

WORCESTERSHIRE RECORD OFFICE**POLICY STATEMENT ON EDUCATIONAL USE OF ARCHIVES****AIMS**

Within the County Council's Corporate Plan, with its commitment to lifelong learning and community involvement, and its own Service Plan, the Record Office aims to:

- Help develop the Council's Cultural Services to provide learning opportunities across all age groups
- Improve the quality of learning through increased access to archives
- Promote local distinctiveness and the diverse heritage of local communities

OBJECTIVES

The Record Office's main objectives to meet these aims will be:

- To provide advice and guidance on the provision of documents for educational use, including in the context of the National Curriculum
- To work co-operatively with all services within Cultural Services
- To provide and develop a concordat with Education Services and other Directorates as appropriate
- To devise and implement suitable activities, either by itself or through partnerships
- To enhance access to sources by all means
- To participate in the creation of a widely-based research community in Worcestershire
- To raise the Office's public profile by all appropriate means
- To promote the study and awareness of the locality and its history by working with local history groups and other organisations

The ways in which the Record Office will put these objectives into practice may include:

- Arranging day schools and other events on various research skills and use of resources
- Holding an annual academic conference
- Co-operation with the Worcestershire Local History Forum
- Support for the Worcestershire Archaeological and Historical Societies
- Acting as a source of advice and information to local groups and societies
- Liaison with other organisations in putting on events e.g. Local History Fairs
- Development of leaflets and publications for teachers, students and researchers
- Provision of lectures and study visits on a pro-active basis
- Responding to requests for advice by telephone, post and in person
- Development of a Record Office web site and inclusion of educational material
- Participation in the National Grid for Learning
- Establishment of links with the Universities of Birmingham and Warwick and University College, Worcester, and other bodies such as colleges and schools, Parish Councils and local societies to promote interchange of information, identify sources for research, offer facilities for activities and encourage publication of results
- Establishment of dedicated space for educational use within the Record Office
- Identification of staff resources to carry out objectives

- Liaison within Cultural Services to achieve aims and objectives
- Liaison with Education and other Directorates to achieve aims and objectives

MONITORING AND EVALUATION

Statistics are routinely kept of the educational use made of the Office to ensure appropriate priorities are being pursued.

To ensure the quality of the service is maintained evaluation of activities is made through questionnaires and the recording of personal comments.

This policy is reviewed periodically to ensure it still meets the priorities of the County Council and the needs of our users.

Approved by the Cultural & Community Services Panel 24 June 2002