

## November 2010 - Closure week report

### **WLHC Project Update**

Since February this year, the County Hall Branch of Worcestershire Record Office has closed for one week of each calendar month to help the Record Office with its preparation for the move to the new Worcester Library and History Centre in 2012. Regular visitors to Worcester will have seen the progress of the construction of the new building, which commenced in early 2010. Developments on site have been clear to see as each floor has been added, and by the end of October, all four floors of the building – including the seven archive stores - were complete. In early November, excitingly, the first of the roof cones was added and the building is really beginning to take shape and the size and scale can really be appreciated.



One of the completed archive stores



A view of the central atrium (taken from Level 3 looking down)



An external view of the building, taken in late November

### **Appraisal of collections**

During November closed week we continued to look at uncatalogued collections in need of reviewing. Two deposits were appraised and two shelves of records were earmarked for destruction.

### **Cataloguing**

Sandys deposit 705:56 BA13825, the equivalent of four boxes, was completed. Although the projects to catalogue the Croome and Worcester City archives continued as usual, we did not

complete as much cataloguing as in previous weeks as the focus of staff time this closed week was spent in identifying material, for specialist treatment by Harwell, that has been affected by mould. This is quite painstaking work as staff have to examine every item on each shelf very carefully as the mould is not always apparent; it may be inside or on the edges of volumes. Staff spent the equivalent of 6.5 days working on this task and were able to check ten bays of records and fill four crates of mouldy documents for collection by Harwell.

Staff were also able to begin work on cleaning the lightly soiled items previously identified as being capable of cleaning in house. This work involves staff working outside so that they are in a well ventilated area, carefully brushing each item to remove the mould. Over the course of the equivalent of two days, staff were able to clean 55 volumes.

### **Removal of Finding Aids and Indexes**

As more and more of our indexes are available online the paper copies have now been removed from the searchroom at County Hall Branch. This is because the paper versions are no longer being updated and so are no longer the most up to date version and online access means that they are searchable by staff and users at both branches as well as those who would like to access them at home.

During November closure week the following were removed:

- Worcestershire Photographic Survey
- Greenbank wills
- Schools & Education
- Maps and Plans
- Ordinations 1837-1912
- Index to Peculiar Wills
- Index to Royal Grammar School Registers (to 1921)
- Absent Voter indexes for Stourbridge, Kidderminster and Bewdley

These are now all available

at: [http://www.worcestershire.gov.uk/cms/community\\_and\\_living/records/search\\_our\\_records.aspx](http://www.worcestershire.gov.uk/cms/community_and_living/records/search_our_records.aspx)

Please ask a member of staff how to access these if you have any problems, and if you have any feedback please let us know.

### **Library**

Work continued on the task of weeding out of date stock out of the library and in November, 17 shelves were checked and around 175 volumes were withdrawn for further investigation.

### **Powick Index**

The newly-created electronic index of the admission registers for Powick Asylum was being checked for accuracy. Because the index is such a large one the checking will take some time, but it is the final stage before making it available on our website so expect an announcement in the near future.