

June 2011 – Closure Week Report

Cataloguing the Collections

The cataloguing of the following collections was completed during the closed week:

Reference	Accession Number	Description
899:1662	13114	Mr Jennings of Rushock parish records (over 500 individual documents)
599:4	14778	Barnsley Hall plans 1880s
899:1366	13550	Beoley deeds purchased from Dominic Winter
b004.301	14250 14863 14964	Three deposits of marriage registers from the Registration Service
b 850	13524	KIDDERMINSTER TRIMPLEY parish records
b 850	13300	NORTON AND LENCHWICK parish registers
b 850	14640	NORTON AND LENCHWICK parish registers
b 850	13335/1	FLADBURY parish records
b 850	14103	FLADBURY parish registers
b 850	13325/2	WYRE PIDDLE parish registers

Work continued on cataloguing collections started in previous closed weeks: the Swan Theatre archives, Croome collection, adoption files and sewage work plans.

Staff also continued working on the Education Department records, locating records on an existing manuscript list and boxing them up. A further 58 boxes were completed.

The project to catalogue Worcester City archives continued as usual.

Strongroom work - Mould

Staff continued the work identifying material in need of the specialised cleaning provided by Harwell. Staff encountered a large pocket of mould during this week's inspection, with many items affected, so progress was slow. 60 volumes were cleaned on site.

Indexes

This closure week a lot of progress was made on our indexes, both paper and electronic. Indexes are a crucial part of our cataloguing process, as they allow users to make thorough searches of our holdings in order to find material relevant to their research. During the week over 260 Powick Admission register index entries were checked, bringing us closer to making this resource available online. Other index work that took place during this closure week, included:

- Royal Albert Orphanage nomination papers. These are being numbered and the names, date of birth of the child, names of parents and maiden name of mother are being entered into a database. This database will be made available to staff in order that they may efficiently search for these papers. So far, approximately 30 years' worth of papers has been entered.

- Checking of index to inventory slips of a large deposit of records relating to Sir Hal Miller, who was at one time MP for Bromsgrove.
- Expanding the indexing entries for 2 boxes of material from an early deposit of the old Worcestershire County Council Health Department (Welfare section), which relates to poor law institutions being used as emergency hospitals during the war.

As a continuation of work that has been done in previous closure weeks, another 4 boxes of the Draft Guide were repackaged to allow for easier searching.

Self-service resources – Introductions

When we relocate to the Hive in July 2012, parts of our searchroom will be available as a self-service area. It is important that our finding aids are fully accessible to users, which means that we need to make it clear how researchers can use the information in order to find what they are looking for. For this purpose, we are currently going through all of our existing finding aids and writing introductions to them, providing clear information on what they are and how they can be used.

This closure week the following finding aids introductions were written:

- Index to Marriage Bonds and Allegations
- Non-Conformist registers

Work has also begun on drafts for the following:

- Bishops' Transcripts
- Vehicle license registers

Work also continued to update the Parish Register handlist, which will eventually be made available online.

Box weighing and shelf locations checking

This closure week we spent more time box-weighing and checking shelves against our locations database. As explained in previous closure week reports, this is vital work to ensure our movement of materials is as smooth and as accurate as possible. Boxes marked according to their weights will also allow for their safe movement and storage. This month we checked 50 shelves, which is equivalent to approximately 765 parcels.

In addition to telephone enquiries received, a total of 40 written and email enquiries were responded to during the June closure week.