

## **July 2010 – Closure Week Report**

July saw the sixth closure week in a planned and regular pattern of closures for the County Hall Branch of Worcestershire Record Office. The reallocation of staff time during these closure periods, in preparation for the move of the County Hall and History Centre branches of Worcestershire Record Office to the new Worcester Library and History Centre during 2012, will:

- Improve and widen public access to some of the many archive collections that are currently unknown and unavailable to Worcestershire Record Office users by preparing lists, catalogues and indexes
- Increase on-line accessibility to information and services, including the development of the current finding aids indexes into a more user-friendly electronic format, which will be made available via the Worcestershire Record Office website for use in the branches but also by remote users. This development will also allow improved access to currently catalogued collections.
- Offer a much better service to those who deposit their records with Worcestershire Record Office and who currently may have to wait many years for their valued collections to be listed and made available to the general public.
- Allow for preparation and development of some of the workstream tasks that are essential to successful service delivery from the new building.
- Facilitate the training and development of two establishments of staff in the full range of skills required to deliver one fully-integrated archive service from the new building.

### **Appraisal of Collections and Cataloguing**

During July closed week a further 4 parish council deposits were appraised, one of which was an extremely large collection of records. Staff were also able to start work on appraising a large collection of Three Counties Show material, an exciting deposit that was also collected during the closed week and which contained several duplicate items.

The cataloguing of a number of small collections was completed but for the most part staff continued to work on collections started in previous closed weeks such as the Education Department records, Social Services adoption and other files, Redditch Urban District Council archives, Feckenham parish records, DERA records, DVD collection and Kidderminster New Meeting House records. Sorting and repackaging of the early-mid 20<sup>th</sup> century Tenbury newspapers continued as did the cataloguing of the Croome and Worcester City archives.

### **Strongroom work**

Following the previous closed week, Harwell Document Restoration Services staff collected 42 crates of material identified as in need of treatment for mould. While we await the return of this material staff continued to work round the strongroom during this closed week and identified a further 2 crates worth of mouldy documents. This work will continue in future weeks until the strongroom has been systematically checked.

### **Searchroom and Index Activity**

During July closure week, the focus of staff attention was directed at library and microfilm work. Nine library shelves were checked, resulting in the removal of:

- 5 books for further investigation
- 30 for possible accessioning into the archive collections
- 114 books permanently withdrawn

Detailed listing of the microfilms in the cabinet in the Palfrey Room continued; three drawers have now been completed and two more partially so. This is how the films are currently stored:



Listing and clearer labelling will mean that these can be used on a self-service basis when we move to the new Worcester Library and History Centre and at the County Hall Branch in the meantime.

42 written enquiries were received and responded to during the week.