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| Public Health and WellbeingKnowsley Archives Service: The ARK (Archive Resource for Knowsley) Collections Management Policy May 2017 Revision date: May 2019 | ark_logo_final_white_background.jpg |

**1. Purpose of the Policy**

1.1 This policy is one of a set of policies which provide a strategic framework for Knowsley Archives, known as The ARK (Archive Resource for Knowsley). It expands upon the Collections Management, Cataloguing and Acquisition and De-accessioning statements made in the over-arching Knowsley Archives Service: The ARK (Archive Resource for Knowsley) Archives Policy (2014, revised and expanded 2017) and feeds into the Conservation and Access policies.

1.2 The Collections Management Policy sets out Knowsley Archives’ approach to the acquisition, cataloguing and organisation of its collections, ensuring that items are properly recorded, organised and retrieved in accordance with the relevant standards and good practice guidelines. The policy is underpinned by Archives for the 21st Century, 2009, the Government’s policy document relating to archives, and the requirements of The National Archives Accreditation Standard, 2014. It also provides a guide to inform decision making and service delivery plans.

1.3 The archive collections are managed in line with the Council’s approved policies and procedures and within the current standards and best practice guidance framework developed by The National Archives. Services are developed and delivered with reference to the Archive and Records Association’s Code of Conduct, which distills the International Council on Archives Code of Ethics and the ARK recognises the Universal Declaration on Archives, adopted by UNESCO and voiced by the International Council on Archives.

**2. Scope of the Collections**

2.1 Knowsley Archives Service aims to collect relevant materials that relate to the geographical area which makes up the present day borough of Knowsley and offers of deposits from individuals, businesses and organisations are welcomed.

2.2 The types of material that will be collected include:

* local government records of Knowsley MBC and its predecessor authorities;
* public records allowed under the Public Records Act;
* records relating to individuals, clubs, societies, organisations and businesses.

2.3 The types of material that will not usually be accepted are:

* records that do not relate to the Knowsley area;
* records that would be better placed in another archive e.g. The National Archives; North West Film Archive;
* records which have no historic value;
* duplicates of items already held;
* artefacts, unless they form an integral part of a wider, archival collection. Knowsley’s Museum Service will collect Knowsley related artefacts in line with its collections policy.

2.4 All potential deposits will be assessed for their relevance and condition prior to acceptance and the ARK reserves the right to refuse an item if it does not meet the criteria. Advice will be given on alternative repositories if the ARK is unable to accept the deposit and depositors will be signposted to the most suitable location. In making sure that collections sit in the most appropriate place, the ARK recognises the reciprocal arrangement made with the Merseyside Archives Liaison Group (MALG), which represents local authority, education sector and independent repositories in the Merseyside area.

2.5 All efforts will be made to keep collections together and to avoid duplication with other archive services.

2.6 As described in the ARK Conservation Policy, the collections are housed in humidity and temperature controlled conditions as recommended in PD5454:2012, Guide for the storage and exhibition of archival materials.

**3.** **Acquisition and De-accessioning**

3.1 Acquisition and disposal of archive material for permanent preservation by internal transfer from Council departments will be made in accordance with existing KMBC records management policy and retention schedules. In the case of public records, the ARK will maintain them as agreed with The National Archives under sections 6, 4(3) and 4(6) of the Public Records Act.

3.2 The ARK will accept deposits from members of the public, including groups and organisations, which concern the people, places and activities of the communities that make up the present day borough of Knowsley.

3.3 The ARK will be clear about its collecting activities and provide a Depositor’s Guide which explains the process to any prospective depositor.

3.4 On deposit, title of the collections will transfer to Knowsley Archive Service. Details of the deposited collections will be recorded to capture as much information about the provenance, administrative and ownership history of the items as possible and the depositor will be provided with a copy of the accession documentation if required.

3.5 In situations where the item or collection is offered to the Archive on loan, a loan agreement will be put in place, specifying the loan period and any other conditions. At the end of the loan period, the items will be returned to the loaner, be retained under an extended loan agreement by arrangement or be deposited by the loaner, with title transferring to the Archive Service.

3.6 All items deposited will be fully catalogued and the catalogue record made available to the public for research purposes. The items can then be viewed in the search room, subject to their physical condition and any relevant closure periods.

3.7 Items in the collections which do not meet the criteria, duplicates or surrogate copies of original items already in the collections will be de-accessioned and either disposed of as appropriate or transferred to a more relevant repository.

**4. Cataloguing**

4.1 Effective finding aids will be created so that researchers can access the collections, providing a comprehensive online catalogue using a recognised archive management system such as Axiell Calm.

4.2 Listings and indices will be made available to supplement this and to provide access to collections whose records are in the process of conversion to digital format.

4.3 Catalogues and listings will be made available online through the development of the online catalogue, which will be publicly accessible via Calmview, and via the publication of digital versions of paper documents on the ARK’s webpages.

4.3 The catalogue records and finding aids will be created in compliance with ISAD(g) to ensure accuracy, consistency and relevance.

4.4 The finding aids will be created by suitably qualified and experienced trained staff. Training needs will be identified and acted upon through the Council’s Performance, Review and Development scheme.

4.5 Information about the collections and how to access them will be made available on the ARK webpages, which will include links to the relevant sites and documents. Leaflets and guides will be produced as appropriate.

**5. Collections Development**

5.1 The ARK aims to collect materials of an historic nature relating to the people, places and activities falling in to the geographical area that makes up the present borough of Knowsley.

5.2 The ARK collections cover a broad range of subject areas, from local government, schools, public health, commerce and politics through to personal items which throw light on the heritage of the borough.

5.3 In order to make the collections more representative of the communities served by the Archive, the ARK will seek to identify gaps in coverage through various mechanisms such as:

* assessing the current archive holdings;
* engaging with local communities to discover what is relevant to them;
* working with partners on heritage projects;
* promoting the ARK’s interest in acquiring material through its social media and online platforms, leaflets and promotional materials.

5.4 The ARK team will investigate and apply to external funding sources to enable the service to deliver activities which provide access to the collections and to draw new collections to the Archive.

**6. Digitisation**

6.1 With reference to the Collections Conservation policy, the ARK team will digitise materials to create surrogates in order to preserve the original items.

6.2 Digital copies will also be created to promote the collections and provide remote access to the collections for dissemination on the ARK social media platforms, online catalogue and public web pages.

6.3 The Word-based catalogue is accessible on-site and in hard copy format. The ARK has a 3 year plan for the retro-conversion of the catalogue which will be available online and accessible by remote enquirers via Calmview.

6.4 The ARK will liaise with the Library Service’s in-house Eservices team and the Corporate IT Team to ensure that there is sufficient server space and digital files are stored securely.

**7. Policy Review**

7.1 This policy will be reviewed every 2 years to make sure that it remains relevant and supports the Archive Service.

This policy was approved on 09.10.17 by the Cabinet Member for Public Health, Wellbeing and Customer Services and the Assistant Executive Director (Public Health and Wellbeing) and thereby are adopted by KMBC.