FIRST STEPS: COLLECTION CARE OF COMMUNITY ARCHIVES

Understanding how to care for your collections is one of the first things you need to consider when starting a community archive. Everyone is responsible for collections care, and it will help to preserve what makes your community archive uniquely important.

Creating a suitable environment for the preservation and display of collections

Strategic planning for ongoing care

A team effort to treat all archive items with respect

Guidance on handling, packing and treating your collections

Read on.....

- PD 5454:2012 Guide for the storage and exhibition of archival materials(British Standards Institution, 2012)
- The National Trust Manual of Housekeeping (Butterworth-Heinemann; The National Trust 2006(Revised 2011) ISBN 1907892189)
- The Care of Fine Books (Greenfield, J. Skyhorse Publishing, 2014, ISBN 162873793X)
- The Museum Environment, 2nd edition (Thomson, G. 1986, Butterworth)
- The Permanence and Care of Color Photographs: traditional and digital color prints, color negatives, slides, and motion pictures (Wilhem H. Preservation Publishing Company, 1993, ISBN 0911515011 / 0911515003)

Conservation Suppliers

Preservation Equipment

https://www.preservationequipment.com

- Collections Trust

https://collectionstrust.org.uk

- Conservations Resources UK

https://conservation-resources.co.uk

- Conservation By Design (UK based)

http://www.cxdinternational.com

Useful Websites

https://www.scottisharchives.org.uk/resources/preservation/ Scottish Council on Archives

www.archives.org.uk Archives and Records Association UK and Ireland

www.icon.org.uk The Institute of Conservation

www.museumsgalleriesscotland.org.uk Museums Galleries Scotland

https://collectionstrust.org.uk The Collections Trust has a range of collections care advice and guidance available.

Accreditation standards

Aim high and see if you can fulfil the collection care criteria to become an accredieted archive.

http://www.nationalarchives.gov.uk/archives-sector/archive-service-accreditation