

February 2011 - Closure week report

Cataloguing

Cataloguing of the following collections was completed during February's closed week:

- Chaddesley Corbett parish registers
- Romsley parish registers

Work continued on the cataloguing of collections started in previous closed weeks; as these collections are quite big it is likely that work will continue on them for several more closed weeks yet.

The Croome project has drawn to a close but work to continue cataloguing the collection is ongoing as part of closed week activity. The project to catalogue Worcester City archives continued as usual.

Strongroom work

Staff continued the work identifying mouldy material in need of the specialised cleaning provided by Harwell. This continues to be very painstaking work as the mould is not always apparent. The work was particularly hard this time as staff were dealing with several bays of individually wrapped volumes. It was a testament to the staff's determination that they were able to complete 7 bays of these records. In addition, 11 volumes were cleaned.

Dark room

Dark room staff digitised an interview with the Record Office Archives Manager, Robin Whittaker, to mark his retirement after 35 years' of service. Staff also digitised a World War II recording destined to be used to celebrate the interviewee's 90th birthday.

Library work

Work continued to check the library, with the checking of duplicate stock between the County Hall branch and the History Centre getting underway. A total of 66 volumes were identified for disposal and another 35 to be accessioned.

Making indexes available online

Work continued checking the index to admissions to Powick Asylum and this will carry on through subsequent closed weeks. Once complete, we will be able to make this index available through our website.

By making resources such as these indexes available online, we are providing remote access to the detailed information contained within our collections. Users are able to search at home, unrestricted by opening hours and from anywhere across the country or even internationally. The feedback has been very positive and shows that our resources are being well received. Here is a comment received recently from one of our international users:

"I happened to come across this site through a link in another web site. It was like finding a treasure, and I am so thankful for all the effort that has been put into maintaining this site. I am in Canada and finding a resource like this is fantastic! A big thank you for all the hard work."

Increasing access to microfilm sources at County Hall Branch

Work is almost complete on the private microfilms listing with checking of the labels for the 9 drawers of microfilms in the Palfrey Room now finished. The full microfilm list will be checked during our next closed week and can then be made available online. The microfilm boxes will then be repackaged in subsequent weeks.

Repackaging of the Draft Guide

Work began on repackaging the draft guide ready for its move to our new building. Over the years the folders have become tatty and some are over-filled. A survey was carried out to assess how many new folders will be needed for the repackaging, which will be undertaken in future closure weeks.