

February 2010 - Closure week report

Appraisal of Collections

Some of the collections that arrive at Worcestershire Record office are in need of appraising before cataloguing, to weed out any duplicate copies and any material not usually kept permanently such as returned cheques and copy minutes where signed ones exist.



During the closure weeks we will be focussing our attention on the large number of Parish Council deposits we have received. During this first closed week we were able to appraise 11 parish council deposits. We were also able to remove from an Educational Resources deposit those items previously selected for permanent preservation and we have put the remainder ready for disposal.

Cataloguing

The following collections were catalogued in their entirety during the closed week:

- 2 boxes of Worcestershire Women's Land Army records
- 7 boxes of Wolverley Parish Council archives
- 3 boxes of Martley Royal British Legion records
- 2 boxes Pershore parish registers
- 20 boxes Kidderminster Hospital Admissions

Other collections were worked on, including a very large collection of Education Department records that had been reviewed some time ago and were awaiting boxing and the details contained in a manuscript list inputting into CALM. Working in pairs, staff were able to check and package up 24 boxes and 2 rolls of records and the information from the manuscript list was entered into CALM. This work will continue in future closed weeks.



The Office has received a considerable number of deposits of children's files in the last few years which need checking, rationalising and summarising on CALM. A member of staff checked the contents of two of the collections and moved the 29 boxes of files to their permanent location. This work will likewise continue in future closed weeks.

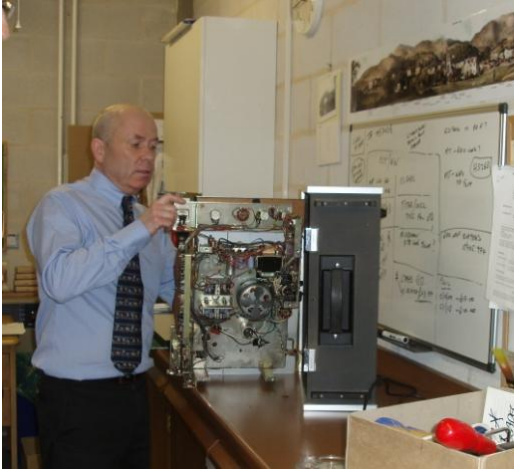
Staff also worked on 5 collections that had been started some time ago but had never been completed. These were Whatley Weston and Fox solicitors, Whitbread archives, Redditch Urban District Council archives, Kidderminster New Meeting House and the Lechmere archives.

Several DVDs of our film holdings produced by our recent collaboration with the Media Archive for Central England (MACE) remained unviewed and

uncatalogued. Cataloguing them is a time-consuming task as it involves watching the DVD in its entirety and describing the scenes and events recorded, together with any details of director etc. Staff were able to complete 3 DVDs during the week.

The projects to catalogue the Croome and Worcester City archives continued as usual.

Digital processing



As part of the closure week, the microfilming/digitising team digitised 304 pages of the Worcestershire Echo newspapers. The Team also serviced three reel to reel tape recorders ahead of the proposed plan to digitise our audio tape archives.

Finding aids/searchroom work

Ordinations list 1837-1912

This work was to input the information on the index slips for ordinations in the Diocese of Worcester onto an electronic spreadsheet. This is part of a programme to launch some of our paper finding aids online and make them more accessible both in our searchrooms and to remote users. During the February closed week the ordinations for clergy with surnames starting with the letters R-Z were input, amounting to c.1500 entries.

Worcester Royal Grammar School Admission Registers Index 1851-1921

This work was also forms part of the programme to launch some of our paper finding aids online. The inputting of the information on the slips onto a spreadsheet had already been completed but during the week the format of over 5,000 school admission register entries was upgraded and, after checking, will soon be available online.

Repackaging of maps



Some of our rolled maps are still wrapped in old-style brown paper packaging and the Worcestershire Record Office has undertaken a project to re-package them in archive-friendly bleach-free calico bags. The bags are made up and sewn on site, then marked with the reference numbers for each item before the maps are transferred from the old packaging to the new. In the February closure week 76 maps were repackaged.

County Hall Branch Local Studies/Reference library

The Local Studies/Reference libraries at the History Centre and County Hall branch currently contain duplicate and some out of date stock that needs to be identified and weeded prior to the move to the new Worcester Library and History Centre. Work started on that during the first closure week, and approximately 840 books in the searchroom at the County Hall Branch were scrutinised; 44 out of date volumes were permanently removed and 45 were removed for further investigation.



Public Service

Whilst the closure week activities were taking place some work did continue as normal. Throughout the week the searchroom team, on a rota system, responded to telephone enquiries, retrieved legal documents and other files for County Council staff and received and responded to 39 email / written enquiries.