

# The Institute of Development Studies

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A scoping survey and collections audit  
of the archives of the Institute of  
Development Studies based at Sussex  
University as part of a Wellcome Trust  
funding application

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Prepared for:

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May 2017

# **A scoping survey and collections audit of the archives of the Institute of Development Studies**

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# **A scoping survey and collections audit of the archives of the Institute of Development Studies**

## **1. Introduction**

The Institute of Development Studied (IDS) commissioned specialist consultant, Jonathan Rhys-Lewis<sup>1</sup>, to carry out a scoping survey and collections audit of the archives of the Institute housed on the campus of Sussex University. This was completed over three days (March 27-29<sup>th</sup>, 2017).

The project was undertaken as part of a scoping study, in advance of a funding application to the Wellcome Trust. The IDS has commissioned an external consultant, Graham Bulpitt, to assist with the University's Library Transition Project who provided the main point of contact for the scoping survey. The consultants worked alongside the Library Coordinator, Stephanie Watson, and other IDS staff, who fully and effectively supported the process, spending time with the consultant and answering a wide range of questions.

This scoping study has sought to address the wide range of issues affecting this collection, and has therefore taken a less detailed focus on the collections themselves, to reflect the timetable. Consequently, a significant amount of the on-site time was taken up with a survey of the current storage provision, to enable an estimate of population, and so guide and inform future decision-making, and in addition, form the basis on which to identify costs.

Whilst the wider issue of the University's capacity to store and preserve the collection is pertinent to the process, the report presents an overview to guide and inform the IDS in developing the collection storage spaces. Consequently the specific scope of the survey has been to look in more detail at the quantities of material formats in the collections, the oncoming packaging needs and a longer term view on the collection's appropriateness for digitisation.

Additionally, the report provides recommendations to guide planning for the proposed project including suggested methodologies and procedural approaches to inform the process. However, it is important to highlight that the collection is currently under review and so future decisions may cause some recommendations to be redundant. The suite of appendices at the end of the report is intended to act as guidance and as enablers to ensure that all preservation management options are explored and developed.

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<sup>1</sup> A Preservation and Collections Management consultant

## **2. The context of the report**

It is important to acknowledge, and this is highlighted throughout the report, that both the IDS and the University have contributed to sustaining the preservation of the collections assessed by this report. The role of this report is to assist and guide the discussions on the future of this important collection and to ensure its long-term preservation, and use, into the future.

The nature of the detailed assessment carried out for this project (and set out in the report) means that a degree of technical knowledge is required and it is hoped that the information is clear and understandable. In addition, the differences between material identified as archival or library may sometimes be unclear – these differences are fully outlined in the consultant archivist's report.

The focus of this report's assessment has been to identify in what ways, and to what extent, collections are at risk, and so guide both the University and the IDS to address the collection's future needs.

It is equally acknowledged that the recommendations and observations are sometimes critical, but this is presented as constructive and enabling information. There are some key positives for the IDS collections:

- Specific space has been provided to house the collections
- The collections are for the most part secure on shelving
- Overall the collections are in good condition
- The majority of the collection material could be digitised

### **3. Recommendations**

It is recommended that:

#### **Fire protection**

- the IDS ensure the replacement of all fire extinguishers with CO2 only (Section 11)
- the IDS review the number of fire extinguishers for the storage areas (Section 11)
- the IDS confirm the fire-rating of the basement storage area doors (Section 11)

#### **Security**

- a security audit be carried out with reference to professional guidance (Section 11)
- a security card-access lock be fitted to all of the entrances to the Basement Store (Section 11)

#### **Disaster planning**

- the IDS investigate the purchase of a flood alarm for the Basement Store (Section 7.1)
- the IDS liaise with the Facilities Manager, to arrange for the heating system to be drained and all weak joints/valves checked and sealed (Section 7.1)
- the IDS compile a disaster plan with reference to professional standards (Section 11)
- a disaster box be purchased and be placed in the Basement Store (Section 11)
- the IDS contact the University Security team to confirm awareness of the IDS's specific needs in the event of a disaster (Section 11)
- the IDS contact "The Keep" to develop a formal, co-operative disaster response plan (Section 11)

#### **Health & Safety**

- the IDS restrict access to the powered mobile shelving until further notice and seek to replace these units as soon as possible (Section 7.1.2)

## **Environmental monitoring**

- the IDS invest in datalogger technology to record the environmental conditions in the basement store; that this data is reviewed frequently and reports on conditions produced for management (Section 11)

## **Collection storage**

- the shelving in the Basement Store be replaced by archival standard, box depth mobile units (Section 7.1.2)
- the IDS consider the use of an external storage provider for the storage of more sensitive materials (Section 11)

## **Insect pest monitoring**

- an Insect Pest Monitoring Programme be established and that traps be placed around both of the storage areas (Section 11)

## **Conservation**

- the commissioning of all external/private conservators ensures that individuals and/or companies are accredited and that the IDS utilises the Conservation Register (Section 10)

## **Cleaning**

- the IDS compile a cleaning specification for the storage areas to provide guidance to cleaning staff (Section 11)

## **Volunteers**

- the IDS establish a volunteer programme for collection care activities with reference to professional guidance (Section 11)

## **Staff training**

- the Library Coordinator attend a collection care course (Section 11)

## **Digitisation**

- pre-planning of any digitisation programme assesses the impact of preparing collections on the project timetable (Section 9.1)
- the digital storage needs are fully specified in advance of any digitisation project (Section 9.1)
- a digital preservation policy and strategy is in place before undertaking any digitisation programme (Section 9.1)

- a detailed specification for digitisation services be produced in advance of any tender process (Section 9.2)

### **Packaging**

- all non-archival packaging be removed and be replaced with an archival equivalent (Section 8.1)
- the impact of packaging for the project on existing shelf space be factored into the planning of packaging programmes (Section 8.1)

### **Collection management**

- the IDS compile a Collection Care policy and Strategy (Section 11)
- the IDS commission a survey of the archival collections to identify needs and priorities; additionally providing outline costs for project-specific actions (Section 11)
- the IDS instigates a programme to process, sort and remove collection material from places of high risk – all collections must be appropriately and safely stored and supported on archival storage furniture (Section 11)



## **4. General observations and key issues**

### 4.1 The building

The IDS collections are stored in a purpose-built building, near to the University Library, which is set within the impressive campus of the University of Sussex, situated on the edge of the city of Brighton. The building, which dates from 1970, was built for the IDS (as an additional building) by the architect Basil Spence, to reflect his original style and design for the campus.

The archival collections are stored within the IDS building on the Ground floor and basement levels. Staff can only access the basement collections, whilst the Ground floor collections are on open access.

Whilst there is a good degree of order in the two storage spaces (the majority of the collections are on shelves), the extent of the collections, alongside current acquisitions is presenting some risks to collections overall due to space constraints. Some collection material is on the floor – this is not good practice as this material is at risk from insects and localised flooding (these issues are discussed in more detail within the report).

### 4.2 Formats and Collections Care

The collections assessed included a small variation of formats, being primarily pamphlets, journals, reports, paper documents and volumes. There was not time to do any detailed assessment of the condition of the collections, but it was observed that material from certain countries (e.g. India, Thailand, Korea) was suffering from:

- Acidic decay due to poor quality papers
- Insect damage due to the environments in which the material was originally produced and stored

Inevitably, some parts of the collections exhibit varying degrees of dust and dirt, which alongside the insect damage and acid decay, present the main condition challenges.

The assessment of the material found that overall the condition was good, which is to be expected as the collecting timescale starts in 1966 and ends in 2016. However, the majority of the collections require additional archival packaging and protection, and in a number of cases, remedial conservation before providing access. Condition issues will also affect the collection's potential for digitisation (see Section 8 for a more detailed discussion of digitisation as a preservation strategy).

Appendices 8 & 9 outline the requirements for the preparation of the collection material before it can be effectively digitised.

In general, the IDS collections have not received any processing or packaging in line with archival standards and the commitment to collections care is very

limited. There has been no collection care policy or strategy to guide the maintenance and long-term preservation of the collections.

However, it is clear that where possible and within restricted budgets, the IDS have supported the general storage needs and has endeavoured within the limits of professional expertise to reflect professional good practice. However, the overall provision for the storage of the archive collections is poor and this report additionally provides guidance and comment on the potential to develop the Basement Store to improve collections care, and so extend the life of these collections.

The continued maintenance of environmental storage conditions is an important strand of any future strategy as poor standards of storage will result in the increased deterioration of sensitive media (i.e. poor quality papers, photographic materials and modern media) and will affect the availability of collections for access by members of the public and the wider constituency of users.

Funding for the management, packaging and overall preservation of the collections must be established and maintained. The preservation of the collections has to be an ongoing process and this requires a significant commitment of resources and responsibility.

## **5. Key issues**



The assessment of this collection is quite different from the general Scoping Surveys carried out for the Wellcome Trust, as the primary focus is on the direct needs of the collection formats and materials

The main purpose of this process was to identify the likely impacts and effects for the processing and packaging of this collection in parallel with any proposed cataloguing programme. From the outline data collected it has been possible to calculate, with a reasonable accuracy the packaging needs of the collection. Whilst this is vital strand of the ongoing and future planning for long-term preservation, the building issues will need to be addressed first


It must be stressed that the calculations in Appendix 1 are for guidance as the collection has yet to be sorted and catalogued by an archivist, and so a proportion may be de-accessioned.

The next section looks at the condition issues identified by the general overview. This draws attention to the potential problems as outlined in Section 4.2, but acknowledges that a strategy to address these two key themes – paper acidity and insect damage – will require a targeted survey by an accredited conservator.

5.1 Examples of condition

Issue <sup>2</sup>	Features	Photograph
Acid paper	<p>Poor quality papers in piles on the shelves; showing the common features of brown discolouration and brittleness. The worst examples will be unfit for use; further and irreparable damage will be incurred by use</p>	
Insect damage	<p>Eaten and deteriorated spines showing the effects of the damage in exposing sewing and destroying spine labels. This material is technically unfit for use; further and irreparable damage will be incurred by use</p>	

<sup>2</sup> Each of these issues will be further compounded if the decision is to digitise the collection as this will have a significant impact on the preparation timetable

<p>Unsupported items</p>	<p>Individual and groups of items slip down into the shelves and become distorted. This effect increases the risk of further damage through use.</p>	
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## 6. Methodology of the collections assessment

As part of the general overview, a more specific survey of the shelves was carried out. Within the timetable, it was important to gather estimates of shelving and types of material on the shelving; to enable an overall estimated population to be calculated. Each shelf was counted and identified in three question categories:

- How many shelves contained pamphlet boxes?
- How many shelves contained items stored upright<sup>3</sup>?
- How many shelves were empty?

Many of the figures presented in Appendix 1 are estimates, as both upright items and pamphlet boxes are mixed on all shelves. Some shelves are not fully filled and so it was difficult to accurately estimate the amount of empty space, but for the purposes of this survey, estimates were made.

In addition, there was a notes field to capture any specific differences i.e. number of shelves varied within bays, there were obvious condition issues etc.

<sup>3</sup> This included pamphlets not in boxes, journals, reports and books/volumes

## 7. General assessment of storage

The collections are stored within the IDS building at two levels – the ground floor and the basement. The next sections look in more detail at these storage spaces. A more detailed analysis of collection care provision and recommendations for improvements are presented in the table at Section 11.

### 7.1 Basement Store; closed collections and archives



**Images 1 & 2: Basement Store**

This is the key space for the archive collections and the majority of the IDS collections not on public access. The basement is accessed from the main staircase and is staff only access. The space consists of one large room with a group of six smaller rooms (four occupied by IDS) all accessed from the main store corridor and on one side of the main space (these rooms are assessed in more detail in section 7.1.1).

There is one window in the fire exit door, at one short end of the room. The room is entered by via three sets of double doors (it was originally three rooms) at the base of the stairs – one set is blocked by the mobile shelving.

None of the doors meet the recommended archive standard of 4-hour resistance. The lighting is fluorescent units with plastic case diffusers, and the flooring is a vinyl tile over concrete – vinyl reduces the risk of pest activity, aids cleaning the space and serves to reduce dust – this is good practice. There is nothing below the basement level, but there was a report of a leak from the kitchen/bar area, which is located above, and, to one side of the space. The mobile shelving has a raised platform to accommodate the tracking

#### **Recommendation**

That the IDS investigate the purchase of a flood alarm for the Basement Store.

The room is traversed by pipework that supplies a run of radiators throughout the area – the heating was not on during the survey. However, as illustrated below, the pipework presents risks of leaks.






**Image 3: Leaking radiator**

**Recommendation**

That the IDS liaise with the Facilities Manager, to arrange for the heating system to be drained and all weak joints/valves checked and sealed.

7.1.1. Ancillary collection rooms off the main corridor

Room name	Purpose and description	Photograph
Server room	Locked; not part of IDS storage	N/A
Old washroom	Locked; not part of IDS storage	N/A
Archive store	Locked but accessible to IDS staff – static shelving and wall-mounted shelving. No windows.	

Library ante room 1	Leads to HR store; not part of IDS. Front section with wall-mounted shelving on two walls. No windows.	
Library ante room 2	Leads to Old Server room; not part of IDS. Front section with wall-mounted shelving on two walls; also filing cabinet and index card cabinets. No windows.	
Teaching store	Wall-mounted shelving and metal microfilm cabinets (x8) and x1 filing cabinet; contains book lift; also piles of boxes stored on the floor. No windows.	

### 7.1.2 Shelving

The shelving consists of both mobile and static metal shelving; however, whilst the shelving is a significant investment, the whole space is packed to capacity with both free-standing shelving and wall-mounted (long runs) at all available points and between pillars at the far end of the mobile shelving (which makes access difficult) – this is not good practice. Additionally, the

shelving is only library book depth and this will have an impact if the recommendation to box the collections is followed, as archive boxes are deeper, and so will need to be stored sideways on within the current shelving – this will result in an uneconomic use of the space.



**Images 4 & 5: Extra shelving on perimeter wall**

The key issues for the basement storage is the integrity, maintenance and safety of the mobile shelving. The mobile shelving consists of two distinct sections – each of the runs is long, consisting of 7 bays and originally the capacity for 6 shelves. However, at some point an extra shelf has been added on top of the shelving requiring additional sides to be bolted onto the original shelving. This is not good practice and will seriously undermine the integrity of the shelving – its load and tracking will have been designed to accommodate the maximum weight, which has now been significantly exceeded.



**Images 8 & 9: modifications to extend height of shelving**

The two distinctly separated blocks of mobile systems are approximately 50/50. The chain driven system, operated by large wheels at the end of each bay, is a mechanical system well known amongst library and archive shelving



installations and in general this works fairly well. However the second section is an old compressed air system (Bruynzeel “Monta” range) that relies on a piston (in the base of each shelving run) to physically push the shelving apart. This system has the following risks:

- The operator has to be aware of the significant instructions and rules for the safe use of this mobile system
- The operator needs to ensure that the brake is released and restored, before and after use
- The operator needs to push a button to activate the system and the release of the piston, and this requires care and experience
- The piston control is limited and can result in a significant push, which can cause the shelving to crash together
- The system leaves considerable room for operator error and could result in crushing if another person was in the gangway and was unaware of the operator
- It was reported that a run had previously jumped its rail and so was compromised; this had been fixed
- The wiring that powers these mobiles is exposed and at risk from snagging (see photograph below)



Images 10 & 11: Automatic mobiles and wiring over gangway



Image 12: Warning sign

**Recommendation**

That the IDS restrict access to the powered mobile shelving until further notice and seek to replace these units as soon as possible.

**Recommendation**

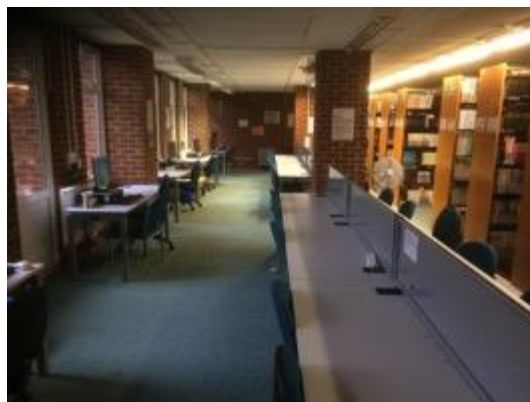
That the shelving be replaced by archival, box depth mobile units<sup>4</sup>.

7.2 Ground floor; public access collection



**Images 13 & 14: Ground floor storage – open access**

This space is a public section of the IDS building, and contains both the shelving and students study areas. A double door entrance gives access onto the stack area, with the study space behind the shelving. The room has windows down both sides presenting considerable risk to adjacent collection material from the impacts of Ultra Violet radiation. Aisle lighting (with separate switches for each aisle on timers (this is good practice) is provided by fluorescent lighting with plastic case diffusers. The flooring is carpeted which is not good practice as carpet harbours dust and so encourages insects.



**Image 15: Student study area adjacent to shelving**

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<sup>4</sup> A shelving contractor can advise on the most effective layout and use of space; additionally the IDS will need to calculate the quantities of different formats and box sizes, and identify if any specialist storage furniture is required

The shelving is all wooden, static library depth shelving; there are some wall-mounted sections at the back of the room near to the fire exit. The room is traversed by pipework that supplies a run of radiators throughout the area – the heating was not on during the survey. However, as discussed in Section 7.1, the pipework presents risks from leaks.

## 8. Packaging

One of the key indicators for the care of collections is the extent of packaging in place to protect the collections and the IDS has made little headway into the huge challenge of protecting and packaging the collections. Whilst much of the material on the shelves is stored upright and in pamphlet boxes, these are often not fit-for-purpose, material is crushed, bent or allowed to sag (see Section 4.1), and additionally these containers offer little protection, and most importantly, are not archival.

It is the quality of the packaging that is the vital component in ensuring long-term preservation, and this must meet archival specifications. The IDS currently has no targeted programme of packaging, and no specific budget for this important strand of collections care.

The key challenge for this project will be to calculate the packaging needs of the collection (see Appendix 1) as the cataloguing will identify priorities and also quantities once the material has been reviewed.

It is suggested that the following protocol be applied to define archival packaging:

- **Primary** – an archival quality box (reflecting the size and format needs of the collections contained)
- **Secondary** – 4-flap folders, enclosures, Melinex sleeves, archival paper folds etc. that contain groups of items or single items at risk due to condition

### 8.1 Packaging methodology

The proposed approach is as follows:

- Each bundle/group of single sheets/documents should be flattened and then stored within<sup>5</sup> archival 4-flap folders (to accommodate Foolscap size) and be secured 4-ways with unbleached linen archive tape

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<sup>5</sup> The folder must effectively protect the contents; large quantities of material in one fold cause the fold to distort and so not support the contents. Smaller items can fall out when the folder is replaced or retrieved. Also material can still protrude (and become damaged by the tape (and/or handling) at the head and tail, and smaller items can fall out when the folder is replaced or retrieved.

- For the pamphlets, if sound, they can be tied with archive tape into bundles; if weak or damaged, they will need archival 4-flap folders to be tailor-made for each bundle, be tied with archive tape
- Weak and/or at risk items within bundles/groups of material should be stored in single folds of archival paper or, if photographs, in Melinex sleeves
- The archival folders should be stored in archive quality boxes

**Recommendation**

That all non-archival packaging be removed (these enclosures should be disposed of) and be replaced with an archival equivalent.

The cataloguing process will provide the opportunity to replace sub-standard packaging and to standardise archival packaging. Additionally, this will also be a time to organise and define more accurately the quantity of material per box; this activity will also have a significant impact on the expansion of collections and so needs to be planned carefully.

**Recommendation**

That the impact of packaging for the project on existing shelf space be factored into the planning of packaging programmes.

Preparatory (and if appropriate, after digitisation) activities could be carried out by volunteers with professional guidance and a clear methodology if it is decided to digitise the collections.

These activities would include:

- Removal of metal attachments (staples, paper clips) where they have caused damage to the material<sup>6</sup>
- Smoothing and flattening of folded documents and crumpled edges
- Surface cleaning to remove dust and dirt<sup>7</sup>

To guide future planning, the following three principles should be included in the proposed packaging programme:

- all packaging must be fit-for-purpose, reflecting both the needs of the collection formats and the shelving storage requirements
- all inappropriate packaging be replaced with an archival equivalent
- All items that are damaged will need to be assessed by an Accredited Conservator (see Appendix 7) who will be asked to provide quotations for the work; this will enable priorities to be established

<sup>6</sup> This should be supervised and specified by an accredited conservator

<sup>7</sup> This should be supervised and specified by an accredited conservator

## 8.2 Project calculations

As a general measure, an average archive box<sup>8</sup> will accommodate x5 archival 4-flap folders (containing documents) with an average thickness of 2cm per folder.

For the pamphlets, an average archive box will contain 1.25 contents of a pamphlet box and the proposed packaging.

This proposed approach meets a high standard of packaging, providing both primary and secondary protection.

It is estimated that the project will require 23,804 of the average archive boxes for the documents and pamphlets (see Appendix 1).

## **9. Suitability for digitisation**

The IDS will also need to seek further professional assistance<sup>9</sup> to ascertain the potential amongst the collections for digitisation as an alternative form of access, and so reduce the use of the originals. This judgement needs to ask the following questions:

- Is it possible to digitise the collection material with minimal preparation?
- Is the collection material robust enough for the physical activity of digitisation?
- How much material requires preparation in advance of digitisation and how long will this take?
- Of that material, how much will require refolding, repackaging and ordering after digitisation?

Overall, the collections surveyed consist of paper-based materials that are in a generally good condition, but it is the folded items and the large number of examples of acidic papers and insect damaged material that will present the key challenges, and this will impact on any proposed timetable of work. Regular reviews of the digitisation programme will be vital to identify problems and to find solutions.

### 9.1 Digital preparation

This is a vital part of the digitisation programme and is integral to designing an effective plan. The key factor here will be time; enough pre-digitisation time will need to be factored into the plan – to include any resultant costs and specific resource requirements. This will then ensure that material is appropriately prepared in advance of the material going under the scanning equipment.

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<sup>8</sup> With an internal depth of 13cm

<sup>9</sup> The Keep could provide further guidance and advice on this issue

Without the effective planning of this stage (referred to within the conservation world as “digi-prep”) a project can stall because material is not ready. It is possible that the preparation period may take as much as a year in advance of the items being digitised.

The process will fall into two categories:

**Conservation plus preparation** – one of the key risks during this phase is the security and integrity of each item once it is no longer within the original packet or separate enclosure.

**Preparation only** – this will involve ordering, and may also require some piece numbering. The material will need to be removed from its enclosure so that each item can be digitised and then either replaced or, discard the original enclosures and replace with archival quality enclosures and in archival 4-flap folders.

**Recommendation**

That pre-planning of any digitisation programme assesses the impact of preparing collections on the project timetable.

With the inevitable increase in the amount of digital storage space resulting from a digitisation programme, it is vital to ensure that the institution has developed a digital preservation policy and strategy to ensure the long-term maintenance of this format, in addition to the collections being digitised. The institution will need significant resources for the ongoing maintenance of its digital assets<sup>10</sup>.

**Recommendation**

That the digital storage needs are fully specified in advance of any digitisation project.

**Recommendation**

That a digital preservation policy and strategy is in place before undertaking any digitisation programme.

## 9.2 Commercial digitisation services

It is expected that a digitisation programme would use external services and it is prudent therefore that a specification for the commissioning of external digitisation be compiled, that draws attention to the impact of fragile and/or at risk material, the need for careful handling and close liaison with the project staff, especially the conservator. Again, discussion and liaison with “The Keep” will be vital in formulating needs and standards.

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<sup>10</sup> For more detailed guidance refer to the book by Bulow and Ahmon in the bibliography at Appendix 11.

A commercial digitisation provider may be able to address this via:

- Experienced digitisation staff
- Proven high standards of handling and appropriate standards of digitisation equipment
- Appropriate levels of insurance
- Storage facilities that meet PD 5454; 2012
- Equipment innovations such as book cradles and a pressure managed top glass platen

**Recommendation**

That a detailed specification for digitisation services be produced in advance of any tender process with detailed reference to other examples, specialist literature and professional advice.

**10. Conservation**

The scoping survey has identified potential problems resulting from poor quality papers and collections affected by previous insect damage, so it is vital that the IDS commissions appropriately experienced and qualified services to assist with the conservation issues.

In line with the IDS's lack of collection care planning, there is currently no specific, targeted programme (or budget) for the remedial conservation (with a priority ranking) of the collections. Again, the IDS will require assistance in developing a conservation strategy for collection material that is at risk, or so badly damaged that access to the information is compromised.

**Recommendation**

That the IDS commission a survey of the collections to identify needs and priorities; additionally providing outline costs for project-specific actions.

**Recommendation**

That the commissioning of all external/private conservators ensures that individuals and/or companies are accredited and that the IDS utilises the Conservation Register<sup>11</sup>.

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<sup>11</sup> [www.conservationregister.com](http://www.conservationregister.com)

## 11. Collections Care audit table and recommendations

Activity	Current provision	Risks	Recommendations
Policies	There are no specific policies relating to the care of the collections	Standards and procedures are undermined by a lack of policy documents	<b><i>That the IDS compile a Collection Care policy and Strategy</i></b>
Security	IDS are a part of the University of Sussex campus and so security staff are available 24/7 and this includes walk rounds at night. Collection areas are only accessible with a key (retained by specific staff); the stores are not alarmed.	Without robust and appropriate security arrangements collections are at risk from theft and/or misplacement	<b><i>That a security audit be carried out with reference to professional guidance<sup>12</sup></i></b> <b><i>That a security card-access lock be fitted to all of the entrances to the Basement Store.</i></b>
Fire protection	There are smoke detectors in all storage area and hand-held fire extinguishers are provided within or near to the storage areas Emergency lighting, and alarm sounders are available in the storage areas. The doors to the basement storage areas are not 4-hour fire protections <sup>13</sup> ,	A minimal number of fire extinguishers put both collections and staff at risk. All doors into storage areas must conform to current standards.	<b><i>That the IDS ensure the replacement of all fire extinguishers with CO2 only.</i></b> <b><i>That the IDS review the number of fire extinguishers for the storage areas.</i></b> <b><i>That the IDS confirm the fire-rating of the basement storage area doors.</i></b>

<sup>12</sup> <http://www.collectionstrust.org.uk/collections-link/risk-management/security>

<sup>13</sup> PD 5454: 2012 stipulates 4-hour protection



Activity	Current provision	Risks	Recommendations
Environmental management	The Basement Store is supplied by an old central heating system.	More sensitive material formats are directly affected by their storage environments; especially poor quality papers and photographic material.	<b><i>That the IDS consider the use of an external storage provider for the storage of more sensitive materials<sup>14</sup>.</i></b>
Environmental monitoring	There is no monitoring of environmental conditions in the basement store.	Without accurate and consistent environmental data for the Basement Store it will not be possible to assess the impact on the collections or to plan and/or ensure the long-term preservation of the collections.	<b><i>That the IDS invest in datalogger technology to record the environmental conditions in the basement store; that this data is reviewed frequently and reports on conditions produced for management.</i></b>
Insect pest monitoring	There is no monitoring for insects.	Insects cause damage to archival collections resulting in costly conservation treatments and create barriers to access	<b><i>That an Insect Pest Monitoring Programme be established and that traps be placed around both of the storage area; the traps to be reviewed every 3 months and a written record is kept of all insect finds as part of an ongoing monitoring programme.</i></b>
Disaster planning	There is no disaster plan.	The lack of a comprehensive disaster plan for the specific needs of the ASC puts the collections at risk of damage and/or destruction	<b><i>That the IDS compile a disaster plan with reference to professional standards. That a disaster box be purchased and be placed in the Basement Store.</i></b>

<sup>14</sup> Especially photographic and film and including museum objects such as metals; the UA may wish to view the services of, for example:

<http://www.deepstore.com>

<http://www.ncs.org.uk/collaborativestorage.php>

Activity	Current provision	Risks	Recommendations
			<p><b><i>That the IDS contact the University Security team to confirm the awareness of the IDS's specific needs in the event of a disaster.</i></b></p> <p><b><i>That the IDS contact the Keep to develop a formal co-operative response plan.</i></b></p>
Conservation	There is no planning or specific budget for conservation	There is currently no specific, targeted programme for the remedial conservation (with a priority ranking) of the collections overall; this puts damaged and weak collection material at risk. Conservation is an integral part of collection care management.	<p><b><i>That the IDS commission a survey of the archival collections to identify needs and priorities; additionally providing outline costs for project-specific actions.</i></b></p> <p><b><i>That the IDS ensures that any conservation services are sourced from, the Conservation Register<sup>15</sup></i></b></p>
Cleaning of the storage areas	There is no formal cleaning programme; some material is stored directly on the floor.	Storing material in piles and on the floor is not good practice; material is put at significant risk of damage from floods, leaks and insects.	<p><b><i>That the IDS compiles a cleaning specification for the storage areas to provide guidance to cleaning staff.</i></b></p> <p><b><i>That the IDS instigates a programme to process, sort and remove collection material from places of high risk – all collections must be appropriately and safely stored and supported on archival storage furniture.</i></b></p>

<sup>15</sup> [www.conservationregister.com](http://www.conservationregister.com)

Activity	Current provision	Risks	Recommendations
Volunteers	There is no formal volunteer programme for collection care activities.	Volunteers can provide extra capacity but require significant supervision and require appropriate training	<b><i>That the IDS establish a volunteer programme with reference to professional guidance<sup>16</sup></i></b>
Staff training	There is currently no professional archival expertise on the staff of IDS; there is also no training for collection care.	IDS staff do not have any collection care training to make appropriate decisions on collection and condition issues.	<b><i>That the Library Coordinator attend a collection care course<sup>17</sup></i></b>

<sup>16</sup> See further professional guidance at: <http://www.archives.org.uk/latest-news/volunteering-in-collections-care-new-best-practice-guide.html>

<sup>17</sup> For example: <https://www.westdean.org.uk/study/short-courses/courses/bl26-dust-and-dirt-strategies-for-prevention-and-management>

## **12. Collections management policy framework**

The baseline responsibility of any organisation involved in the management of paper-based collections is to ensure that all risks to the materials are assessed and, where possible, removed. To achieve this, organisations need to develop appropriate collection care standards. However, before this stage, or at least as an integral part of the process, the organisation will need to review what it is trying to achieve by managing archive and library collections.

This will best be illustrated via the organisation's mission statement and objectives to identify the organisation's main aims. The preservation of archives and special collections requires a long-term and consistent commitment of resources from the parent organisation – not only to enable the interpretation of the information contained in the collections to enable access, but also to ensure that this information survives into the future.

## **13. Appendices**

1. Shelf counts and totals
2. Environmental monitoring systems
3. Guidelines for Insect Pest Monitoring programme
4. Shelving standard compliance
5. Recommended archival quality for packaging materials
6. Cleaning policy
7. How to select a Conservator-Restorer
8. Commissioning contract digitisation services
9. Preparation for digitisation
10. Select bibliography

# Appendix 1

## Shelf count and totals

Location	No. of shelves <sup>18</sup>	No. of shelves of pamphlet boxes	No. of shelves of items stored upright	No. of empty shelves
Basement mobiles	3226	2432	688	106
Basement Statics	63	58	7	0
Basement perimeter	63	35	28	0
<b>Sub-total</b>	<b>3352</b>	<b>2525</b>	<b>723</b>	<b>106</b>
Ground floor	2805	781	1755	44
<b>Totals</b>	<b>6157</b>	<b>3306</b>	<b>2478</b>	<b>150</b>
Percentage of the whole		54%	40%	2.5%

No. of shelves with pamphlet boxes = 3306 @ 9 pamphlet boxes per shelf = 29,754 @ x32 pamphlets per box = 952,128

No. of shelves with upright material (not in pamphlet boxes) = 2478 @ x 47 per shelf = 116,466

Total = 1,297,192

Equate x40 pamphlets to x1 average archive box (12cm deep) = 23,804 archive boxes

## Shelving table for other areas of collection storage

Location	Shelving total (metres)
First floor; main entrance/staff offices	55m books 28m IDS publications 37m Teaching collection
Basement Room 1	69m
Basement Room 2	18m
Basement Room 3	12m
Basement Room 4	22m <sup>19</sup>
<b>Total</b>	<b>241m</b>

<sup>18</sup> Shelves on the basement store are 96.5cm wide and on the ground floor are 88cm wide

<sup>19</sup> Estimated calculation as much of the material is piled on the floor in boxes

# Appendix 2

## Environmental monitoring systems

**Dataloggers**; electronic devices that record both temperature and RH over set periods of time; the information can then be downloaded onto a laptop computer via specific software

**Radio telemetric systems**; a datalogging system that transmits the recorded data via a radio receiver that logs the information and then transmits this automatically to a central pc locally or at a different site

Some of the above available as part of an existing Building Management System (BMS)

There is a vast range available, as illustrated by the following examples from one general conservation supplier and two specialised datalogger manufacturers and suppliers:

**1. Preservation Equipment Ltd**

Vinces Road  
Diss  
Norfolk  
IP22 4HQ

Tel: 01379 647 400

Fax: 01379 650 582

Email: [info@preservationequipment.com](mailto:info@preservationequipment.com)

Web: <http://www.preservationequipment.com>

**2. Hanwell Instruments Ltd.,**

Pendle House  
Jubilee Road  
Letchworth  
Hertfordshire SG6 1SP

Main Office: 0844 815 6227

Web: [www.hanwell.com](http://www.hanwell.com)

**3. Gemini Data Loggers UK,**

Scientific House,  
Terminus Road,  
Chichester,  
PO19 5LJ

Tel: 01243 778088

Email: [sales@tinytag.info](mailto:sales@tinytag.info)

Web: [www.geminidataloggers.com](http://www.geminidataloggers.com)

## Appendix 3

### Guidelines for compiling an Integrated Pest Management programme

To ensure that archive storage areas are free from insect pests and to monitor any increases in population, it is important that the institution develops and Integrated Pest Management (IPM) programme.

The key to successful pest control follows a set procedure:

- Compilation of an IPM strategy
- Prevention of pest ingress into the storage areas
- Identification of pests caught in traps
- Assessment of the extent of the pest problem
- Solving the pest problem; by remedial means or commissioning a specialist
- Reviewing the effectiveness of the IPM strategy

However, for the UK the IPM process will be primarily one of monitoring as follows:

- identify an individual who is responsible for IPM
- obtain plans of the building and specifically the storage areas
- carry out a preliminary survey to identify areas of weakness or ingress [this could be carried out at the same time as emergency planning and risk assessment surveys]
- mark risk areas on the plan
- obtain insect traps
- place traps strategically in storage areas to ensure that the area is appropriately covered (i.e. the four corners and the middle)
- monitor traps regularly
- record finds; chart areas of concern
- provide solutions
- continue process

The traps are available from conservation suppliers and are of two specific types:

- Sticky trap - traps the insects by their passing through the trap and becoming stuck
- Pheromone trap - the same principal but with an added lure

The traps are checked regularly and a record made of the types and species found stuck to the trap. If there are many of a certain type then this indicates that further investigation is required.

# Appendix 4

## Shelving Standard Compliance<sup>20</sup>

### General

- Shelves should possess sufficient load bearing strength for items to be stored
- The mass and distribution of load should be considered when designing the archive whether the shelving is static or mobile
- Shelf materials should not emit harmful emissions
- The shelving system should allow sufficient air circulation to items being stored
- Shelves should be versatile and adjustable to allow for varying sizes and items in collection
- There should be no sharp edges on the shelf
- The shelf clips should not obstruct the withdrawal of documents or items stored
- Items should be stored inboard of the outer edge of the shelf and upright

### Mobile shelving

- A site visit from the manufacturer is essential to assess floor loading requirements and advise on the most suitable storage system
- The mobile system should be installed onto tracks which are levelled to support the mobile bases
- Minimum gap of 25mm between runs will help air circulation
- Smooth movement of bases should ensure the items cannot slide or fall off shelves
- To provide security for a closed mobile system, security locking can be incorporated. This will prevent unauthorised movement and enhance user safety
- Operation of all mobile systems should be possible with one hand by operating a geared manual assisted drive system
- The length of the mobile base will be limited by the imposed load on the base
- Mobile systems with a height to depth ratio of between 5:1 and 7.5:1 should be fitted with anti-tip devices. Heights in excess of these measures require bespoke design for stability purposes
- All operators should be fully trained before use
- The cladding of spines or rear of every 6<sup>th</sup> run of shelving would assist in controlling the spread of fire
- Gangways are recommended to be not less than 1100mm wide
- Aisles should not be less than 750mm wide

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<sup>20</sup> Compiled by shelving manufacturer Link 51; suppliers to archives



## Shelving Suppliers and Contact Details

### Compact Storage Ltd.

Mill Lane  
Fullbridge  
Maldon  
Essex  
CM9 4NX  
Tel: 01621 841840  
Fax: 01621 858761  
Email: [enquiries@compactstorage.co.uk](mailto:enquiries@compactstorage.co.uk)  
Web: <http://www.compactstorage.co.uk>

### Link 51 (Storage Products)

P.O. Box 16  
1 Mill Street  
Brierley Hill  
West Midlands  
DY5 2TB  
Tel: 0800 169 5151  
Email: [shelving@link51.co.uk](mailto:shelving@link51.co.uk)  
Web: <http://www.link51.com>

### Complete Storage & Interiors (CSI)

(Dexion/Bruynzeel)  
3 Dunlop Court  
Dean's Industrial Estate  
Livingston  
Scotland  
EH54 8SL  
  
Tel: 01506 413313  
Fax: 01506 416550  
Email: [info@csigroup.info](mailto:info@csigroup.info)  
Web: <http://www.csigroup.info/mobile-archive-shelving/>

### Rackline

Head Office and Manufacturing  
Oaktree Lane  
Talke,  
Newcastle-under-Lyme  
Staffordshire  
ST7 1RX  
Tel: 01782 777666  
Fax: 01782 777444  
Web: <http://www.rackline.com>

### Bruynzeel Storage Systems Ltd.

Sheddingdean Business Park  
Marchants Way  
Burgess Hill  
West Sussex  
RH15 8QY  
  
Tel: 0800 220989  
Fax: 01444 237221  
Email: [enquiries@bruynzeel.co.uk](mailto:enquiries@bruynzeel.co.uk)  
Web: <https://bruynzeel-storage.com/archive-storage/>

## Appendix 5

### Recommended archival quality for packaging materials

#### Material specifications and uses

Archival Manilla	225 gsm	Tailor-made wrapping, inter-leaving, folders for 1-10 items
Archival Cover Paper	300 gsm	Tailor-made inter-leaving, folders for small bundles and 1-30 items, small books and pamphlets
Archival Folding Boxboard	1000 micron	Tailor-made folders for large bundles and volumes, tailor-made boxes & “cube tubes”
Archival Polyester : Melinex	75 & 100 micron	Encapsulation; exhibition and displays; tailor-made sleeves for photographs and pictorial material
Conservation Adhesive	pH of 7.5	This is a specially formulated for conservation activities and is water-soluble. It is most suitable for packaging and basic bookbinding work
Archive Cotton Webbing Tape	13mm unbleached	Tying up loose materials; securing folders, bundles and rolls

#### Preservation Packaging Options:

Cube tubes	--	archival quality board
Core formers	--	archival quality
Encapsulation	--	Melinex (inert polyester)
Tailor-made 4-flap folders	--	archival quality
Tailor-made phase-boxes	--	archival quality board
Tailor-made rigid boxes	--	archival quality board
Photograph enclosures	--	archival/photographic quality; paper or Melinex
Negative enclosures	--	archival/photographic quality; paper or Melinex

### General Standards:

- |                         |  |
|-------------------------|--|
| Folding boxboard        | -- pH 7.5 - 9.5                                      |
|                         | -- neutral sized                                     |
|                         | -- lignin free                                       |
|                         | -- Lightfast   |
|                         | -- Adhesive  |
|                         | -- contains no plasticisers                          |
|                         | -- reducible sulphur less than 0.5 parts per million |
|                         | -- complies with permanence standards                |
| Photographic enclosures | -- pH 6.7  |
|                         | -- 100% pure cotton fibre                            |
|                         | -- unsized   |
|                         | -- unbuffered  |
|                         | -- uncalendered surface to allow airflow             |
|                         | -- passes silver tarnish test                        |
|                         | -- complies with standards                           |
|                         | --   |
| Polyester sleeves       | -- either Melinex™ or Mylar™                         |
|                         | -- free from plasticisers                            |
|                         | -- chemically inert                                  |
|                         | -- good slip characteristics                         |
|                         | -- moisture and heat resistant                       |
|                         | -- non-yellowing and non-brittle                     |
|                         | -- bead welded                                       |

# Appendix 6

## Cleaning Policy

### Staff

The cleaning of archival material should be undertaken at the point of acquisition to ensure that potentially contaminated material is not introduced into the strongrooms. Cleaning is an important activity but carries with it a whole range of risks not only of damage to the material but also to those carrying out the cleaning.

The acquisition of very dirty and grimy material should be carefully considered

All dirty material must be carefully checked before placing in the strongrooms - a form of quarantine may be appropriate

The cleaning of archival materials must only be undertaken by trained staff

In most cases the cleaning of archival materials will be a specialised activity that must only be carried out by a qualified and accredited conservator.

### Cleaning contractors

Once there is a dialogue between the organisation and the provider it will be easier to define the expectations in more specific ways.

#### **The main themes of a cleaning policy will be:**

- A timetable detailing the range of activities
- A map of the storage areas
- A specification detailing
  - the extent of cleaning expected
  - the cleaning equipment to be used in each defined area
  - the frequency of the cleaning rotas
  - health and safety issues, including an assessment of all chemicals and cleaning fluids to identify harmful materials

# Appendix 7

## How to Select a Conservator-Restorer

### 1. Finding a Conservator-Restorer

Question: What is a Conservator-Restorer?

Answer: A person professionally qualified in the preservation and conservation of the moveable heritage who has demonstrated to their peer assessors that they have the appropriate:

- Knowledge
- Practical skills
- Sound professional judgement

Question: What must an accredited conservator-restorer do to maintain this status?

Answer: All accredited conservator-restorers must:

- Follow the professional code of ethics and standards of practice
- Keep up to date through ongoing professional development (CPD)
- Be subject to the profession's disciplinary procedures

Question: Is there a register of accredited Conservator-Restorers?

Answer: The Institute for Conservation (ICON) holds a register of Accredited Conservator-Restorers called The Conservation Register

The Conservation Register is a selective database of conservation-restoration practices from across the UK and Eire. It can be searched by object/material type and geographical location to find specialists providing a service in your area.

**The Conservation Register**  
c/o The Institute of Conservation  
Unit 1.5 Lafone House  
The Leathermarket  
Weston Street  
London SE1 3ER

Tel: 020 3142 6799

Web: [www.conservationregister.com](http://www.conservationregister.com)

## 2. Choosing a Conservator-Restorer

- Do they have appropriate training and/or experience?
- Are they accredited?
- Do they have the expertise necessary for the work you require?
- Contact their previous clients and take up references
- Visit their studio or workplace
- Check the basis of all charges especially for estimates and quotations

## 3. What you should get from an accredited Conservator-Restorer

- Written report of first examination of item(s) to be conserved which must include a description of the:
  - condition
  - proposed treatment(s), with limitations and risks
  - estimate of cost
- Notification must be made during treatment of:
  - major changes in proposal
  - significant increases in cost
- Written and, if appropriate, photographic record of the treatment showing:
  - before treatment
  - during treatment
  - the conserved item(s)

**Website:** [www.conservationregister.com](http://www.conservationregister.com)

# Appendix 8

## Commissioning Contract Digitisation Services

### Statement of Principle

To ensure effective access to the information contained within the client's collections, it will be necessary, due to condition or other operational constraints, to provide this access via the use of alternative formats to the originals – creating a surrogate copy. One of the most effective options for surrogacy is the use of digital scanning and the provision of access to the digital copies via the Internet.

The commissioning of this specialist activity will need to be underpinned by the following principles:

*The client recognises that the nature and diversity of its collections are of national importance; to ensure the highest quality of digital copying the client will only commission appropriate firms with extensive proven experience of scanning rare and unique archival material and the provision of digital data and archival metadata to international standards; this will also include the use of experienced operators and the provision of a comprehensive handling regime to include both staff and the equipment used.*

### Key Guidelines

The company commissioned to undertake digitisation must provide the client with:

- Comprehensive details of insurance for both the client's collections and the staff undertaking the physical scanning
- Extensive references from past client's and the opportunity to contact those clients
- A written and step-by-step description of the method to be used
- All existing and up-to-date documentation on handling and collection care procedures
- Detailed information on all of the equipment to be used, highlighting the appropriateness for the scanning of rare and unique material
- A comprehensive methodology of the proposed procedures and a clear outline of the generated digital files and metadata
- Clear and proven examples of the application and maintenance of international digitisation standards relevant to the copying of rare and unique archival formats
- References for all staff undertaking the physical scanning
- Regular updates and reports on progress within the agreed timetable
- Proven examples of the ability to work effectively to timescales
- Provide a value for money service

# Appendix 9

## Preparation for Digitisation

### Policy guidelines

Prior to digitisation a detailed assessment of the needs of Archive material should be undertaken. This assessment should include information on the following;

- Identification and prioritisation of what material to digitise
- Type of material to be digitised; periodical, newspaper cutting
- Data protection and copyright plan
- Confirmation of digitisation standards and media
- Assessment of the condition of the material; fragile, weak, reasonable, robust
- Type of scanning appropriate for this type of material; overhead scanner
- Any action needed prior to scanning; insert into polyester sleeve,
- Transportation requirements; transit box, padding inside box
- Cataloguing needs; full catalogue available, additional listing required
- Metadata requirements;
- Image capture
- Image processing
- Quality checking of image and metadata
- Protocols for the removal and replacement of items into storage
- Procedures to check condition of material on return to storage
- Storage and back up of data protocols
- Delivery mechanism
- Preservation of digital data

Detailed advice on the costs of digitising film and appropriate contractors can be obtained from a number of organisations. The British Film Institute can give advice.

Two useful links:

<http://www.jiscdigitalmedia.ac.uk/>

<http://www.glaycock.com/About-us>



# Appendix 10

## Select Bibliography

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<sup>21</sup> PD 5454 will be replaced in the summer of 2017 by the new European standard – BS EN 16893 *Conservation of Cultural Heritage – New sites and buildings intended for the storage and use of collections*

## British Library Collection Care Leaflets

[Available from the BL website<sup>22</sup>]

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**Henderson, J.**, *Managing the library and archive environment* (June 2013)

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**Pinniger, D.**, *Managing pests in paper-based collections* (May 2012)

**Rhys-Lewis, J.**, *Library and archive storage furniture* (August 2012)

**Walker, A.**, *Basic preservation for library and archive collections* (January 2013)

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<sup>22</sup> <http://www.bl.uk/aboutus/stratpolprog/collectioncare/publications/booklets/index.html>