

Adults, Health, and Wellbeing Directorate

Doncaster Archives
Collection Care Plan



APPROACH TO RISK ASSESSMENT & MANAGEMENT

The current Archives building is in poor condition, following years of under investment. Roofs are in poor condition, plaster is coming off the walls due to water ingress following lead removal from the roof and there is rampant damp in the Records Management Building following the decision not to repair the heating. This has resulted in the growth of mould on the premises, which has now been arrested by the dehumidifiers which have been operating around the building since June 2015. In addition the air conditioning equipment in the large strongroom is only partially functioning.

In addition both strongrooms are not up to standard with regard to fire prevention.

The Archives will, within the next few years, be moved to a new location and the building sold for property development. Large scale capital funding to repair the heating system, roofs etc is therefore not available, so the risks to the Archives are considerable and have been managed using the resources within Heritage Doncaster and wider Libraries & Culture budgets.

The risks have been assessed and managed as such:

1. The small strongroom has a functioning air conditioning system and this is repaired as and when required. Temperature and humidity within the store is monitored daily.
2. The large strongroom has a partially functioning air conditioning system which is now obsolescent. It is repaired as required to the fullest possible extent where repair is feasible, but the non-availability of replacement parts is an insuperable obstacle. Only a completely new system would bring about the improvements needed. In addition large fans constantly circulate air around the store to prevent the build-up of mould. Temperature and humidity within the store is monitored daily. Additional dehumidifiers are available if required.
3. Archives stored within the main Archives building but outside the strongrooms. Damp is an issue for these Archives and this is being managed through the use of dehumidifiers. However the situation needs to be more carefully monitored and temperature and humidity will soon be part of the daily monitoring.
4. Archives stored in the Records Management Building. Some of the archival material stored in this building is in a particularly poor condition as this building has been damp for many years. Dehumidifiers were purchased in June 2015 and have been constantly used, resulting in a significant reduction in the humidity within the building and an arresting of the further development of mould. Mould is a significant issue in one room in particular, and a plan to remove the mould will be part of the overall plan to remove these archives to a different location.

5. The Archives are protected from theft by protecting physical entry points as much as possible and by maintaining a fully functioning and regularly maintained intruder alarm system with call-out by the Council's Neighbourhood Response Team. Any breach in the physical security of the building is dealt with promptly and the building secured. The building is very vulnerable to attack and roof lead has been stolen on numerous occasions. However security to prevent access to the building has currently been successful.
6. The Archives are vulnerable to fire and are protected by a fully functioning and regularly maintained fire detection system that is monitored 24/7 with immediate call to the fire brigade, who are able to attend within 5 minutes.
7. Within the Reading Room documents are protected from damage and theft by constant invigilation by staff and also by specifying the use of pencils only, thus protecting them from permanent damage by ink.

Action Plan to improve and maintain conditions within the Archives building

- 1 Portable thermometers and hygrometers will be placed in all non-strongroom stores where archival materials are kept and a record of daily readings will be kept
- 2 Archives in non-strongroom storage will be assessed to identify bodies of material or items that are particularly susceptible to suffering harm from inadequate storage conditions.
- 3 Space will be found in the two strongrooms for vulnerable items described in point 2, above
- 4 The possibility of installing a dehumidifier in the Map Room and second dehumidifier in Storeroom 5 will be investigated.
- 5 A quote for a visit by a mould and mildew expert will be sought, with a view to finding out whether the mould affected volumes in the former records management building can safely and cost-effectively be salvaged.

Task	Lead Officer	Timescale	Resources required
Provision of temperature & RH readings in non-storage areas	Borough Archivist	A month to test the equipment against reliable meters in strongrooms (to ensure consistency); two days to install meters and create spreadsheet; two	Portable thermometers and hygrometers (already available); staff time – all library advisors on rota; possible need for additional thermometers/hygrometers – cost TBC

		weeks(length of rota) to train all staff in recording readings in all parts of building. Early Sept 2018	
Identification of vulnerable material	Library advisor (JNJ) with advice from Museum Conservation Officer	Three months mid October 2018	Staff time and expertise; box labels; clipboard; pc access for creation of spreadsheet Cost: negligible (excepting diversion of staff)
Identification of space in strongrooms	Library advisors (DF & LA)	Two months following on from identification of vulnerable material: Dec 2018	Locations database (already in existence); staff time; clipboard Cost: negligible (excepting diversion of staff)
Installation, if possible, of dehumidifier units in map room and storeroom 5	Borough Archivist	Two months Mid Sept 2018	Dehumidifiers: two remain uninstalled in RM building owing to poor distribution of power points, and these are available for use in main building; staff time (library advisors TR, NR); trolley; small tables/tall chairs to stand units on: cost TBC
Contact mould and mildew expert to request examination of affected materials in RM building	Borough Archivist	To contact by end July 2018. Thereafter will depend on availability of expert.	Cost of consultation TBC
Contact Council department responsible for electronic records management; arrange discussions with ICT, Information Governance teams to devise scheme to transfer main	Borough Archivist	End of 2018	Staff time; possible cost of off-the-shelf system for handling electronic records management (Preservica or similar).

digital record series to Archives			
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