

**Knowsley Council  
Customer Services  
Knowsley Archives Service:  
The ARK (Archive Resource for Knowsley)**

## **Collections Management Policy**

**May 2020**

**Revision date: May 2022**

### **1. Purpose of the Policy**

- 1.1 This policy is one of a set of policies which provide a strategic framework for Knowsley Archives Service and its Repository, 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, revised 2020) and feeds into the Digital, 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 21<sup>st</sup> 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 distils the International Council on Archives Code of Ethics and Knowsley Archives Service 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 are:
  - 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 in the Knowsley area;
  - records relating to Knowsley which are of historical importance.

- 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 a more relevant repository;
  - 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. Knowsley Archives Service reserves the right to refuse an item if it does not meet the criteria. Advice will be given on alternative repositories if the Archive is unable to accept the deposit and depositors will be signposted to the most suitable location.
- 2.5 All efforts will be made to keep collections together and to avoid duplication with other archive services.
- 2.6 Born digital records and digital surrogates are dealt with in the Knowsley Archives Service Digitisation Policy.
- 2.7 As described in Knowsley Archives Services' 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.
- 2.8 Digital accessions, including both born digital and digital surrogate files, will be assessed and acquired in accordance with Knowsley Archives Service's Collections Conservation Policy and Digital Policy.
- 2.9 Digital records for permanent preservation will be stored and managed appropriately, with reference to the Digital Policy.
- 2.10 The integrity of digital records will be assessed regularly using checksums.

### **3. Acquisition of Materials**

- 3.1 Knowsley Archives Service is the repository for Knowsley Council and will accept material transferred from Council Departments which has been identified through the Corporate Records Management procedure as suitable for permanent preservation and that meets the Archive Service collections criteria.
- 3.2 Knowsley Archives Service will maintain Public Records of the approved classes as agreed with The National Archives under sections 6, 4(3) and 4(6) of the Public Records Act.
- 3.3 Knowsley Archives Service will accept deposits from members of the public, including individuals, groups and organisations, which concern the people,

places and activities of the communities that make up the present-day borough of Knowsley.

- 3.4 On deposit, title of the collections donated to Knowsley Archives Service will transfer to Knowsley Archives Service unless otherwise specified.
- 3.5 In situations where the item or collection is offered to the Archive on loan, a loan agreement will be put in place.
- 3.6 On receipt, an accession number will be attached to the collection or item.
- 3.7 Collections will be fully catalogued and the catalogue record made available to the public via our public catalogue interface, Calmview.
- 3.8 Public notice of new accessions will be made by annual return to The National Archives Accessions to Repositories

#### **4. Deaccessioning**

- 4.1 Items in the collections will be deaccessioned for the following reasons:
  - the item does not meet the criteria set out in the Collections Management Policy;
  - duplicate material
  - surrogate copies of original materials already held in the collections, which are not required for research purposes.
- 4.2 An annual stock take will be taken as an opportunity to review uncatalogued collections and to assess whether or not the collections meet the Archives' criteria;
- 4.3 Items assessed as not meeting the Archives' collections criteria will be deaccessioned;
- 4.4 All deaccessioned items will either be disposed of as appropriate or transferred to a more relevant repository. Depositors will be advised of the decision.

#### **5. Cataloguing**

- 5.1 Effective finding aids will be created so that researchers can access the collections, providing a comprehensive online catalogue using Axiell Calm.
- 5.2 A Word document based catalogue is accessible on-site in hard-copy format and will be made available online via the Archive Service's website. The Archive Service has a rolling programme of retro-conversion of this hard copy catalogue to ensure that all catalogue records will be available online and accessible.
- 5.3 Listings and indices will be made available to supplement the hard copy catalogue and to provide access to collections whose records are in the process of conversion to digital format.

- 5.4 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 Archive's webpages.
- 5.5 The catalogue records and finding aids will be created in compliance with ISAD(g) to ensure accuracy, consistency and relevance.
- 5.6 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.
- 5.7 Information about the collections and how to access them will be made available on the Knowsley Archives Service webpages, which will include links to the relevant sites and documents. Leaflets and guides will be produced as appropriate.

## **6. Collections Development**

- 6.1 Knowsley Archives Service aims to collect materials of an historic nature relating to the people, places and activities within the geographical area that makes up the present borough of Knowsley.
- 6.2 The 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.
- 6.3 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 our interest in acquiring material through our social media and online platforms, leaflets and promotional materials.
- 6.4 The Archive 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.

## **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 originally 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. Revised May 2020.