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# **Worcestershire Archive Service**

## **Collections Information Plan 2019-2024**

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## 1.0 Introduction

Worcestershire Archive and Archaeology Service's (WAAS) priority is to ensure the proper management of Worcestershire's heritage for current and future generations. We protect, preserve, manage, record, interpret, share and promote the history and historic environment of Worcestershire. We help the modern county of Worcestershire to achieve its priorities as identified in the Corporate Plan; Open for Business, Promoting Health and Well Being, Protecting the Environment, Supporting Children and Families. We are continuing to develop a sustainable model for the continuance and growth of the service.

## 2.0 Aims

This plan outlines the steps Worcestershire Archive Service (WAS) needs to take to fulfil the aims outlined in our *Collections Information Policy*, particularly to achieve a reduction in our cataloguing backlog and make our collections fully discoverable to our stakeholders. It is broken down into:

- Short term objectives, which we aim to achieve within one year. This includes steps which we are already implementing.
- Medium term objectives, which we aim to achieve within two to three years.
- Long term objectives, which we aim to achieve within four to five years.

## 3.0 Short Term Objectives

- Make links to the National Register of Archives and The National Archives' annual 'Accessions to Repositories' returns available on the Explore The Past website. This will ensure that searchers have access to basic information about our recent accessions while we work to publish collection level descriptions of all our holdings.
- Develop flexible cataloguing targets to reflect new staffing levels. An approximate timescale for cataloguing collections will be developed, either at the time of accessioning or when the collection is allocated for cataloguing and a list of 'quick wins' has been developed in line with current prioritisation scoring. Cataloguing will be monitored at staff one to ones.
- Worcestershire Archives has for several years been identifying collections that are high priority for cataloguing and also compatible with the skills and experience of the workforce. A short term objective is to develop phased timescales for achieving that cataloguing of these priority collections.
  - A 2002 Historic Manuscripts Commission Survey of Cataloguing Problems identified particular collections with heritage significance. Some of these have been catalogued in the intervening years, but others remain uncatalogued and still remain a priority. See the Appendix for a more comprehensive list.

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- Prioritise collections of Public Records and local authority records in accordance with the 20 Year Rule.
- Every deposit on the backlog already has priority scores attached. Worcestershire Archives actively use these scores when allocating collections to staff for cataloguing. A short term goal is to investigate ways in which we can use these scores in a more strategic and consistent way.
- Draw up plan to determine which collections or themed groups of collections have the potential to attract grants and funding for cataloguing.
- Prepare funding bids for appropriate collections, ensuring existing and external resources.
- Upgrade all staff computers to most up-to-date version of CALM and CalmView and arrange for any necessary training in the same.
- In regard to digital archives, the service will begin to record metadata at the accessioning stage.
- Rework out-of-date policies and procedures to reflect the circumstances of The Hive and current staff structure. Focus on the Terms of Deposit Policy, the General Regulations and Searchroom Rules with a view to combining and condensing the two documents into a single Terms of Deposit Policy.
- Develop our accession forms and processes to fit the needs of digital archives.
- Recommence survey of digital, audio-visual and other specialist media holdings. This survey should record appropriate metadata.
- Update in-house *General Manual for Cataloguing in CALM*.

## 4.0 Medium Term Objectives

- Separate out un-accessioned deposits and involve staff in investigating these to determine whether we need to keep them, whether they duplicate current holdings, etc.
- Based on recent strongroom audit work, develop programme of de-accessioning in order to consolidate and ensure holdings reflect the *Acquisition and Collection Policy* and *Collection Development Plan* and simultaneously achieve a reduction

in the backlog of uncatalogued collections, one of the primary aims of the *Collections Information Policy*.

- Develop more efficient policies, plans and procedures for the cataloguing and indexing of images in the Worcestershire Photographic Survey.
- Devise and implement training for authority indexing in CALM.
- Collect, process and make available digital material.
- Investigate ways to streamline processes of editing and printing catalogues. This may include editing directly in CALM rather than exporting to print in the first instance.

## 5.0 Long Term Objectives

- Implement improved procedures for processing images in the Worcestershire Photographic Survey.
- Publish collection level descriptions of all collections (not just backlog) on CalmView.
- Implement full cataloguing of large collections.
- Accession large district council deposits which were accepted on a temporary basis in past decades.
- Publish collection level descriptions of everything on the backlog (not just recent accessions) on CalmView.

This plan was written in August 2019 and will be reviewed in April 2024, or earlier if circumstances dictate.

## Appendix: List of Uncatalogued Material with Heritage Significance

The following are uncatalogued collections which have been identified as having heritage. Those followed by an asterisk have been partially processed.

Hopcraft photograph collection\*

Redditch District Council wartime records\*

J Homery Folkes deposit

3 deposits from Walter Stranz (local politician)

Hornyold family papers\*

Worcester Labour Party papers

English Partnerships deposit (Redditch Development Corporation)

Bill Gwillam papers (local historian)

2 deposits relating to Frances Ridley Havergal

Three Counties Agricultural Society

Bennett's Dairies of Worcester

Lyttellton family of Hagley Hall\*

Baldwin of Bewdley\*

Bill Meadows photographer

Sir Peter Luff, politician

Worcestershire County Cricket Club