

October Closure Report

Cataloguing

Work to re-box the very large collection of Education Department records was completed this month. This has been a long-term task, commencing the first closed week in February 2010. The completion of this work is an incredible achievement, only possible within the timescale because of the opportunity afforded by the closed weeks to work on such a large collection.

In addition to this, work also continued on collections started in previous closed weeks and these are now very close to completion. They include:

- Sewerage plans
- Swan Theatre records
- Elmbridge parish records
- Fladbury Parish Council
- Macsmith photos
- Harris deposit of legal papers.

Identification and cleaning of documents affected by mould

Approximately 30 linear metres of records were checked for mould, and 4 crates were filled ready for collection by Harwell, the specialist cleaners. 48 volumes were also cleaned in-house by staff during the week.

Online Indexes and Self-Service Resources

Another 310 entries in the Powick admission registers index were checked for accuracy this closure week, ready to be made available online once complete. Work also continued to update our parish register handlist with the most current details of our holdings of original registers. We have now made a lot of progress with this index and it will be of a huge benefit to users in the Hive, both onsite and remotely.

As a continuation of work that has been done in previous closure weeks, a further 12 boxes of the Draft Guide were repackaged, which includes all of our parish records (reference number 850).

Private Collections Microfilm Repackaging

This month work began in earnest to repackage our private microfilm collections. New plastic boxes with laminated labels are being used, which conform to a standard layout. Over 200 microfilms were repackaged during the closure week, which is more than two-thirds of the collection. The remaining films will be repackaged during our closure period ready to be made available for open access use in the Hive.



Images showing Private Collections before and after repackaging

Box weighing and shelf locations checking

This closure week we spent more time box-weighing and checking shelves against our locations database, with approximately 115 boxes or parcels weighed and checked against accordingly.

Library

This closure week staff focused on the volumes of the *Worcestershire Historical Society* and the *Worcestershire Archaeological Society Transactions*. A set of these is held at each of our public branches, and within each set there were duplicate copies of some of the volumes. A review was carried out of all the volumes held and the two copies in best condition were kept for use in the searchroom at the Hive.

As well as telephone enquiries received, a total of 41 written and email enquiries were responded to during the October closure week.