

**WESTCOUNTRY**

# **STORAGE**

## **SOLUTIONS**

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## ***Preservation Policy***

### **PURPOSE:**

Preservation is a fundamental responsibility by which Westcountry Storage Solutions ensures the continuing care of archival records that it holds in trust for present and future clients. Westcountry Storage Solutions recognises that preservation is a pervasive function and will ensure that it is integral to all archive activities from file management through to access and that every staff member will play a part.

### **PRINCIPLES OF PRESERVATION PLANNING AND STRATEGY:**

Preservation strategies will be produced that will direct the course and standards of preservation practice. This policy, in combination with preservation strategies, will be used to guide practical preservation actions. We will use this policy and the preservation strategies to guide the allocation of resources in our forward planning.

### **PRESERVATION MANAGEMENT OF COLLECTIONS:**

Westcountry Storage Solutions adheres to the British Standards and professional standards that encompass various elements of preservation management. Appropriate accommodation includes environmentally controlled and monitored space, enclosures that conform to archival standards, security, pest management, and disaster preparedness. In this, the "company" adheres to British Standards:

- BS 5454: (2000) 'Recommendations on the Storage and Exhibition of Archival Documents'
- BS 7799: (2000) 'Code of Practice for Information Security Management'
- BS 4783: 'Storage, Transportation and Maintenance of media for use in Data Processing and Information Storage'

All members of staff will be trained in methods of preservation and will attend refresher and professional development sessions when required.

#### **STORAGE, SECURITY AND ENVIRONMENT:**

We will seek to ensure appropriate and secure accommodation for all collections wherever they are stored, and processed. Where possible, these conditions will comply with the environmental recommendations set out in BS 5454 (2000). Monitoring of temperature and relative humidity is in place in all storage areas and a CFP 2/4/8 zone fire detection system is installed throughout the buildings. The buildings have CCTV installed at key points. All archival material in the care of Westcountry Storage Solutions is covered by the companies insurance.

#### **PRESERVATION:**

A programme of routine collections-monitoring and good housekeeping, including cleaning, is in place. Westcountry Storage Solutions will undertake active preservation measures; firstly, the assessment of the condition of boxes and volumes in its care and the determination of their levels of anticipated use and, secondly, by taking preventive action to preserve the material by cleaning, re-packaging and re-housing when necessary.

#### **ACCESS:**

A primary purpose of preservation and conservation is the facilitation of safe access to collections. An Access Policy is in place which sets out the Westcountry Storage Solutions approach to balancing its aim of providing access to the collections with its curatorial duty of collection care.

All material will be catalogued onto the relevant library and archive systems using appropriate cataloguing standards. The catalogue record should state where conservation actions or significant preservation measures have been employed.

We will advise staff on correct handling techniques. Appropriate equipment and handling and support aids are provided for use in the Warehouse. All new staff will be trained in good handling practice and refresher sessions will be offered to existing staff.

#### **MONITORING AND REVIEW OF POLICY:**

This policy will be communicated to all staff. All staff will have a responsibility to implement preservation policies. Westcountry Storage Solutions will review this policy on an annual basis.

