

THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH
COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL,
RHONDDA CYNON TAF AND THE VALE OF GLAMORGAN

THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
27 June 2014

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO. 6
REPORT FOR THE PERIOD 1 June – 31 Aug 2014	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 June to 31 Aug 2014.

2. BACKGROUND

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

3. Members are asked to note the content of this report.

4. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff: establishment

Maintain appropriate levels of staff

In August the delayed reduction in working hours was implemented for Cardiff Council staff. It is already clear that front line staff will build up unacceptable levels of time if current opening hours are maintained. Levels of demand have been assessed and options for reduction will be trialled. Initially the search room will open at 10 instead of 9am. All registered users have been alerted to the change and responses will be monitored. Other options may be trialled later in the year in readiness for an anticipated continuation of reduced hours in the new financial year.

Two new members of staff were recruited on short term contracts this quarter to work on the grant-funded project 'Glamorgan's Blood'. Valerie Rouland, an Archivist with experience in cataloguing in record offices across the UK, has sorted and catalogued a range of pre-vesting coal company records. Berwyn Thomas, a long term volunteer at Glamorgan Archives, was employed to assist. He is also studying to be an archivist on a distance learning course and this work contributes to his practical experience.

One of the Relief Records Assistants, Lowis Elmer, has also been employed on a short-term contract for the granted funded project 'Curtain Up', extracting detailed information from the series of playbills for the Theatre Royal, Cardiff.

Review establishment

The manager-led regrading process has been progressed for the 4 posts in detriment following Job Evaluation. So far 2 assessments have been completed. The administrative post has been regraded to match the parallel position but the Records Assistant post has remained at Grade 2 despite a small increase in the scoring.

Management team is considering options for financial savings through possible establishment revision.

Develop skill sharing programme

During the quarter 60 volunteers and work experience placements, including 10 secondary school placements, have contributed 2,072 hours to the work of the Office. Of these 31 came from Cardiff, 14 from the Vale of Glamorgan, 6 from Bridgend, 7 from Rhondda Cynon Taf and 2 from outside our area: from Newport and Highbridge, Somerset. In addition 9 tours have been provided to prospective volunteers and work experience placements and 2 references were supplied to former volunteers. One work experience placement was organised after the student came on a tour of the Office with Cllrs. Cowan and Robson. She wants to return and has discovered an interest in conservation.

The Conservation unit has hosted a number of trainees, 2 of whom are undertaking the Archives and Records Association (ARA) conservation course; Rhiannon Griffith from Gwent Archives and Margaret Brooks from Pembrokeshire Archives. Margaret thanked the staff:

All of the team were very welcoming and Lydia especially. As a lone conservator trainee getting training with another conservator and the opportunity to discuss issues is very beneficial both towards my accreditation and for my work here at Pembrokeshire Archives.

Rachael Seculer-Faber has returned to gain further experience in archive conservation before returning to West Dean College to complete her Master's degree in books and library material conservation.

Conservation interns assist with work on the Bessemer documents for the Forging Ahead project. Volunteers and work experience students clean Crew Agreements.

NADFAS (National Association of Decorative and Fine Art Societies) volunteers attend in two groups. One has begun the online listing of crew agreements, while the other has completed the tithe plan and apportionment cleaning and has started cleaning the first and second edition Ordnance Survey county maps. Conservation volunteers have increased so much that a set of lockers for their use has been placed in the studio to alleviate the pressure for lockers in the cloakroom.

Freddie Holcombe has completed his ten day placement arranged through Quest Supported Employment Agency. He made good progress retyping lists of alehouse recognizances within records of the Quarter Sessions. Nicola from Quest has already been in touch to arrange a further placement.

With the assistance of Elite Supported Employment Agency, Lloyd Thomas has completed a term of paid work experience under a Department of Works and Pensions youth employment scheme. Lloyd has been working for two days a week listing records from the Vale of Glamorgan Council. He has made excellent progress sorting and reboxing a large quantity of material, working with great diligence and contributing greatly to a large scale project which will make it much easier for staff to locate material for searchers. The possibility of continuing his employment under another scheme is being explored and meetings have been held with supported employment agency staff to establish eligibility.

Elisabet Gállego completed her three month internship on 27 August. During her time here she contributed a great deal to the Office, assisting with the cataloguing of collections and with the outreach programme. Elisabet's

placement was organised and funded by the European Centre for Training and Regional Co-operation (ECTARC) and was the fourth placement hosted by the Archives.

The summer months have again been busy with work experience placements from across the funding authorities. The mother of one school student wrote in a thank you card:

I would like to thank you for the welcome and kindness that you have shown Mia during her work experience placement. It has been a pleasure to listen to her stories about her day and also how kind you have all been towards her. You have been inspiring role models for my daughter.

Sulafa Thomas from the Institute of Geography, History and Politics at Aberystwyth University met the Glamorgan Archivist and Hannah Price, Archivist. The department is keen to develop a “work tasters” programme for students.

Tim Jones of ACT Training met Hannah Price, Archivist to discuss opportunities for ICT experience and placements at the Office. Work with a diverse range of organisations is planned both to provide variety and interest for the students, and as an indication of the variety of employment opportunities available.

The Deputy Glamorgan Archivist attended a one day conference, ‘Conservation and the Bigger Picture’ organised by Conservation Matters in Wales with the Conservator and a conservation volunteer. The last two gave a joint presentation advocating the value of volunteering to the service and to the individual which led to a lively discussion on use of volunteers.

A database of suggested tasks across the work of the office has been set up. The tabs reflect the level of expertise needed for tasks to be completed. These are reviewed and prioritised on a regular basis by the Management Team. The database then provides a prioritised work programme for volunteer, trainees and staff with capacity to undertake additional work.

Staff: development

Ensure all staff access appropriate training

The Glamorgan Archivist attended a training event on securing external funding. The event, held at Bristol Record Office and facilitated by the National Archives, was useful in developing networks and in clarifying options for survival in an uncertain economy.

The Deputy Glamorgan Archivist attended a roadshow on 'heritage fundraising' organised by Wales Council for Voluntary Action (WCVA) on behalf of Catalyst Cymru at which identifying potential donors was discussed and successful fundraising ventures by small heritage organisations reviewed.

She also attended a workshop on advocacy organised by the Federation of Museums and Art Galleries of Wales (the Fed). Speakers promoted the Association of Independent Museums (AIM) Economic Impact Toolkit, and the Advocacy Toolkit compiled by the Fed, while practical advice was provided by a campaign leader involved with the Cynon Valley Museum.

The Senior Archivist attended a CyMAL training day on Managing Change, intended to help managers steer their organisations through change, particularly in light of the current financial pressures facing public services.

She spoke at the Kids in Museums Taking Over Day event held at Cardiff Castle. The aim of the day was to share good practice. She described the Archives' experience, as one of the few archive services participating in last year's Taking Over event. Meeting other organisations with similar plans has helped to develop the 2014 Taking Over Day event.

Still on the theme of schools, she took advantage of the free workshops at the Apple Store in Cardiff city centre on making the most of iPads. The hour-long session provided tips on uploading data from PCs and laptops which will be particularly useful when using the iPads to share content with visiting groups, especially school classes.

As Welsh Language Co-ordinator for Glamorgan Archives, the Senior Archivist attended a meeting of Cardiff Council's Welsh Language Co-ordinators Group and contributed to the discussion on the potential impact of the new Welsh language standard on services across the authority.

Further training in the Welsh Language has been secured for 5 members of staff, funded by Cardiff Council's Academy.

Lydia Stirling, Conservator, attended the Archives and Records Association (ARA) annual conference which this

year was held in Newcastle. She attended an ARA Conservation Trainee meeting as a graduate of the programme to advise on portfolios and the portfolio assessment process. Her costs for both were largely covered by external grants. She also attended the ARA Wales Conservation meeting in Swansea.

Emma Stagg, CLOCH Project Manager and Hannah Price, Archivist, attended a meeting for assessors of the Libraries, Archives and Information Services qualification held at Cardiff and the Vale College in Barry.

The Administrative Assistant has trained a further 4 members of staff for the All Wales Manual Handling Passport.

Records Assistants David Hail and Stefan Walker attended a CyMAL organised and Agored Cymru accredited digitisation training course at Swansea University. Following the day long course they have a number of tasks to complete which, after assessment will lead to an accredited digitisation qualification.

Stefan Walker, Records Assistant, attended a Volunteer Management Course held at Pontypool Museum. The Records Assistants and Senior Records Officer have been given additional responsibilities within the volunteer programme and the training received, which will be cascaded to the whole group, has proved useful to them in this new role.

Training sessions for the Access Team continued with a short session explaining the content and potential uses of rate books.

Till training is offered on the first Monday of each month to staff who work in the searchroom only occasionally and need to refresh their skills.

All staff have agreed objectives with their line managers in their Personal Development reviews and details are now logged on Cardiff Council's Digigov system. Cardiff's County Clerk and Monitoring Officer came to the Archives to discuss personal development and targets with the Glamorgan Archivist. All staff continue to comply with the Bob's Business module release as described in previous reports.

Continue training in building systems and procedures

The Conservator has been working with the maintenance contractors to develop a better understanding of the building management system and its interface with the air handling plant. Discrepancies in recording and measurement are becoming apparent which need further investigation. As the original supplier has not been able to assist alternatives are being investigated.

Meanwhile, access to the plant room has been restricted to reduce the risk of accidental alteration to equipment.

Maintain commitment to good health and safety practices

Weekly tours of the building are made to identify any potential defects before they become problems. The defects database continues to be improved and amended. A new Zone has been added to the defects check. Zone D comprises the plant room and roof spaces where plant equipment and the chillers are kept. The new zone is the responsibility of the Conservator.

All appropriate electrical appliances have been tested by the approved supplier for PAT and have passed.

Cardiff Council's Business Continuity officer reviewed the emergency preparedness plan and inspected the building to confirm the risk rating. He has made one suggestion for additional equipment which is being sourced but was otherwise pleased with the preparations and plans as presented. Fire blankets have been purchased and wall mounted in rooms where documents are in regular use to protect items out of the strongrooms in the event of a fire.

2. Budget

Manage to best advantage

Regular meetings of the Resources Team take place so that targets can be evaluated and priorities agreed and monitored. The analysis of the month 4 report indicates, as anticipated, a projected overspend as a result of the increase in rates. In the short term this can be met from the reserve but a strategy is being developed to meet the medium and long term. Despite maximising income generation there will be difficult decisions to be made to meet the budget demands. One option under consideration is to "spin out" from local authority governance; this has the advantage of a considerable reduction in the percentage of rates payable. The Glamorgan Archivist is in discussion with finance officers

as a first step and has contacted other departments in the joint authorities which are exploring similar moves.

Cardiff Council staff completed the internal audit and issued a draft report. Administrative staff have been given guidance notes by the Finance Department to help them navigate the SAP electronic finance system more easily.

Facilities Management has confirmed that the Archives can tender and maintain contracts which will return budgetary control and should result in a reduced spend.

A risk register using the RAPT (Risk Awareness Profiling Tool) model has been developed by the Management Team with a particular focus on finance and governance. Risks have been identified with mitigating actions; the register will be reviewed regularly.

Maximise benefit from income opportunities

August has been a quiet month in terms of room hire. Bookings for other months remain strong with only 10 days un-booked in the next quarter, mainly around Christmas. An enquirer from regular user WCVA commented:

'Oh dear you are getting too popular it's a testament to how good a facility you are'

New clients continue to make contact. This quarter the British Association of Adoption and Fostering (BAAF) Cymru ran a training event and Glamorgan Cricket Club used the room during its schools tournament.

During the summer events programme in July and August publications appropriate to the theme of the talks were displayed to promote sales. Bulk sales are being negotiated with Cardiff Castle.

Assistance has been provided to an archive service in Wales to manage environmental problems in its strongrooms. Conservation staff completed a survey of the affected collections and provided a report to the authority and to CyMAL. Harwell Document Restoration Services has been contracted to remove and clean affected documents which will be stored at Glamorgan Archives pending a solution to the accommodation issues. In addition to the fees for the survey and storage, the authority has purchased management expertise from the Glamorgan Archivist.

Promote partnerships

Senior staff have provided advice to colleagues in Suffolk County Council, planning a new archive building; Dudley Archives on projected and actual user numbers following the move to a new building; and to the World Evangelisation for Christ on securing and cataloguing the organisation's 100 year old archive. A member of staff at WEC International, based in Gerard's Cross, volunteered at the Archives for many years before training as a librarian and has been tasked with developing options. The Archivist and his line manager from Carmarthenshire toured the Archives and discussed their accommodation issues with senior staff.

Conserving Local Communities Heritage: CLOCH

CLOCH is a Heritage Lottery Fund Skills for the Future project through which a consortium of local heritage institutions, led by Glamorgan Archives, will prepare 16 unemployed young men for entry level posts in the sector. The project has a Facebook presence and a Twitter feed, accessible through the CLOCH page on the Archives' web site.

Cohort 4 trainees are continuing their placements at Bargoed (Caerphilly), Barry (Vale of Glamorgan), Cwmbran (Torfaen) and Monmouth Libraries. James Williams (originally Cohort 3) is continuing his traineeship at Glamorgan Archives and primarily supports the Access Team. He is working towards a Level 2 qualification in Libraries, Archives and Information Services (LIAS) under the supervision of Hannah Price, Archivist.

Mike Richards (Cohort 1), Marcus Edwards and Stephen Assender (Cohort 2) and Tom May (Cohort 3) have successfully completed their Level 2 Certificate in LIAS and received their certificates at the Grŵp Llandrillo Menai Awards Day at Glamorgan Archives on 2nd July. Lisa Thomas (Caerphilly Libraries) and Emma Stagg (CLOCH Project Manager) have also successfully completed their Verifier training and received their certificates at the Awards Day.

The Cohort 3 trainees have all successfully secured employment. Tom May is currently working on a temporary RFID tagging project at the Treforest Campus Library of the University of South Wales and starts a permanent position as a Library Attendant there in September. James Hamill has secured a job as a postman but wants to work in the sector and continues to look for a relevant job. Jonathan Lewis has secured a

position as a Trainee Conservation Warden with the Brecon Beacons National Park Authority where he can put his interest in heritage to work in his preferred outdoor environment.

Emma Stagg and George Pinkett (Cwmbran Library trainee) spoke at the ARA Wales Conservators meeting on 19 June on the theme of 'The CLOCH Project – opportunities for accredited learning'. As a result, Margaret Brooks, Trainee Conservator at Pembrokeshire Archives found out more about the project during her time at Glamorgan Archives and said '*It is great to learn about the programme and especially the task sheets for placements which I will share with colleagues here.*'

Emma Stagg spoke at the Grŵp Llandrillo Menai Awards Day on 2 July on the theme of skills development and the value of the vocational qualification. This talk was adapted into a blog post on 'Why invest in training?' for the Glamorgan Archives blog <http://glamarchives.wordpress.com/>. The blog was picked up by HLF's Head of Participation and Learning and their Programme Manager for Skills for the Future, as well as HLF Cymru who all retweeted the blog link.

The final CLOCH traineeships end in November and a completion of project event is planned at Cardiff City Stadium to celebrate its success. The event takes place on 27 November and Glamorgan Archive Joint Committee members are warmly invited to attend.

Emma Stagg, CLOCH Project Manager will be leaving the project in September to take up a new position at the National Archives. Hannah Price will take on additional responsibilities for the CLOCH project and the project grant will provide funding to backfill her post.

Archives and Records Council Wales (ARCW)

The Glamorgan Archivist attended a meeting at which discussion topics included the HLF title plan project, Cynefin, the archive marketing team and archive contributions to the commemorations of World War 1. The meeting was held at Pembrokeshire Archives which has recently opened.

National

The Glamorgan Archivist attended the launch of the Wales@War project on HMS Enterprise in Cardiff Bay. The event, hosted by the Naval Regional Commander Wales and Western England, publicised the project to

develop a commemorative activity for school children to research the biographies of those listed on war memorials throughout Wales. Although the principal resources will be print and on-line it is hoped that the First World War (WW1) resources created by volunteers at the Archives will also be used.

The Glamorgan Archivist also attended a commemoration event for the Armenian genocide at the Senedd, hosted by Vaughan Gething AM.

The Deputy Glamorgan Archivist attended a briefing by the Army Engagement Team. Information was disbursed on the Community Covenant Scheme available as grants for local projects supporting the military and their families and the Career Transition Partnership, a scheme to release military personal on work experience placements.

The Senior Archivist met representatives from Mencap Cymru to discuss their new Heritage Lottery funded project, Hidden Now Heard. An all-Wales project, it aims to explore the histories of people with a learning disability who lived in long stay hospitals, as well as the staff who worked there. Ely and Hensol Hospitals will be included; records for both form part of the Collection. Volunteer researchers will be visiting the searchroom over the next few months to consult these.

Local

The Glamorgan Archivist attended meetings of Cardiff Council's Senior Management Forum. She attended the first Cardiff Debate event in Adamsdown. She assisted Scrutiny staff with information on access to finding aids and records to inform the development of the members' library.

She and the Senior Archivist have shared attendance at monthly Heritage Group meetings in Caerphilly CBC. The first joint event will be held at the Winding House on 27 September. Badged as Open Doors it will be WW1 themed.

The Cardiff Story museum opened its newly refurbished gallery and launched its new Cardiff at Play exhibition on 29 August. Both the Glamorgan Archivist and the Senior Archivist attended, as did members of the Joint Committee.

Close contact continues with the Duffryn House and Gardens Research Team. This volunteer group assist

the National Trust by adding to the knowledge pool for the property using sources at Glamorgan Archives and elsewhere. The Deputy Glamorgan Archivist attended one of their regular meetings and a copy of the Conservation Management Plan has been presented to the Office.

The Senior Archivist attended a meeting of Rhondda Remembers which will commemorate the centenary of WW1 in the Rhondda via twin strands of education and community involvement. The Archives will assist with both.

Cardiff People First's Pink Ladies group met members of the Women's Archive of Wales to set up a partnership to create an archive recording the history of women with a learning disability. The Senior Archivist attended both this meeting, a meeting of the Community Voices' Multicultural Heritage Trail Steering Group and spoke at the organisation's AGM and Conference.

She also attended Cardiff and Vale LGBT Forum in Barry, the South Wales Heritage Education Forum at Glamorgan Archives and the launch at Gwent Archives of their 'Gwent and the Great War' exhibition.

Conservation partnerships were extended with a visit from Stacy Capner and two volunteers from Swansea University's Richard Burton Archives. They were given a tour of the building and in-depth talk about conservation. One of the volunteers has now started to volunteer in Glamorgan Archives conservation unit. Another visitor arrived after hearing the Conservator at Conservation Matters; Athanasios Velios is the research fellow at the Ligatus research centre at University of the Arts, London,

Potential partnerships

Following a discussion with the Glamorgan Archivist at a Bridgend Heritage event in May this year, Christine Moore of the Welsh Religious Buildings Trust met the Senior Archivist to discuss plans for developing a centre for Welsh nonconformity at Bethania Chapel, Maesteg. Records of the chapel are held in the Collection. Notes on religious buildings compiled by volunteer staff many years ago and contained in a series of ring binders were transferred to the Trust to inform their current chapels project with the Royal Commission on the Ancient and Historical Monuments of Wales.

The Glamorgan Archivist is in discussion with Pride Cymru, National Museums Wales and the Cardiff Story museum to develop a bid to the Heritage Lottery Fund for a project researching LGBT history.

Dylan Foster Evans of Cardiff University's School of Welsh is running a course from September, in conjunction with Menter Caerdydd, investigating the history of the Welsh language in Cardiff. Dr Foster Evans plans to bring his students to the Archives, and will encourage them to use the available resources to inform their research.

Kirsty Fife, Outreach Archivist at the Parliamentary Archives, met the Senior Archivist to discuss plans for a new project which will take place during 2015. Parliament 750 is an initiative to celebrate the 750th anniversary of the De Montfort Parliament, considered the first proper parliament in Britain. Events tied to the initiative will explore the theme of local democracy, and the impact local backbench MPs have had on Parliament and UK legislation. In Glamorgan Archives the focus will be on S. O. Davies, former MP for Merthyr Tydfil, and his contribution to legislation for workmen's compensation.

3. Building and systems

Maintain and develop building and systems

The security contractor has returned to site and is working through the issues which have arisen during the period when maintenance was suspended.

The new room, Llynfi, is almost completed. It has been used by community groups and for in house training. Outstanding issues relate to air conditioning and light sensors. A resolution is being sought with Cardiff Council Facilities Management Department and Ian Williams.

Occasional leaks are occurring in the ceiling of Ogmor where a roof drain overflowed as a result of delays in maintenance. Contractors have inspected and the ceiling tile not replaced so that the area can be observed during heavy rain.

The back hall has been reorganised to create a space for sorting incoming collections, cleaning and packaging and the box check programme. Empty bookcases were removed and the scaffold tower can now be stored more neatly and safely. The pamphlet collection has been

moved through the double doors, closer to the Searchroom.

Routine maintenance visits from contractors have continued and staff continue to report defects observed on their weekly inspections and at other times.

Review electronic filing system

No progress has been made with this task during the quarter.

Archive accreditation

The submission documents have been revised with advice from CyMAL. All policies, strategies, plans and procedures have been reviewed in the light of accreditation requirements and policies are appended to this report for approval.

B. THE COLLECTION

1. Conservation

Finalise policies, strategies and procedures

Policies, strategies and procedures have been completed, as reported above in A3.

The traffic light system has been extended to the isolation room. Preservation Assistants will know which collections they can clean and box and which need the prior attention of an archivist, thus speeding up the workflow.

Manage repositories environment and storage issues

The rising temperatures reported in the previous quarter continued into the summer. When the building management system (bms) was re-engaged it became apparent that the chiller was not operating. As this is a double system it was possible to repair one chiller using parts from the other but the solution proved to be temporary. Diagnostics have to be carried out by the manufacturer. It took some time to arrange joint site attendance but the problem has now been identified and parts ordered. Meanwhile, one chiller is running and the temperatures have returned to the optimum.

During the investigations it was noted that the bms does not connect with the hardware for all functions. The software company has been slow to respond and the maintenance contractors are seeking other suppliers. In theory the building should be capable of passive

environmental control with minimum intervention. In practice, the parameters were exceeded because the equipment failed to respond and allowed the central block to overheat. Bms readings failed to report problems or to give an accurate picture of equipment response. Temperatures were over limit for a short period, were reduced gradually and no damage has been sustained to the Collection. External clients were informed of the issue. Manual monitoring of repositories' environments has increased and staff now understand how to operate air conditioning equipment manually. Contributory factors have been contract uncertainty which has delayed maintenance and prevented planned development of the bms and staff training.

A collection containing degrading nitrate film was identified and removed to Isolation. Comprising two boxes of photographs and negatives this collection (D197) from Frank Riddett, a keen amateur photographer, includes images of the building of the Welsh Office in Cardiff, where he worked as a civil servant. Roughly half the photographic negatives were found to be volatile and transferred to the freezer. These will be evaluated and those selected for permanent preservation will be scanned under controlled conditions and all the original negatives destroyed.

Pest surveys have recorded a high number (168 in August) of dead cluster flies in the top buffer zone. The building is on the route of their annual migration but is not attracting live clusters. Blunder traps were originally distributed around the repository block and entrances in case insect infestations had inadvertently been transferred into the new building from previous storage. As there has been no sign of insect activity within the repositories monitoring will be restricted to doors of the rooms and all entry points to the building.

The repositories have been surveyed to identify any repositioning required to maximise expansion space.

KLUG Conservation has been added to the list of conservation material suppliers and an order for four flap folders has been placed. Although based in Europe the company offers cheaper and more appropriate materials than current suppliers.

Implement conservation and preservation plans

Work has started on the Forging Ahead project. Conservation of the Bessemer papers is almost complete

and work will shortly start on the British Steel collection. The project to clean and repackage the Chris Taylor collection of vehicle licensing records has begun. The work is largely funded by ARCW, CyMAL and NMCT grants.

The early seventeenth century Fonmon estate maps and key book have been surveyed and conservation and historical significance reports compiled. These will inform a grant application to the National Manuscripts Conservation Trust and CyMAL for the conservation of these items.

The programme of checking boxed items identified several urgent tasks for the Preservation Team, including the cleaning of documents with inactive mould.

2. Cataloguing

Review current policies, strategies and procedures

Policies, procedures and plans have been reviewed and revised as described at A3 above.

A survey of available documentation has produced a comprehensive list of accessions containing predominantly Welsh language material. Current practice requires the language of a collection to be recorded in CALM. Historically, this was done at item level but not necessarily at collection level. Once the list is finalised bilingual accession and catalogue entries in CALM will be produced for collections of majority Welsh language material. Many of these reflect changes in the prevalence of Welsh in local communities, switching into and back out of English over a period of time. The work reflects the Archives' commitment to local authorities' bilingual agendas.

Information about cataloguing prioritisation methodology was shared with the Royal Commission on the Ancient and Historical Monuments of Wales who are seeking a simple system to apply to their collections.

Accessioning procedures have been revised to meet target times for accessioning and receipt. A review of current practice identified an unsustainable tendency towards perfection. Instructions have been issued to observe existing guidelines: compile basic collection level descriptions, sufficient to identify the collection until it is prioritised for more detailed listing, and catalogue at item level only very small collections (10 items or fewer).

Cardiff Library Local Studies collection

Further discussions have taken place regarding the offer by Glamorgan Archives to house the Cardiff Library Manuscript series which remains at Central Library. A brief survey of this material was undertaken to establish its extent in the hope of furthering negotiations. A response from library staff is awaited. An invitation was issued to Cardiff Council members and the Assistant Director with responsibility for libraries to visit the Archives and inspect both the facilities and the Cardiff Library Manuscript Collection already held on site.

Refine, populate and maintain CALM database

During the past quarter receipts were issued for 88% of deposits within the target time of 10 working days. None of the deposits which missed the target remain outstanding as the paperwork was completed a few days later. It has also been possible to finish processing some of the accessions outstanding from previous months.

The project to assign catalogue references to accessions in the CALM database has progressed, reducing the outstanding entries to fewer than 450. Of these, approximately 270 can be identified in the location index under their accession number and are presumably uncatalogued. The remaining 180 may have been catalogued, transferred or deaccessioned. Continuing this project has been prioritised in the archivists' task list.

Volunteers' cataloguing work is usually done on a template and afterwards transferred to CALM. An archivist has been assigned to check the catalogues awaiting transfer to ensure that they are accurate and conform to the conventions and practices in use in the Office.

Implement cataloguing strategies and plans

All new collections are given a priority scoring at the time of deposit and work has begun to apply this procedure retrospectively. Management Team adds weighting to the scores to reflect strategic priorities. The retrospective scoring is being applied initially to pre-1974 local government bodies, a series already identified as a priority for full listing.

Following a review of the Office library material available on-line was identified for disposal.

Progress has been made on the two ARCW grant funded projects 'Glamorgan's Blood' and 'Curtain Up', where cataloguing is being undertaken by temporary staff.

Implement deposit strategies and plans

Following a visit to view Mary Traynor's Collection in March, 5 sketch books and 54 loose works were deposited in June. She was pleased that her work would be stored in one place and made accessible, *'thank you for giving my work a good home'*. More information about the collection can be found in *Appendix I*.

Two members of staff visited Glanrhyd Hospital near Bridgend, the surviving part of the Glamorgan Asylum for which records from its opening in 1864 are already held. The hospital has agreed to the transfer of about 100 volumes which continue series previously received. Staff gave advice on storage of glass plate negatives which the hospital intends to use in a museum display. As prints of the negatives were appended to patients' entries in the registers already in the Archives it will not be necessary to retain the glass plates.

Heather Mountjoy, Archivist and Stefan Walker, Records Assistant, visited the home of the late Dennis Morgan, a local historian who has written many books on the history of Cardiff. A large collection of his slides of local views have since been deposited together with a selection of books for the library.

Contact was made with Pontypridd Magistrate's Court in May concerning the transfer of records.

Following a meeting earlier this year attended by the Deputy Glamorgan Archivist, staff from SEWBRc (South East Wales Biodiversity Records Centre) visited the Archives. Discussions continue on the deposit of the archive of Dr Mary Gillham once the data in the records have been extracted.

One collection deposited this quarter drew this complimentary comment:

'I was really delighted to see your people were able to make something so constructive from the bundle of paper I left.....thank you so much for taking the trouble.'

Another depositor wrote:

'many thanks to yourself and the staff for the excellent service they give not only to Caerphilly but to all the local authorities within the area.'

Continue to plan for the management of born-digital records

Louise Hunt, Archivist, attended a two day training course for a digital preservation package provided by Preservica. The ARCW consortium for digital preservation has embarked on a three month trial of this cloud based software in order to assess it against alternative packages. The training was very informative. The next step is to test the system set up on a council networked computer. There have been some issues with the Council's IT systems blocking access to certain sites and web-services which IT are working to resolve. A non-networked laptop could to be used for the trial but would not be a practical long-term solution.

The Deputy Glamorgan Archivist attended a meeting of the South Wales Information Forum to maintain contact with local authority officers involved in electronic records management. She also had a separate meeting with officers from Cardiff Council involved in implementing such a system.

A group of staff from the Vale of Glamorgan visited to learn more about the functions of Glamorgan Archives and the overlap with their own responsibilities for records management and freedom of information requests. They appreciated the advice they received and the potential for future co-operation on preservation of electronic records.

C. ACCESS

1. On-site use

Monitor service and implement improvements

An Archive Administration Masters student from Aberystwyth University interviewed the Senior Archivist as part of her dissertation research into the accessibility of archive services for people with a disability. Topics covered included access to and around the building, specialist equipment available to the public, and the attitude of staff towards disabled visitors.

The PSQG Survey of Visitors to UK Archives was run in June. To obtain a broader range of responses the survey

period was extended from a fortnight to a month. Results are expected in the autumn.

Continue programme of events for users

During the quarter 9 people have taken advantage of the one-to-one 'Ask The Experts!' family history sessions, offered twice weekly. The free monthly tours continue to be popular on the afternoon of the third Wednesday of every month.

Cardiff University Library staff held their annual away day at the Archives in July. As part of the event, staff members who had not previously visited were given a tour of the building.

Members of Cardiff Townswomen's Guild visited for a tour behind the scenes and to consult a range of documents relating in particular to women's history.

The first of three Cardiff U3A groups due to visit the Archives were given a tour in August. The remaining members will visit at the end of November.

The annual summer programme of free public events began with a talk by Catrin Collier on 'The Tsar's Dragons: Revealing Russian Treasures at Glamorgan Archives'. Her latest novel, 'The Tsar's Dragons', was published the previous day. It is a fictionalised account of the lives of John Hughes and the Welsh people who travelled with him to found the city of Hughesovka, today known as Donetsk. Catrin spoke about her experience of researching this novel in particular, and her work on the Hughesovka Research Archive, along with previous research for her other novels. It was a successful and enjoyable afternoon. Catrin later made contact on Facebook:

I would like to thank all the staff for their warm welcome and all their hard work in making last Friday possible. I know just how disruptive an author visit is to a library or Archives. Rhian, an enormous thank you for meticulous planning, organising the event so well and all your assistance. All the staff, I would never written Tsar without your kindness in rooting out so many photographs and documents. Susan, it was a privilege to speak to you, thank you for so generously sharing your vast knowledge of John Hughes and the town he founded. Everyone who came - thank you for being a fantastic audience and for sharing your knowledge with me about an exceptional Welshman who deserves far greater accolade In Wales than he has ever received. To the next generation of

Welsh writers - please visit the archives, there you will find a wealth of raw material begging to be transformed into books, as well as wonderful professional staff, unbelievably generous with their time and knowledge. I will return and soon, Catrin Collier.

The first of two film shows comprising archive footage of Barry and Penarth from the 1930s to the 1960s launched the themed summer programme, 'Oh I Do Like to be Beside the Seaside'. Popcorn was provided, and the makers of the final part of the film, 'Promenade', Mr Harley Jones and Mr Chris Bellinger welcomed to the first show. At the end of the film, Mr Jones spoke briefly about how it came to be made and took questions from the floor. The film programme was put together by the National Screen and Sound Archive of Wales, and Iwan Jenkins from the NSSAW travelled from Aberystwyth to attend its second showing on 27 August.

Step Back in Time Barry Island took place in August. The morning was spent on a walking tour of the Island, led by local historian and Barry Island Historical Group member, Mike Heffernan. Participants were transported to the Archives for lunch and an afternoon tour, with a selection of documents on display charting the history of the area. The glorious summer weather was broken on the day by torrential rain! The weather cleared by mid-morning, but many of the participants had been deterred by the earlier downpour and only 5 of those who had booked places attended. The day went ahead regardless and, as those attending were from Cardiff People First's Community Voices group, it changed focus. The Community Voices Group are currently putting together a series of heritage trails, so they used the day as a 'training event' to learn how to create a heritage trail.

Ian Smith of the National Waterfront Museum gave a fascinating talk, 'Are we there yet?', looking at holidays in south Wales from the 1950s onwards. He concentrated on the Waterfront Museum's current exhibition, a caravan constructed in Cardiff in 1950 which has changed very little since, despite having been in constant use by the same family. He spoke about the caravan's history, placed it in the context of holidaying in south Wales, and showed film footage of the caravan's owners enjoying their holidays in locations such as Penarth, Lavernock and the Gower.

Jill Salen, a lecturer in costume at the Royal Welsh College of Music and Drama presented 'Splash! A History

of Bathing Suits'. Jill has researched the history of beachwear and described the development of bathing suits from Victorian times, bringing along several examples of vintage suits.

A photograph has been printed at large size with holes cut out in the place of faces. Visitors to the summer events were invited to pose with the picture. This proved particularly popular with the children who attended.

Two planned summer events were postponed. The children's craft activities failed to attract enough bookings, possibly due to the good weather this summer which has seen people make the most of the opportunity to be outdoors. Instead, a series of WW1 themed craft activities will be offered during October half-term.

A Step Back in Time event had been proposed for Llanbradach, but It was not possible to find a local historian able to lead the heritage walk. The location has been moved to Gelligaer and the event will be offered during October half-term.

Develop educational services

Students from an extra-mural course organised by the University of South Wales in Merthyr Tydfil were given a tour of facilities and processes. Their particular focus was Cyfarthfa Castle and the Crawshay family, so at the end of the tour they were shown a selection of relevant documents.

Dan Jewson, a Cardiff University student who has received internal university CUROP funding to look at the impact of WW1 in Cardiff, began his research in June. Dan has been working in the searchroom and liaising with community groups in the city. The Senior Archivist met him for an initial discussion at the start of his tenure, and also for a progress meeting in mid-August. He has uncovered several lines of research which will inform joint work with schools by the Archives and Cardiff University based around WW1.

Very few school visits have taken place this quarter which spans the summer holidays. In June, two classes from Allensbank Primary in Cardiff, comprising 54 Year 5 and Year 6 pupils along with 6 adults, visited to explore the Rich and Poor in Victorian Times. They looked at the lives of the Butes and the Insoles, comparing them to the ordinary people living in and around the Heath, and also looked at school life in the Victorian period.

The Senior Archivist attended the Welsh Schools Heritage Initiative awards ceremony at the University of South Wales in Caerleon. Three of the schools winning prizes had undertaken research on visits to the Archives. Cantonian High School won for their work on the hidden houses of Fairwater and Barry Comprehensive School for their work on WW1. Aberdare Girls School won the main prize for their Centenary project, which involved three visits to the Archives to undertake research using the records of the school.

The centenary project undertaken by Aberdare Girls School also featured in an article on Wales Online. Glamorgan Archives was thanked for assisting with the research work required to produce the history of the school.

A WW1ar workshop for schools has been developed to take advertise the wealth of material, both visual and documentary, held on the period. The workshop covers women at work, the home front, school life and the trenches. Much of the content has been sourced from the work done of the volunteers, especially information extracted from the school log books.

2. External events

Contribute to heritage events programmes across our local authorities

The Glamorgan Archivist attended a WW1 commemoration event in Cwmaman at which Lord Aberdare opened a major exhibition on the theme which will run at the Cwmaman Hall and Institute for the remainder of 2014.

Grangetown Local History Society's WW1 commemoration event at Grange Gardens was attended by the Senior Archivist. The following Monday the Society launched their Heritage Lottery funded WW1 exhibition at Grangetown Library. Glamorgan Archives provided a copy of a street map of Grangetown from c.1920 which was used in the exhibition; poppies were placed on the houses where war casualties had once lived. It formed the striking opening banner of the exhibition. Both the Glamorgan Archivist and the Senior Archivist were in attendance.

Louise Hunt attended a performance of 'Steam' at the Senedd in June. The production was performed by

students from The College, Merthyr Tydfil, dramatising the first steam locomotive journey from Penydarren to Abercynon and was commissioned by Merthyr Tydfil Heritage Trust to commemorate Trevithick Day.

In August Louise Hunt attended the preview of an exhibition on the history of the hamlet of Aberthin, 1880s-1920s, with a particular focus on the effects of WW1 on the rural community. A volunteer of long standing, Keith Edwards, who catalogues the records of Stephenson and Alexander, was responsible for part of the exhibition and records from this collection were used extensively in the research.

Identify and respond to major anniversaries and celebrations

The Glamorgan Archives blog is now commemorating the centenary of WW1, using the research undertaken by volunteers to provide content. The blog will be officially launched, and the work of the volunteers celebrated, at an event at the Archives on 27 October. Joint Committee members can expect an invitation.

3. Remote access

Monitor service and implement improvements

Of 1262 remote enquiries received the majority had a response within the target time. Positive feedback is regularly received from users of the service:

Dear Kate,

If you were closer I would give you a hug!

This is the first time I have broken into this generation.

THANK-YOU SO MUCH.

Publicise service

The Glamorgan Archivist appeared on the BBC Radio Wales programme, *Sunday Supplement* reviewing the day's newspapers with Leanne Wood, AM.

Following staff consultation and Management Team decisions the Senior Archivist discussed the Office website with staff from Cardiff Council's Communications team. Now the refresh of the council's website is complete, structural changes can be made to Glamorgan Archives' site and a plan to implement them has been agreed.

Documents of the Month were:

'A Flag Well Travelled: D-Day, June 1944', based on a letter from an American soldier who had commissioned a

flag for his army company from Cardiff flag makers, Oram and Ward and after the war wrote to Oram and Ward to let them know where it had been.

The French Connection, celebrating both the Grand Depart of the Tour De France in Yorkshire and Bastille Day through items including records of the Societe Franco-Britannique de Cardiff and letters written by Napoleon's sister, Princess Pauline Borghese.

Cardiff Empire and Commonwealth Games of 1958, as the 2014 games took place in Glasgow. This included a glimpse at the construction of the old Empire Pool.

Representatives from community initiative Connect Cathays continue to research the area's history in the searchroom. The latest result has been a blog post on the Pembroke Terrace, now part of Churchill Way.

Wales Online and the South Wales Echo advertised the summer events programme, and small features also appeared in the Penarth Times, Barry and District News, and in the online Penarth District News.

World War One (WW1) commemorations have dominated publicity this quarter.

The Senior Archivist met journalists from Media Wales to discuss their coverage of the centenary and potential Archives contributions. Two pieces have already featured in the Western Mail and in Wales online. The first looked at the autograph book of Sister Emily Connell, who nursed wounded soldiers at the emergency hospital at Howard Gardens. The second featured the war diary of Mervyn Crawshay. Both pieces were written by volunteers, the first by Tony Peters and the second by John Arnold.

The final 75th anniversary post to the blog was made in August after which posts changed to commemoration of the centenary. The blog has proved very successful; the Archives Wales marketing team have requested practical details on setting-up and maintaining the pages to encourage other archive services in Wales to follow suit.

Short pieces on the WW1 content at the Archives featured in the Penarth Times, the Barry and District News and the Merthyr Express. All drew attention to the blog. The latest Heritage Newsletter from Bridgend REACH featured a full page on the work being

undertaken to index and transcribe WW1 records at the Archives, the ways in which local societies can obtain help with their commemorations, not forgetting the ability to deposit any records unearthed in the course of events and preparations.

Social media continues to flourish. There are currently 1700 followers on Twitter and 391 likes on Facebook. Topics covered this quarter include National Volunteers Week, highlighting the contribution they make here, Wimbledon tennis tournament, and the 120th anniversary of the opening of Roath Park.

SUMMARY

The quarter has seen staff increasingly engaging with income generation and budget saving. Detailed conservation and cataloguing are becoming possible only with grant aid or through the skill sharing programme. Staff are also exploring external financial support for short term placements to fill the gap which will be left when the CLOCH project ceases. Additional costs for the summer's outreach programme were also met through external grant funding. There will be difficult decisions in the future years' budget rounds, particularly with the increase in rateable value on the building, and the advice and support of members will be especially appreciated.

5. LEGAL IMPLICATIONS

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

6. FINANCIAL IMPLICATIONS

Any direct financial implications arising from this report have been accounted for in the 2014-2015 monitoring and will be met from within the 2014-2015 revenue budget supplemented if necessary from the General Reserve. Any financial issues arising, that will impact upon future years, will be discussed during the coming months and will be considered as part of the budget report, which will be submitted to the Committee in December.

**Susan Edwards
Glamorgan Archivist
12 September 2014**

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE ARCHIVES
1 June– 31 August 2014

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix 1

Coroner for Bridgend and Glamorgan Valleys Records			
Accession No:	2014/109	Reference No:	CORB
Post mortem papers, 1998; inquest files, 1995, 1997-1998; miscellaneous post mortem papers (from various Coroner's districts), 1950-1999. Date of records: 1950-1999			

Leonarde Family of Cardiff Papers			
Accession No:	2014/110	Reference No:	D1091
Postcard showing County Hall staff rugby match team, 1914; letters from a friend to Connie Leonarde re air raid damage in Cardiff, March 1941 Date of records: 1914-1941			

Graham Croad Collection			
Accession No:	2014/111 2014/153	Reference No:	DX325/8 DX325
South Wales coal field sections and diagrams produced by Henry K Jordan. Described as The South Wales Coal-Field part III. Diagrams shows coal seams in context of surrounding rock and fault lines. Date of records: 1911. Llantrisant and District railway research papers including timetables, track layout diagrams, correspondence, newscuttings, photographs and maps Date of records: 19th-20th century			

Cardiff Prison Records			
Accession No:	2014/112	Reference No:	DHMP
Registers of appellants, registers of supplementary property Date of records: 1974-c1998			

Glamorgan County Council Records: Caerphilly and Gelligaer Divisional Executive Committee			
Accession No:	2014/113	Reference No:	GED/CG
Gelligaer County Schools Governors' minutes Date of records: 1919-1944			

Cardiff Borough Council Records			
Accession No:	2014/114, 127, 130, 141, 166	Reference No:	BC
Photograph album with 'reminiscences of places visited by their Majesties King George and Queen Mary during their visit to Cardiff', Jun 1912; record of advertisements book, Nov 1960-Feb 1972; reports of council and committees, Nov 1933-Nov 1934, May 1953-May 1954, May 1955-May 1956, May 1974-Apr 1975; printed Treasurer's accounts for 1940; Invitations to official events, photographs, newspaper cuttings etc; Treasurer's Department records including: abstracts of accounts, files relating to loans and investments, personnel files and registers of salaries, reports, papers regarding the sale of the old town hall and Cathays Branch Library, District Audit reports,			

agreement as to bridges level crossings and other works, papers re Bute Dowry Fund and the Ragnhild Smith-Peterson Memorial Fund, file relating to appeal against rates, photograph of Cardiff Corporation Officials picnic at Langland Bay, 1899; Air Ministry meteorological register for Roath Park, 1937-1942; cash book, 1938-1944; cash (day) book, 1949-1953; requisition book, 1936-1948; Assorted documents including deeds, plans relating to Bute Docks, Cardiff.
Date of records: c19th-20th century

Mary Traynor of Cardiff Collection

Accession No:	2014/115	Reference No:	D1093
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Sketches and paintings of buildings (mostly at risk or now demolished) in Cardiff and the surrounding area.
Date of records: c1977-c1990s

Lewin-Wiskin family of Hughesovka papers

Accession No:	2014/116	Reference No:	HRA/DX637
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Extracts from pedigree of the Wiskin family, c1766-1961; Wiskin family tree, c1820-1968; Lewin-Wiskin family tree, c1785-2006
Date of records: 1961-2006

Barry Urban District Council Records, Barry Borough Records

Accession No:	2014/117	Reference No:	BB
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Mortgage registers
Date of records: 1890-1974

Glamorgan County Lunatic Asylum/Glamorgan County Mental Hospital/Glanrhyd Hospital Records: Clinical Psychology Services Records

Accession No:	2014/118	Reference No:	DHGL/32
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Reports, notes and correspondence of the Welsh Clinical Psychology Advisory Committee; Mid Glamorgan Health Authority and Bro Morgannwg NHS Trust and Parc and Glanrhyd Hospitals, particularly focusing on the resettlement of long term residential patients
Date of records: 1980-1999

Women's Archive of Wales/Archif Menywod Cymru Records

Accession No:	2014/120 2014/164	Reference No:	DWAW8/U/10 DWAW
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AGM papers, 2011-2013, committee papers, 2012-2013
Date of records: 2011-2013. Newsletter
Date of records: Jun 2014

Vale of Glamorgan Borough Council Records

Accession No:	2014/121	Reference No:	DCVG
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Vale of Glamorgan Borough Council annual report and accounts
Date of records: 1994-1995

Splott Methodist Church Records			
Accession No:	2014/122	Reference No:	DWES/CR/U
Splott Road Methodist Church Baptism Registers 1884-2010 and Marraige Registers 1900-2010.			
Date of records: 1884-2010			

Bridgend Street Methodist Church Records			
Accession No:	2014/123	Reference No:	DWESCR/U
Baptism Register 1893-1940			
Date of records: 1893-1940			

Swansea Street Methodist Church Records			
Accession No:	2014/124	Reference No:	DWESCR/U
Baptism Register for Swansea Street Methodist Church 1928-1960			
Date of records: 1928-1961			

Llanrumney Methodist Church Records			
Accession No:	2014/125	Reference No:	DWESCR/U
Baptism Register for Llanrumney Methodist Church 1958-1981			
Date of records: 1958-1981			

Cardiff Naturalists Society Records: John Stuart Corbett's transcriptions, research notes and correspondence			
Accession No:	2014/126	Reference No:	DCNS/CORB/22/25
Map of Glamorgan showing the with annotations by J.S. Corbett			
Date of records: c1920			

Joan Jeffries of Nelson Papers			
Accession No:	2014/128	Reference No:	D1096
Personal papers			
Date of records: c1980s			

Cardiff St John Rate Book and Cardiff St John and St Mary Rate Book			
Accession No:	2014/129	Reference No:	P122
Rate Book for Cardiff St John Parish for 29th June 1861and Rate Book for Cardiff St John and St Mary Parish 1850			
Date of records: 1850-1861			

City United Reformed Church, Cardiff, Records			
Accession No:	2014/134	Reference No:	D957/1/26
The City 'Link' church magazine.			
Date of records: Jul-Aug 2014			

Llancarfan Society Records			
Accession No:	2014/135	Reference No:	DLNS
Newsletter 158			
Date of records: Jun 2014			

Glamorgan Family History Society			
Accession No:	2014/136	Reference No:	D37/1/114
Journal No 114			
Date of records: Jun 2014			

Prince of Wales Orthopaedic Hospital, Cardiff, Records			
Accession No:	2014/137	Reference No:	DHPW/8
Minute book			
Date of records: Feb 1917-Aug 1939			

Grangetown Local History Society, Cardiff, Records			
Accession No:	2014/138	Reference No:	D1026
'They shall grow not old' booklet produced on behalf of the Grangetown Local History Society providing details of Grangetown men and women who lost their lives in the Great War			
Date of records: 2014			

Hope Chapel Church of Christ, Bridge Street, Aberfan, Records			
Accession No:	2014/139	Reference No:	D1095
Attendance registers, Sunday School attendance registers, accounts, church business meeting minutes, church officers minutes, secretary's reports, property documents, papers relating to the building fund.			
Date of records: 1900-1967			

Garwyn Young of Cardiff Papers			
Accession No:	2014/140	Reference No:	D1051
Photographs of Ogmore Vale and Cardiff.			
Date of records: c1980-c2013			

Cardiff City Council Records			
Accession No:	2014/142 2014/131	Reference No:	DCC DCC/LA
Papers relating to investments including share certificates			
Date of records: 1974-1993.			
Cardiff City Council Records: Leisure and Amenities Department Photograph album relating to international flower festival, Nantes, 1977; photographs and papers relating to the Garden of Welsh Myth and Magic at the Garden Festival Wales, Ebbw Vale, 1992; photographs and slides of Mill Lane before and during construction work, 1995; photographs of Wood St and station, Cardiff Christmas lights, and the Hayes/High Street, mid 1990s.			
Date of records: 1977-1995			

Cardiff Municipal Music Society Records			
Accession No:	2014/143	Reference No:	D905
Minute book			
Date of records: 1946-1964			

Kitchener Road Primary School, Cardiff, Records			
Accession No:	2014/144	Reference No:	EC14/13, 14
Log book and second volume containing clearer and fuller entries for Sep-Oct 1981.			
Date of records: 1981-1983			

Llanedeyrn High School, Cardiff, Records			
Accession No:	2014/145	Reference No:	D1099
School compendium, letter from MP re pupils attending Q&A on Iraq, photographs with named individuals showing interior of school, c1980, leaflet signed by Colin Jackson, music and drama society photographs and programmes, fundraising certificates, blank year book, newsletters, prospectus, Silver Jubilee celebrations programme, photograph of Colin Jackson, punishment book, admission registers, log book			
Date of records: 1970-2014			

Dennis Morgan of Cardiff Collection			
Accession No:	2014/146	Reference No:	DX217
Slides of Cardiff (with folder containing list), folders of research files			
Date of records: Late 20th century			

Chant Family of Cardiff Papers			
Accession No:	2014/147	Reference No:	D822
Photograph of 22nd Glamorgan (Cardiff) Battalion Home Guard			
Date of records: Dec 1944			

Barry and District Soroptimists Records			
Accession No:	2014/148	Reference No:	D647/1/1/6, /1/4/4
Minutes of club meetings and of executive committee			
Date of records: 2009-2011			

Penarth and Llandough Ecclesiastical Parish Records			
Accession No:	2014/149	Reference No:	P46CW
Parish Magazines and Annual Reports			
Date of records: 1999-2014			

Llandaff Diocese Mothers' Union Records			
Accession No:	2014/150	Reference No:	DMUL
'In Touch' magazine			
Date of records: 2012-2013			

William Croad of Pontyclun, Papers			
Accession No:	2014/152	Reference No:	D1174
Diary of a coal strike.			
Date of records: 1984-1985			

Marriage register. Kingdom Hall, Prosser Street, Miskin			
Accession No:	2014/154	Reference No:	D1173/1
Duplicate marriage register Date of records: 2005-2009			

Dr T F Holley of Merthyr Tydfil, Collection			
Accession No:	2014/155	Reference No:	D332
Hanes, newsletter of Cynon Valley History Society (Spring 2010-Spring 2014); Archaeological photos of coke oven remains on the site of Cyfarthfa Iron Works (2014); 'Thomas Town Brickworks, Merthyr Tydfil' by Nicolas C Jenkins (Dec 2007). Date of records: 2007-2014			

Charity Commission Trustee Records			
Accession No:	2014/157	Reference No:	D818/7/1
Conveyance (copy). Parish of Eglwysilan Date of records: 31 Dec 1867			

Caerphilly Male Voice Choir Records			
Accession No:	2014/158 2014/151	Reference No:	D733/1/9, D733/2/1, D733/15/1 D733/1/3-7
Minutes of Committee meetings (1970-1973), concert programmes (1982, 1990), invoices for clothing (1992) and the Choir Constitution (Mar 1976). Date of records: 1970-1992. Minute books Date of records: 1937-1991			

Trevor Lovett of Holyhead, Papers			
Accession No:	2014/159	Reference No:	D1175
Photographs Date of records: 1895-1940s			

Howard Gardens School, Cardiff Records			
Accession No:	2014/160	Reference No:	EHGSEC
School photographs (1930s-1940s), one letter (1947). Date of records: 1930s-1940s			

Llandaff Society Records			
Accession No:	2014/161	Reference No:	DLDS1
Newsletter 129 Date of records: Spring-summer 2014			

Cynon Valley Constituency Labour Party, Aberdare West Ward, Records			
Accession No:	2014/162	Reference No:	D817
Minutes and correspondence Date of records: 1960s-2012			

Park Handicraft Centre, Pontypridd			
Accession No:	2014/163	Reference No:	EPP/28
Log Book, Jul 1909-Sep 1938			
Date of records: 1909-1938			

Doris Harding of Cardiff, Papers			
Accession No:	2014/165	Reference No:	D1177
Personal papers including photographs and postcards.			
Date of records: 1920s-1980s			

Notable Accessions

Prince of Wales Orthopaedic Hospital (DHPW)

The hospital was founded out of an initiative of Sir John Lynn-Thomas, a former senior surgeon to the Welsh Military Hospital in South Africa during the Boer War, and an active assistant to the 3rd Western General Hospital in World War I. The shortage of medical facilities at Roehampton Hospital, London, for Welsh casualties prompted him to assist the Lord Mayor of Cardiff in negotiating purchase of no.21 The Walk, Cardiff, then on loan by James Howell to the British Red Cross, for medical treatment of limbless sailors and soldiers in 1916. The hospital opened in 1917 and specialised in the provision of prosthetic limbs and related medical treatment and rehabilitation. From 1917 the hospital also occupied the Old Mansion House and 1-3 Richmond Crescent, Cardiff.

A significant addition to an existing collection this minute book (1917-1939) details the establishment of the hospital, the provision of accommodation and details regarding its fit out and arrangement for staffing.

Cynon Valley Constituency Labour Party, Aberdare West Ward, Records (D817)

Records of the Aberdare West Ward have been deposited by the Ward Secretary. The deposit comprises minutes, correspondence, attendance register and Secretary's papers. These records provide a valuable insight in to the administration of a local Ward and are a significant additional deposit to the Cynon Valley Constituency papers deposited a short time ago.

Mary Traynor of Cardiff Collection (D1093)

Mary Traynor is an artist based in Cardiff who, since the late 1960s, has tried to capture buildings in Cardiff and the surrounding area which are at threat of being demolished. Her work has been displayed in various exhibitions over the years and highlights the changing face of Cardiff and the local area. The collection contains her sketchbooks and loose works, some of which had previously been framed and on display and is a valuable source for tracing the history of buildings in Cardiff.

Caerphilly Male Voice Choir Records (D733)

Caerphilly Male Voice Choir was formed in 1906 by 20 members of the Caerphilly Cricket Club. The original purpose of the Choir was to raise funds to improve the club facilities. Today the Choir is a registered charity, its aim to

support local charitable functions with corporate functions required in order to fund charitable activities. The deposit includes programmes, photographs, diaries and correspondence.

Barry and District Soroptimist Club Records (D647)

Soroptimist International is the largest worldwide service organisation for women in management and the professions, with more than 3000 clubs in over 120 countries. Soroptimists work through their service projects to advance human rights and the status of women. The organisations main ideals are: the advancement of the status of women, high ethical standards, human rights for all, equality, development and peace through international goodwill, understanding and friendship. The Barry Club is one of 20 in south Wales and was chartered in 1968. The Charter Dinner was held in the Memorial Hall, Barry on 13 January 1968 and was attended by 150 Soroptimists. Club membership was 18 and has now increased to 39 members. Mrs Hilda Thomas was the Founder President and Mrs Rachel Jeffries the first Treasurer. In 2008 the club established a friendship link with a group in Chennai, India. The deposit includes minutes, reports, newscuttings, correspondence and papers relating to a Soroptimist International group in Chennai, India with whom the Barry Club established a friendship link.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
June - Aug 2013	1334	(667)	42	2526
Sep - Nov 2013	1826	(1156)	60	2997
Dec 13 - Feb 2014	1680	(771)	47	2345
Mar - May 2014	1646	(946)	43	2998
June - Aug 2014	2188	(1250)	55	3247

	Remote Enquiries	Website Hits
June - Aug 2013	1369	10589
Sep - Nov 2013	1463	11697
Dec 13 - Feb 2014	1261	11019
Mar - May 2014	1380	11101
June - Aug 2014	1262	11272

Interesting Enquiries

Several academics have visited the searchroom during the quarter, making use of the summer vacation to concentrate on their research. They include a postgraduate student researching Glamorgan County Asylum patient case notes as a dissertation topic, and a PhD candidate studying prostitution in Cardiff from the late-19th century to the 1960s. He has been looking at Petty Sessions records and the Cardiff Police fingerprint and photographic registers. Other police records, such as newscuttings and minutes of the Watch Committee, and patient records of the Glamorgan Asylum have been suggested to him.

A visitor from the School of History, University of London, was researching the history of record-keeping by medical practitioners. He subsequently requested sample copies of records from the Cresswell Family of Dowlais Papers; Dr Cresswell was the doctor for the Dowlais Iron Works.

A member of staff from the Welsh School of Architecture at Cardiff University investigated the history of rural electrification. She was particularly interested in local authority, parish, poor law and estate records.

Enquiries are regularly received from professionals working in planning and engineering, seeking historic information to inform and support new development projects. During this quarter these have included a request for maps and plans of hedgerows for the historic assessment criteria of the Hedgerow Regulations 1997. Records consulted included Ordnance Survey plans, the Eglwysilan Tithe plan and maps from the Plymouth Estate.

An engineering firm from Manchester asked about trans-ship stations. These were used when there was a need to ship goods from one rail gauge to another and the enquiry concerned the station formerly located on Tyndall Street in Cardiff. Ordnance Survey maps and Quarter Sessions Deposited Plans were suggested.

A query on the Second World War period was received from an unexploded ordnance researcher. She was particularly interested in air raid precautions records; she was directed also to photographs of bomb damage in the Cardiff Borough and South Wales Police collections.

Family historians continue to feature:

One researched his grandfather who served as a councillor, and possibly as Chairman of Porthcawl Urban District Council during the construction of the Porthcawl Pavilion.

The blog post on the records of Penarth Library was picked up in Ontario by an enquirer whose ancestor had been employed as a caretaker by the Library for thirty years. She wanted to know when he left and was directed to the Committee minutes.

Another lady's grandfather had served with the South Wales Police. She was searching for photographs of him in uniform to place in an album she was compiling to celebrate his forthcoming 50th wedding anniversary. The photographs of South Wales Police were suggested as a possible source.

Two unusual enquiries with close links to the United States of America were received this quarter. One came from a producer at Universal Pictures International who was compiling material for a programme on south Wales actor Luke Evans' career. She was searching for photographs of Aberbargoed to support the section on his early life.

The second came from a local historian researching American visitors to Cardiff in July 1918, and in particular the visit of Brigadier-General Frederick Evans. He visited to consult Cardiff Borough Council's Visitors' Book.

A researcher with an interest in the history of Welsh Fire Brigades was in touch for information on the Cardiff City Police and Fire Brigade Medal. He was referred to a number of possible sources, including A History of the Cardiff City Fire Service, Reports of the Chief Constable to the Watch Committee, police newscuttings books and the Cardiff Borough minutes.

Colleagues from archives, museums and libraries also seek assistance. A curator from a heritage centre is researching the Cardiff saddler and harness manufacturer who made a set of brewery dray horse harnesses in his possession. Cardiff trade directories established the period it was in operation.

Following a recent deposit of records, the Cardiff Prison Librarian asked for help in researching the history of the Prison, in particular prisoners who were hanged or severely punished during the 19th century. The Calendars of Prisoners and court minutes together with Welsh Newspapers online were suggested sources.

A local poet asked for permission to include Thomas Hornor's view of an ironworks at Merthyr Tydfil to accompany a poem entitled 'The Furnace' in his new collection.

Appendix III

Local and Family History Groups	
Ask the Experts! family history sessions	9
Cardiff Townswomen's Guild	20
University of the Third Age: Cardiff Branch	15
Professional Organisations	
Vale of Glamorgan Information Management staff	4
Glamorgan Archives Joint Committee	15
South Wales Libraries, Archives and Information Services Awards Day	35
South Wales Heritage Education Forum	7
Cardiff University Library Service Staff Away Day	22
CLOCH Steering Group x2	16
Events	
Catrin Collier: The Tsar's Dragons	32
Oh I Do Like to Be Beside the Seaside (showing 1)	34
Step Back in Time at the Seaside	6
Are We There Yet?	23
Splash! A History of Bathing Suits	14
Oh I Do Like to Be Beside the Seaside (showing 2)	25
Education	
Allensbank Primary School, Cardiff	60
University of South Wales Merthyr Tydfil course	14
Individuals Meeting Staff	95
Tours for prospective volunteers	9
Room Hire	
Cardiff Council Training/Workshop x 36	633
Wales Council for Voluntary Action x 6	66
Diverse Cymru training x 1	14
BAAF Cymru x 1	41
Glamorgan Cricket Club x1	60

Appendix IV

Cleaning and Packaging			
Boxes of paper and Parchment	Volumes	Os Maps	Tithe maps and apportionments
16 Crew agreement boxes or 816 crew agreements cleaned	19 (DHMP) cleaned	43 Cleaned	39 Cleaned
	Slides	Photographs	Boxed
15 Double standard boxes (D732) 6340 booklets cleaned	794 boxed	74 encapsulated and boxed	43 Items
	Boxes		
2 standard boxes cleaned	340 made		
Relocated and Barcoded			
2 standard boxes relocated	1289 Items barcoded		
Bench work			
DG/C1 & DG/C2	58 Bessemer Steel processes, bundles of paper and books.		Cleaned, repaired and repackaged.
DG197/1/1-2	2 boxes of degrading nitrate film negatives.		Assessed, vacuum packed and moved to freezer in isolation.
External Work			
West Glamorgan Archive	250 boxes made		
Merthyr Council Planning Department	1 plan.		Tape removal, repairs and repackaging.



Collection Management Policy

Mission Statement

Glamorgan Archives is funded by and serves the unitary authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan.

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves: the former administrative counties of Mid Glamorgan and South Glamorgan and, for ecclesiastical parish records, of the Diocese of Llandaff, and the Archdiocese of Cardiff (for the deaneries of Cardiff East and West, Bridgend, Heads of the Valleys and Pontypridd). The Archives also retains responsibility for archives created by the administration of the county of Glamorgan before 1974, which relate to the whole of the historic county.

We assist the funding authorities in achieving Welsh Government priorities for culture and heritage with particular reference to developing skills, improving education and reducing poverty, and maximise income generation to support service delivery.

Policy Aims

This policy demonstrates the co-ordinated approach to Collection Management adopted by Glamorgan Archives. The Collections team is managed by the Deputy Glamorgan Archivist and includes accessioning, cataloguing, conservation and repository management. Policies, strategies, plans and procedures are interlinked, shared with all staff and driven by the service's core values to be accountable, skilled, inclusive, flexible and innovative. The team works with the Access team to ensure that appropriate access to the documentary heritage of the area is enabled to the broadest possible spectrum of users and with the Resources team to ensure effective and economic use of materials and to identify and promote income generation opportunities.

Statutory and legal status

Glamorgan Archives was founded in 1939 as Glamorgan Record Office. It is an approved Place of Deposit, an official repository for manorial and tithe records, recognised by the Church in Wales and the Catholic Archdiocese of

Cardiff as a repository for parish records. It is governed by a Joint Committee of elected members from the funding authorities under the terms of the Glamorgan Archives Joint Agreement of 2006.

Collection management

The policy is a statement of the inter-relationship between all areas of the service which is dedicated to:

- Collecting the documentary heritage of the region, preserving it, describing it and promoting its use.
- Promoting the value of the Collection to the future prosperity of Wales through supporting educational achievement and enabling understanding and engagement with culture and heritage.
- Improving skills of volunteers and sector employees through work based learning and accredited training.

Standards

PD5454:2012	Guide for the Storage and Exhibition of Archival Materials
PAS 198:2012	Specification for Managing Environmental Conditions for Cultural Collections
PAS 197:2009	Code of Practice for Cultural Collections Management
BS4971:2002	Repair and Allied Processes for the Conservation of Documents. Recommendations
Archives	Public Service Quality Group Standard for Access to
	Investment in Volunteers Quality Standard
	Volunteer Managers National Occupational Standard
	General International Standard of Archival Description
	ISAD(G)

Inter-relationships

- New deposits are received passively, through routine accrual and by legal requirement. Analysis of the Collection and of the pattern of accessions in recent years has indicated gaps and biases in some areas which GA will work to correct through grant aided surveys and focussed publicity.
- Accessions will be assessed for preservation and conservation needs on arrival and prioritised for cataloguing. All accessions will be cleaned and packaged before final location in the repositories.
- Collection Level descriptions will be prepared for receipt and added to CALM for each accession as a minimum. Small accessions (10 items or fewer) will be item listed on receipt. Bi-lingual finding aids will be produced for Welsh language accessions. All catalogues will be made available on-line via the Archives' dedicated website.

- Accessions will be prioritised on receipt using an agreed formula. The backlog of uncatalogued collections will be assessed and prioritised using a broader version of this adapted to considering series.
- Funding for cataloguing and conserving the backlog in line with identified priorities is sought from external grant awarding bodies. Sorting, detailed listing and cleaning may be carried out by non-professional staff and work experience volunteers under supervision as a development activity.
- Volunteers are employed to add value to catalogues through indexes, transcripts, summaries and digitisation. This information will be added to the CALM entry on the electronic catalogue.
- User demand is a factor in prioritising conservation and cataloguing, and in identifying series for potential digitisation for access. Accumulated data from production slips informs analysis of use as they cover removal of items from strongrooms for any purpose.
- Risk assessments will be routinely carried out for all activities and feed into the Disaster Preparedness Plan and the Business Recovery Plan which are regularly monitored.

Individual policies reflect these inter-relationships.

Core Values
Access Policy and Strategy
Community Engagement Strategy and Audience Development Plan
Media Use Policy
Collection Policy
Terms of Deposit
Preservation Policy and Strategy
Volunteer Policy
Welsh Language Scheme

August 2014



Collection Policy

Identity

The archive service for the City of Cardiff Council, County Borough Councils of Bridgend, Caerphilly (for the former Rhymney Valley District Council area), Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan acting through the Glamorgan Archives Joint Committee.

Authority to collect

Glamorgan Archives seeks to abide by all current archive legislation as it applies to local authority record offices in Wales.

It is appointed by the Lord Chancellor as a repository for locally deposited public records under section 4(1) of the Public Records Act, 1958, including:

Quarter Sessions, Petty Sessions, County Court, Coroner's, Department of Health NHS records, Territorial and Auxiliary Forces, NCB pre-vesting date collieries, HM Customs and Excise shipping registers, Board of Inland Revenue Area Assessment Committee, Health and Safety Executive plans of abandoned non-coal mines, Advisory Committee on General Commissioners of Income Tax, Rail Users Consultative Committee.

It is recognised by:

the Master of the Rolls as an official repository for manorial and tithe records.

The National Archives as a repository meeting its *Standard for Record Repositories* (2004).

the Representative Body of the Church in Wales as a repository for parochial records of the Diocese of Llandaff in accordance with an agreement between the Representative Body and the Welsh County Record Offices.

the Catholic Archdiocese of Cardiff for parochial records of the deaneries of Cardiff East, Cardiff West, Bridgend, Heads of the Valleys

and Pontypridd in accordance with an agreement between the Archdiocese of Cardiff and the County Record Offices of Hereford, Glamorgan and Gwent.

Scope of the Collection

The geographical area served by Glamorgan Archives is the former administrative counties of Mid Glamorgan and South Glamorgan, and, for ecclesiastical parish records, of the Diocese of Llandaff, and the Archdiocese of Cardiff for the deaneries listed above. The Archives also retains responsibility for archives created by the administration of the county of Glamorgan before 1974, which relate to the whole of the historic county.

Subject to the overriding principle that the integrity of archival groups should normally be preserved as far as possible and practicable, the Archives will not accept records relating to or arising in areas outside the stated boundaries, unless there are special circumstances and the agreement of any other interested archive authority has been sought. In any case of dispute between the Archives and another repository over the most appropriate custodian for a particular collection the advice of a neutral arbiter will be taken.

Material accepted by the Archives shall meet the Archive Service Accreditation definition of "*materials created or received by a person, family or organisation, public or private, in the conduct of their affairs and preserved because of the enduring value contained in them or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order and collective control; permanent records*" and as defined by statute, including the Law of Property Act, 1922, the Tithe Act, 1936, the Public Records Act, 1958, the Local Government Act, 1972, the Local Government (Wales) Act, 1994. All archives meeting this description, regardless of format, which relate the geographical area served will be considered for collection with the following caveats:

photographs and records in modern media will be accepted only if they can be regarded as a primary source for the history of Glamorgan;

newspapers, published works and unpublished manuscripts are not normally accepted but will be referred to the appropriate library;

artefacts will normally be directed to the most appropriate museum;

films will normally be directed to the National Screen and Sound Archive of Wales;

oral history materials will normally be directed to the National History Museum;

published works may be acquired as an integral part of a larger archive.

A small reference library is maintained to inform the research of staff and users and to support the continued professional development of staff.

Collection Process

The Archives prefers to acquire collections as gifts. Records will be accepted on loan, subject to agreement with the *Terms of Deposit*. Purchase will not normally be offered and can be made only with grant funding. Records are also received by direct transfer from the local authorities contributing to the Joint Service.

It is assumed that collections offered have a clear and valid title of ownership. A receipt describing the records acquired and providing information needed to access them will be supplied to the owner, depositor or agent within 10 working days of receipt. More detailed finding aids will be prepared in accordance with current Archives policy and practice and copies supplied when complete.

As part of the processing of collections, either before or after transfer to the Archives, appraisal will take place to ensure that records retained are of sufficient quality for permanent preservation, and do not duplicate collections held here or elsewhere. The Archives shall have authority to transfer records to a more suitable repository if it is considered that they would benefit from relocation. Records not selected for permanent preservation will be returned to the owner unless alternative arrangements have been made at the time of transfer. The office reserves the right to conduct a periodic review of the Collection and, where necessary, to recommend disposal or destruction.

Access

Notice of new acquisitions will be made public at the earliest opportunity. Copies of finding aids will be disseminated as soon as possible using the best available technology to reach the widest possible audience. Collection Level Descriptions will be produced as part of the receipting process and accessions prioritised for item listing in accordance with agreed methods. Small accessions will be fully listed on receipt. There is an assumption of open access; all accessions will be made available for research on demand subject to legislation relating to privacy in public collections and to agreed restrictions on private collections and having due regard to conservation requirements. Arrangements will be made for secure access to archives not catalogued to item level.

Development

To ensure the continuing development of the Collection formal arrangements will be put in place for continuing transfers of local authority and Public Records and to maintain contacts with depositors and donors. Partnership

working, particularly with Archives and Records Council Wales, CyMAL and the National Archives, will be key to the development of joint strategies and tools to meet new challenges, including the permanent preservation of material created in digital form. Through partnerships, collecting policies and strategies will be co-ordinated with local and national libraries and museums.

The Collection will be continually monitored to identify gaps in the representation of the region's history and heritage. Under-represented groups will be indentified and consulted to raise awareness of the Archives' services and facilities and to encourage deposit of records. Flexible planning for short, medium and long term goals will focus development targets with plans evaluated annually for currency and regularly up-dated.

August 2014



Terms of Deposit

The Glamorgan Archives accepts records in line with its Collection Policy, into its custody:

- a) by gift or purchase where ownership passes to the Glamorgan Archives Joint Committee on behalf of its constituent authorities,
- b) by transfer from the constituent authorities of the Glamorgan Archives Joint Committee,
- c) on deposit for an indefinite period, where ownership of deposited records remains with the depositor.

Undertaking by the Archive:

1. The records will be stored in the same physically secure and environmentally monitored conditions as other records held by Glamorgan Archives.
2. The records will be arranged and listed in accordance with current practice; preparation of lists, indexes and other finding aids will be undertaken in accordance with programmes set by the Archives. A copy of the list will be supplied to the depositor.
3. Records will only be made available to searchers under supervision in the searchroom.
4. Records which are too fragile or otherwise at risk of damage from handling, will not be made available for use by the public.
5. Copies of individual documents will only be supplied to searchers provided it is consistent with the safety of the records and in compliance with current copyright law.
6. Permission of the depositor will be sought for any publication of a substantial part of a document.

7. Records will only be loaned temporarily to another institution for purpose of display with the depositor's consent and provided the facilities conform to *PD5454:2012 Guide for the Storage and Exhibition of Archival Materials* and to the conditions set out in the Archive's *Exhibition Loan Policy*.
8. Records deemed not to merit permanent preservation will be returned to the depositor or, with the consent of the depositor, destroyed.
9. Requests for the production of deposited records for declared use in legal proceedings will not be granted without the consent of the depositor, except where a court order is issued.
10. Details of private individuals, who are depositors, will only be disclosed to a third party with their permission, but such details may be held in the Archives in accordance with the terms of the Data Protection Act 1998.
11. A receipt describing the records acquired and providing information needed to access them will be supplied within 10 working days of their receipt.
12. Relevant policy documents of Glamorgan Archives will be made available to depositors on request.

Undertaking by the Depositor:

1. The depositor is deemed to be entitled to deposit the records, either as owner or agent.
2. Notice will be supplied to Glamorgan Archives of changes of address and other details affecting the ownership of the records.
3. Reasonable notice will be given of the temporary withdrawal of any record, the withdrawal to be for an agreed period of time.
4. Deposited records, if permanently withdrawn, may incur a levy charged to defray the expenses of storage, listing and conservation.
5. The insurance of records, except in the case of exhibition by an external body, is the responsibility of the depositor.
6. For the purposes of the Data Protection Act 1998, the depositor will be deemed to be the Data Controller of any data contained in the records which fall within the terms of the act.
7. The depositor will allow:
 - Records deposited to be made available to searchers subject to statutory access restrictions or access restrictions agreed with the Glamorgan Archivist.

- Records to be marked with a reference code, for security and identification.
- Conservation of the records, in accordance with the programmes which are set by the Archives.
- Records to be made available in the form of copies, made by any suitable method, such copies becoming the property of the Glamorgan Archives.
- Brief extracts of records to be published as transcripts or in facsimile form.
- Glamorgan Archives, to publicise its services and promote its collections, by reproducing records it holds in any medium, publishing finding aids in any available medium, making them available in other locations outside the Archive.
- The migration of data in electronic records to other formats.

Any variation from these terms is to be agreed with the Glamorgan Archivist at the time of deposit.

August 2014



Collection's Care Policy

Introduction

The Collection's Care Policy is a comprehensive statement of the activities Glamorgan Archives will undertake to safeguard the documents in its Collection.

There is an identified budget for collection's care.

All staff will have a responsibility for the care of the Collection. Ensuring that they have the relevant special skills, knowledge and abilities is central to this policy. The Archives is committed to staff development and employs professionally qualified conservators. Line management through to the Glamorgan Archivist is clearly identified.

Glamorgan Archives is a purpose-built facility of recent construction erected to a brief based on current best practice. Collection's Care will be based on standards, legislation and guidelines and take account of best practice.

All treatments, including cleaning and packaging, will be recorded and linked to the document entry on CALM.

All activities associated with the preservation and conservation of the Collection are routinely risk assessed.

Storage

Document repositories in Glamorgan Archives will aspire to meet current standards. In these areas the temperature and relative humidity will be controlled within defined parameters and the environmental conditions monitored constantly.

The environmental and other building systems, including fire detection and suppression, air conditioning and security systems will be regularly maintained by approved contracts. Pest control procedures will be in place, regularly monitored and reported. Repositories will be regularly cleaned. The Collection will be shelved by size and format.

Access to the repositories will be restricted to members of staff. Contractors, volunteers and visitors accessing these areas will always be supervised by staff.

Packaging

Secondary packaging will be provided for the entire Collection. All documents stored in repositories will have secondary packaging. All new accessions will

be sorted, catalogued and cleaned as part of the accessioning process and packaged to archival standard, before receiving a permanent location. All existing holdings have secondary packaging and a renewal programme is in place which will address the legacy of sub-standard and ageing boxes and wraps. All individual packages will be barcoded and linked to the locations database.

Conservation

In order to address the interventive conservation needs of the Collection a system of prioritisation will be applied to both new accessions and the existing Collection. Factors assessed are:

- Public demand, both expressed and anticipated
- Research/legal significance
- Degree of existing damage and potential future deterioration and degradation
- Opportunities for grant funding applications
- Suitability for use of surrogates

All conservation work will be carried out in accordance with the appropriate current standards, principles and best practice. All conservation work on the Collection will be carried out in the conservation Studio. Separate working and storage areas will be used for isolating contaminated accessions, for cleaning and for packaging. The Studio will be managed in accordance with current health and safety legislation. Every effort will be made to ensure that equipment used will be up to date and in line with developing conservation techniques. All materials used for repairs will be of archival and conservation grade.

Training

As the greatest danger to documents is use, correct handling techniques by staff, volunteers and researchers are essential to the long-term preservation of documents. All staff and volunteers, irrespective of their role, will receive instruction in the safe and proper handling of documents as part of their induction training. Researchers will receive information and instruction in the correct handling of documents on registration and all document use will be supervised by trained staff at all times.

Glamorgan Archives' conservators must hold appropriate archive or allied conservation qualifications. Preservation Assistants will be encouraged to undertake appropriate qualification. All staff will be supported in improving and updating their skills and to network within their profession through attendance at courses, conferences and meetings of relevant professional groups.

Access

When documents are taken from the repositories their location will be tracked at all times.

CCTV cameras monitor public areas all of which have staff controlled access. Staff will supervise any area where documents are produced to visitors.

Volunteers using documents will always be supervised by staff in all area of the building.

Appropriate equipment including height adjustable tables, book wedges/pillows and weights will be provided to reduce the risk of damage to items in use.

The level of use of individual documents will be monitored to inform programmes for the provision of surrogates and conservation priorities. Conservation staff will assist access to fragile items. Procedures will be in place to supply copies of individual documents subject to legal restrictions, terms of deposit and conservation assessment.

Documents selected for internal display will be inspected by conservators in advance and monitored for potential degradation. External loans are subject to the External Loans Policy.

Advice on display, storage and security will be provided to depositors withdrawing their own documents.

Emergency response plan

A disaster and emergency plan is in place. All staff will be made aware of this plan and adequately trained in its implementation. The plan will be regularly monitored and updated.

Standards and legislation

PD 5454:2012 Recommendations for the Storage and Exhibitions of Archival Materials

PAS 198:2012 Specifications for Managing Environmental Conditions for Cultural Collections.

BS 4971:2002 Recommendations for repair and allied process for the conservation of documents.

Health and Safety at Work Act (1974)

Control of Substances Hazardous to Health Regulations (1994)

Environmental Protection Act (1992)

Personal Protective Equipment Regulations (1992)

Collections Trust, Benchmarks in Collection Care: A Self-assessment Checklist (2011)

August 2014



Exhibition Loan Policy

- Removal of documents from the Archives is not encouraged. Good quality facsimiles can be provided for display purposes and would be always be preferred.
- Applications for a loan should be received at least six months before the opening date of the exhibition to allow sufficient time for the necessary preparations.
- The venue will be assessed against PD 5454:2012 *Recommendations for the Storage and Display of Archival Material*.
- The documents will be normally be accompanied to and from the exhibition by a member of Glamorgan Archives staff unless otherwise agreed by the Glamorgan Archivist.
- The borrower will be responsible for expenses incurred by Glamorgan Archives in making a loan. An estimate of costs will be provided in advance and may include:
 - Standard charges for conservation treatment if required, mounting and packing exhibition items
 - Photographic or facsimile copies
 - Insurance where required
 - Travel costs
- Once mounted in the showcase documents should not be removed, except in the case of an emergency, until the exhibition is dismantled.
- Documents are normally lent to a single institution. Travelling exhibitions will need to provide necessary assurances for all venues and have travel arrangements approved.
- No alteration of any kind may be made to a document on loan.
- No adhesives of any kind may be applied to the documents without approval.
- All materials used within the cases, with which the documents may come in contact, must be of archival quality.

- Any caption or credit used for display purposes, and any description given in a catalogue, must state that the document is on loan from Glamorgan Archives and include the document reference.
- Irrespective of the terms of the loan, the borrowing authority shall return any or all of the exhibits at the written request of the Glamorgan Archivist.
- The Glamorgan Archivist reserves the right, at any time, not to proceed with a loan.
- All documents must be displayed in locked showcases. Any other method of display, particularly wall mounted, must be discussed with the Conservator at Glamorgan Archives.
- Documents must be placed in their showcases by the accompanying member of Glamorgan Archives staff, who will supervise the locking of the case, after which time the exhibits and their mounts must remain undisturbed. An alarmed case may be specified by Glamorgan Archives for items of exceptional value.
- No conservation measures of any description may be carried out other than at Glamorgan Archives, or when Glamorgan Archives staff are present.

Environment

- Glamorgan Archives will require written assurance that the environmental conditions are suitable for the exhibits. No food or drink can be allowed in the exhibition area.

Insurance against damage

- Glamorgan Archives will determine the insurance value required in all cases. A UK government indemnity can be accepted from libraries, galleries and museums within the United Kingdom, but commercial insurance will be necessary where that facility is not available. Proof of such insurance, whether covered by the UK Government Indemnity Scheme or a commercial insurance will be required before the loan is made.

Packing and display

- Glamorgan Archives will pack all items for transport to and from the exhibition. Such packaging must be stored safely by the borrower during the course of the exhibition to enable it to be used for the return of the exhibits.
- Glamorgan Archives will mount all exhibition items in consultation with the exhibition organisers. Wherever possible the items will travel ready mounted; if this is not possible, the display will be arranged under the

supervision of the accompanying member of Glamorgan Archives staff in accordance with any previously agreed design. None of the mounts or cradles is to be removed or changed in any way during the exhibition.

- A condition report will accompany each item on loan and must be agreed with the borrower before display. It must be checked and agreed at the end of the exhibition.

August 2014