

Tameside Local Studies and Archives Security and Preservation Policy

Security

Aims of the policy

- To keep our holdings secure for current and future users.
- To ensure high standards of security are maintained.
- To provide and maintain documentation systems designed to keep holdings secure.
- To raise security awareness among staff and users.

Fire and Crime

The Local Studies and Archives Centre (LSAC) was designed to comply with the British Standard on storage and exhibition of documents (BS5454). In order to remain prepared against potential danger or loss arising from fire or crime, we ensure that:

- Equipment is regularly maintained and electrical equipment is regularly tested.
- The building and contents are kept secure by the Vesda fire detection system, intruder alarms, panic alarms (linked to emergency services) and CCTV monitoring (inside and out); this equipment is regularly tested and maintained.
- We have regular fire drills.
- The search room is designed for easy supervision and external CCTV is installed.
- Lockers are provided so that users do not bring large bags into the search room.
- We have a separate loading bay to allow secure deliveries.

Operational Procedures

- Search room and storerooms are kept clean and tidy.
- Access to storerooms is controlled.
- Risk assessments are done and regularly updated.

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- We have created and will maintain procedures for the secure production and use of documents including users signing in to use archive materials
- All returned material is checked
- We have created and will maintain finding aids which promote security of documents
- Food and drink and other harmful substances are banned in the search room
- Procedures for the safe loan and use of documents in exhibitions are developed and maintained.
- Documents are assessed on arrival to prevent the importation of mould and pests
- Procedures to monitor workmen in the building are in place.
- We comply with Tameside MBC's ICT security policy.
- We comply with Tameside MBC procedures for choosing contractors for building and other work.
- Keys are held by nominated key holders or in a key safe.
- Private functions in the LSAC are always supervised.
- We have an incident reporting procedure in place.
- We have lone working procedures.

Staff

So that staff are protected from harm, and best-placed to keep our collections safe, we ensure:

- The vital role of staff in keeping the collection secure is recognised.
- Recruitment procedures are designed to vet new staff.
- We have procedures for the vetting and supervision of volunteers.
- Staff are trained in security awareness and to monitor the search room and the security of the stores.
- Staff are trained in opening and locking up procedures. The building is usually locked by two members of staff.

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- Staff are aware of relevant standards such as BS5454, *Standard for Repositories, Local Studies Guidelines* and *Resource Security in Museums, Archives and Libraries*.
- Staff network with other repositories and exchange information about threats.

Emergencies

- A disaster plan and business continuity plan have been developed and will be regularly updated.
- We have a contract with Harwell Drying and Restoration Service.
- A disaster store is maintained at Stalybridge Library where duplicate books, negative microfilms and other materials are held.
- “Disaster bins” have been developed and maintained at LSAC and in our disaster store.
- We have a call out system for emergencies outside opening hours.

Preservation

Aims of the policy

- To preserve our holdings for current and future use.

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- To ensure high standards of conservation are maintained.
- To provide and maintain documentation systems designed for conservation and preservation.
- To raise preservation awareness among staff and readers.

Storage

The Local Studies and Archives Centre (LSAC) was designed to comply with the British Standard on storage and exhibition of documents (BS5454).

- Air conditioning, other equipment and the building, will be monitored and maintained.
- Temperature and humidity levels are monitored and controlled.
- Storerooms are kept clean and tidy.
- Lighting in the storerooms is kept to a minimum and there are UV filters in the search room.
- Access to store rooms is controlled.
- The building and contents are kept secure by the Vesda fire detection system, intruder alarms, panic alarms (linked to emergency services) and CCTV monitoring. All this equipment is regularly maintained.

A conservation survey of the whole collection was carried out in December 2009.

Public Use

- Staff are trained in document handling and transportation.
- Users will be given verbal and written guidance for handling documents.

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- The search room has been designed for easy supervision and CCTV is installed.
- Document supports, gloves, weights and other equipment are made available.
- We have created and will maintain procedures for the secure production and use of documents.
- Staff may not be able to produce very fragile documents when requested, but efforts will be made to have the documents repaired or a copy provided.
- We will provide finding aids which will encourage efficient use of documents and prevent unnecessary production (and consequent exposure to fluctuating temperatures).
- Where surrogates exist we expect users to consult them in place of originals unless there is a positive reason for not doing so (e.g. visual impairment, need to see original colour, need study matter only visible on originals such as watermarks).
- Documents may be too fragile to be copied though we will make every effort to allow copies including allowing digital photographic copying (subject to copyright). When documents cannot be produced or copied full explanations will be given to users.
- Staff are trained in document packaging, storage and handling techniques and to recognise fragile documents.
- Staff keep up to date with new developments in the field and look for opportunities and resources to allow larger scale conservation and surrogate production.
- Staff are trained to monitor the reading room and security of the stores.
- Staff are trained in basic document cleaning techniques and to protect fragile documents with folders, melanex etc.
- Appropriate trolleys, lifts etc are provided to allow proper transport of documents.
- Documents will be assessed by staff on accession, mould and similar problems will be dealt with immediately, other conservation problems will be noted for future repair.

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- Fragile documents discovered in the existing collection will be brought to the attention of the Archivist who will decide on appropriate action.
- Documents are kept in appropriate acid free storage and checked for metal pins etc. on cataloguing.
- Documents will be sent for repair based on condition and stability, expected levels of use, existence of copies, intrinsic historical value and budgetary considerations.
- Conservation will be carried out by qualified staff at Greater Manchester County Records Office (GMCRO) or by commercial conservators).
- Procedures for the sending away and safe return of documents are developed and maintained.
- Conservation treatments will be sympathetic to documents, will not remove, diminish, falsify or obscure the evidential value of the document and will be reversible.
- Surrogates will be made available and used when documents are particularly fragile and in heavy demand.
- The conservation of digital and electronic records is dealt with in our Digital Preservation Policy.

Risk Register for: Tameside Local Studies and Archives (Security and Preservation)

Risk Score = L (Likelihood) x I (Impact) then RAG rated in accordance with the 5x5 risk matrix

ID	Category	Status & Date	Risk Description	Existing Controls	L	I	Risk Score	Response Actions	Outcome	Updated	Risk Owner
1	Security	6/6/2023	Risk of theft by public in search room	CCTV, improved staff supervision, signing in procedure, security policy, request slips procedure/audit	3	5	15	Staff/volunteer training and awareness Ensure there is proper sightlines in search room Possibly reposition CCTV			
2	Preservation	6/6/2023	Risk of damage through handling by staff and public	Supervision in search room, equipment, customer guidance, produce surrogates, digitisation of images / family history resources.	4	2	8	Staff / volunteers / casual staff – handling video training Increase visibility of guidance			
3	Preservation	6/6/2023	Damage to collections through poor RH/temperature	Air conditioning maintenance, RH/Temp recording	3	4	12	Get RH/temp data for one year to understand implications. Consider whether Air conditioning system is adequate. Staff / caretaker training by Archives+ Conservator on			

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								identifying risks e.g. mould / insects Spot checking for mould			
4	Security	1/12/2021	Theft by staff and volunteers from Strong Room	Security Policy, limited staff have access to strong rooms, caretaker permanent member of staff, locations system now known to caretaker, external staff sign in to office	3	5	15	Fire exit – investigate way of keeping it locked eg fire release Understand this a security issue and have staff in the back with volunteers.		20/03/2017	
5	Preservation	6/6/2023	Fire	Fire detection / alarms, Fire Strategy for Building, 4 hour fire resistance, Fire Brigade inspections, Disaster Plan, Preservation Policy, external CCTV, fire extinguishers	2	5	10	Understand SLA with Building Services. Possibly corporate fire safety training for staff on whole complex.			
6	Preservation	6/6/2023	Pest infestation	Strong room is subject to visual inspection three days a week. Caretaker sweeps the strong rooms once a week (alternating between upstairs and downstairs) and does a visual check, use of pest traps to visually inspect if specific	2	4	8				

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				creatures are present in significant numbers.							
7	Security	1/12/2020	Security of collections at outreach events	Very few items are taken to events and they are signed out by the member of staff. They are subject to constant supervision. Most outreach events happen in the search room where there is CCTV.	3	4	12	Further training on handling for staff so they have confidence dealing with the public.			
8	Preservation	1/12/2020	Flood or water damage	No material is stored on the floor; as many items as possible are boxed or wrapped; no water pipes in strong room; disaster plan with actions lodged with local fire brigade, visual checks of ceiling.	2	5	10	Visual checks to roof.			
9	Security Preservation	6/6/2023	Security and preservation of collections in exhibitions (within TMBC sites)	Risk assessment completed for each exhibition, use of lockable or secure exhibition cabinets, items exhibited in spaces with CCTV / a member of staff on duty.	2	5	10				
10	Security Preservation	6/6/2023	Temporary loans: security and preservation	Risk assessment completed for each loan, agreement in place outlining duty of	3	5	15				

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ID	Category	Status & Date	Risk Description	Existing Controls	L	I	Risk Score	Response Actions	Outcome	Updated	Risk Owner
				care required by the recipient							
11	Preservation	6/6/2023	Packaging of collections	Use of acid free packaging, as many items boxed or wrapped as possible	1	4	4				
12	Preservation	6/6/2023	Suitable shelving	Shelves are adjustable / reinforce-able to ensure height and weight bearing is appropriate; wooden shelving used for magnetic tapes; shelving provided by reputable company	1	3	3				
13	Preservation	6/6/2023	Pollution / dust	As many items as possible are boxed or wrapped; strong room is swept regularly (alternate upstairs and downstairs); strong rooms have no windows; no chemicals used in strong rooms	1	2	2				