ☐ ➡ Question 13

- 10 Which of the following preservation issues are specifically covered by policy?

Tick all those that apply

- | | |
|---|--------------------------|
| Collection & disposal policies | <input type="checkbox"/> |
| Disaster prevention/planning | <input type="checkbox"/> |
| The budget for preservation/conservation | <input type="checkbox"/> |
| Standards of bookbinding | <input type="checkbox"/> |
| Manufacture of surrogates (e.g. microform) | <input type="checkbox"/> |
| Building maintenance | <input type="checkbox"/> |
| Fire detection or suppression measures | <input type="checkbox"/> |
| Environmental conditions in collections areas | <input type="checkbox"/> |
| Professional recognition or qualifications required for conservation grades | <input type="checkbox"/> |
| Training provision for staff | <input type="checkbox"/> |
| Compliance with BS5454 | <input type="checkbox"/> |
| Other (<i>please list</i>) | <input type="checkbox"/> |

.....

.....

TOTAL HOLDINGS (CONTINUED)

11 Does the institution set targets by which the achievement of policy objectives are measured?

- Yes ☐ What targets relate to preservation?
-
-
-
- No ☐ ➔ Question 13

12 How is the achievement of policy objectives measured?

a Monitoring internal to institution

- ☐ Yes ☐ No

If Yes, who is responsible?

.....

b Monitoring by an external body

- ☐ Yes ☐ No

If Yes, by whom?

.....

SELF ASSESSMENT

13 Has the institution undertaken a formal survey or review of any of the following in the last ten years?
The survey could have been conducted by staff, contractor or external agency.

Tick all those that apply

- | | |
|--|--------------------------|
| Condition of collections | <input type="checkbox"/> |
| Provision of conservation staff | <input type="checkbox"/> |
| Suitability of the buildings for collections | <input type="checkbox"/> |
| Collection storage provision | <input type="checkbox"/> |
| Environmental conditions | <input type="checkbox"/> |

PARTICULAR PRESERVATION PROBLEMS

14 Are there particular parts of the collections with preservation needs that the organisation cannot adequately address?

For example unusually large items, items with complex decay processes, new media etc.

Please describe the collection and very briefly outline the problems:

.....

.....

.....

.....

.....

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.....

.....

TOTAL HOLDINGS (CONTINUED)

STANDARDS FOR PRESERVATION

15 Which externally recognised standards have an impact on how the institution cares for its collections?

The following list is provided as a prompt of some of the standards that may have an impact on your organisation or of areas where standards may exist. The list is not exhaustive and only serves as a reminder.

- *Specific (i.e. BS5454)*
- *Indirect influence (NVQ, IIP)*
- *Sector specific (i.e. museum/library)*
- *Registration with the MGC*
- *Preservation of digital records*
- *Related to the care of a specific material type*
- *Policy development*
- *Collection & disposal policies*
- *Disaster prevention*
- *Loan criteria*
- *Treatments*
- *Associated procedures (surrogates)*
- *Building quality regulations*
- *Building maintenance*
- *Quality of fixtures and fittings*
- *Environmental conditions*
- *Quality of materials used*
- *Staffing levels*
- *Quality of staff*
- *Training*

Standards with an impact on preservation in our institution include:

.....

.....

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TOTAL HOLDINGS (CONTINUED)

RESOURCES FOR PRESERVATION

16a How many staff are employed as conservators and in associated fields such as taxidermy, mount makers, framers, bookbinders, etc.

- Full time
Part time
None ☐ ➡ Question 17

b How many of these are employed as conservators or conservation managers
(exclude the associated fields such as bookbinders)

- Full time
Part time
None ☐ ➡ Question 17

c Is there a minimum standard of qualification for employment on conservation grades?

- Yes ☐ What?
No ☐ How are the qualities required for employment as a conservator defined?
.....
.....

d Do any of the conservators comment on the development of policy and procedures which affect the use of the collection as a matter of course?

- Yes ☐
No ☐

17 If there are no conservators employed on staff, does the organisation have access to preservation advice? *Leave blank if organisation employs conservators*

- Yes ☐ Who advises and where are they employed?
.....
.....
No ☐

18a Does the organisation use external conservators on a contract or consultant basis?

- Yes ☐
No ☐ ➡ Question 19

b If Yes, for how much work has the organisation used conservators on average per year?

To calculate average figures, consider the last five years.

- ☐ 1-5 days ☐ 1-3 weeks ☐ 4-8 weeks ☐ More than 8 weeks

19 Does a separate conservation/preservation budget exist?

- Yes ☐ Who controls this budget?
No ☐

20 Has a report on any aspect of conservation or collection condition been discussed at a management level in the last 10 years?

- Yes ☐
No ☐

Continued Overleaf

PART THREE: THE NATURE OF THE INSTITUTION

21a Is the main purpose of the organisation something other than preserving, holding or generating access to collections?

For example if your institution is a university where the function is education or church where the function is worship answer 'yes' to this question.

Yes ☐

No ☐ ➔ Question 22

b What level of care is available for the library and archive material?

Tick all those that apply

Staff have relevant skills to care for these collections ☐

Advice is available from professionals on how to care for these collections ☐

Private sector specialists are brought in to assist with preservation ☐

The needs of other functions of the institution means that collections are kept in satisfactory conditions ☐

The institution is part of a support network that helps with the preservation of these collections ☐

The institution would like advice on conservation but does not know who to approach ☐

Support Networks

22a Does your institution have a formal supportive relationship with other organisations that hold library or archive collections?

Yes ☐

No ☐ ➔ Question 24

b If Yes how does your institution support those organisations?

Tick all those that apply

Provision of advice ☐

Provision of resources ☐

Provision of training ☐

Other ☐

(please describe)

.....
.....
.....

c Which organisations does your institution support in these ways?

.....
.....
.....
.....
.....
.....

PART FOUR: CARE OF SPECIAL & HISTORICAL COLLECTIONS[†]

23a Does your institution have any special or historical[†] collections?

Yes ☐

No ☐ ➔ Question 24

b What makes these collections important to your institution?

.....

c Are these collections recognised by any recording scheme?

i.e. are they listed on any registers of collections held by other bodies

Yes ☐ Where?

No ☐

d What percentage of the total collection do the special or historical collections form?

☐ 0-25% ☐ 25-50% ☐ 50-75% ☐ 75-100%

e How are special or historical collections cared for?

Tick all those which apply.

Resources for special historical collections are ring fenced ☐

Items prioritised for conservation treatment ☐

Packaging and storage materials of a specified quality ☐

Condition of collections is monitored ☐

Identified in disaster plan ☐

Restriction on public borrowing ☐

Instructions on handling provided to users ☐

Surrogates or copies provided to reduce usage ☐

Staff with special responsibility for these collections ☐

Retention and disposal policy exists ☐

Other ☐

(please describe)

PART FIVE: THE FUTURE

24 In your institution are there any plans to improve collections care provision?

Yes ☐ Please describe

.....

No ☐

25 Do you foresee any threats to current levels of service which will have an adverse affect on your ability to care for your collections.

Yes ☐ Please describe

.....

No ☐

26 What would help improve collections care in your institution? List the top three priorities.

If the answer is resources please specify what resources are needed for.

1

2

3

PART SIX: THE FUTURE OF OUR WRITTEN PAST – YOUR OPINION

This section should be completed by a senior member of staff, curator, librarian, archivist etc.

Tick 'Neither Agree nor Disagree' if a question is not applicable.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
■ Parts of the library and archive collection are being damaged by the poor environment in which they are being held.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ We would like to develop policies for preservation but do not know where to start.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Preservation of the collections is one of many priority areas in our institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Parts of the library and archive collection are being destroyed by the poor environment in which they are being held.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Where we fail to meet standards we try to find resources to put things right.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Policies for preservation exist but there are some discrepancies between these and actual practice in the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ We have no backlog of conservation treatment to be carried out on the library and archive collections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Despite working to all recognised standards our collections are in poor condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ A lot of our collections are in bad condition but no conservation treatments are planned or underway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Although we care for the collections that we have, it is not a priority for the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ We do not regularly have conservation work carried out but if we needed conservation work on an item we could find the resources to undertake it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Because we work to the highest standards our collections are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ The preservation of collections is not really the responsibility of our institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ The environment in which most of the important parts of our library and archive the collections are held contributes to their preservation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Our commitment to collections care is demonstrated by what we do, not by paper policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Standards are bureaucratic obstacles that have to be overcome in order to get on with the real work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Conservation is one of the many things we would like to do, but we cannot commit resources to it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ All of the collection is currently being damaged by the poor environment in which it is being held.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Preservation of collections is not an area where we make policy commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ The preservation of collections is a core feature of our organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ We have a regular program of conservation but there are many badly damaged items which will not be treated in the short to medium term.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Standards are so unrealistic that we do not try to achieve them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ Our organisation has clearly set out commitments for the preservation of collections and sticks to them wherever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ We have a regular program of conservation, so although there is a backlog, a significant amount of conservation work is carried out every year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ All of the collection is currently being destroyed by the poor environment in which it is being held.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AND FINALLY...

28 Would a member of staff be willing to be interviewed by the project researcher within the next few months?

☐ Yes *Please provide contact details below* ☐ No

Name Tel

Fax E-mail