

Closed Week Report – September 2011

Cataloguing the collections

We are very pleased to report that with September's cataloguing work on the Education Department records, the project is finally nearing completion; this has been a huge but rewarding task.

Work also continued on collections started in previous closed weeks including sewerage plans, Swan Theatre records, Elmbridge parish records and Harris deposit of legal papers. Of particular interest amongst the Harris deposit was a late 18th century volume of enclosure awards for Chaddesley Corbett.

The project to catalogue Worcester City archives continued as usual with a further 15 boxes being completed. This included some market material which will be added to the GIS. Approximately 41 boxes remain to be completed.

Strongroom work – Mould

Another 4 crates were filled with material affected by mould and these will be sent for the specialist cleaning provided by Harwell. Twenty volumes were cleaned in-house during the week.

We have almost finished checking the worst affected area of the strongroom now and it is hoped that the remainder can be checked and cleared of mould far quicker.

Online Indexes and Self-Service Resources

During the September closure week work continued to make more of our indexes available online, allowing people to access them from the comfort of their home. This month work continued on our Parish Register finding aid - a single database which will provide information on all of our parish register holdings in one easily accessible format. The index now has complete listings of all our microfilmed registers and staff are now adding details of the dates of all original registers held at our County Hall branch.

Work on the Royal Albert Orphanage nomination papers also continued this month. These documents are being numbered and details of the name; date of birth of child and names of parents and maiden name of mother onto a database. Staff also continued to check entries in our Powick Admissions Registers index, with over 150 entries completed. This month work to create an electronic database of our Glebe Terriers handlist was completed. This is now ready to be checked and made available online.

As a continuation of work that has been done in previous closure weeks, another 6 boxes of the Draft Guide were repackaged which will make searching easier for our users.

Private Collections Microfilm Repackaging

Our private collections microfilms are currently kept in card boxes with handwritten labels. In order to allow for easier access we are repackaging the items and providing typed, uniform labels. This month we finished checking the labels created for our new microfilm packaging, which means in our next closure week we can begin the repackaging process.

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 11 shelves, which is equivalent to around 85 boxes or parcels.

As well as telephone enquiries received, a total of 44 written and email enquiries were responded to during the July closure week.