

Bidford and District History Society and Bidford Community Library

Address: Bidford Community Library, Bramley Way, Bidford on Avon, Alcester, Warks B50 4QG

Archive System Policy

Purpose of the Archive

The archive is a repository of unique documentary records and images which may be relevant for future research into the history of the area within the defined Geographic Scope.

Management of the Archive

The Archive is a joint undertaking between Bidford Community Library (BCL) and Bidford and District History Society (BDHS). Overall operation is managed by an Archive Steering Group. Each party provides up to 3 members of the Group and rotation of members will be encouraged.

BDHS is responsible for curating the Archive collection and the accession of new materials. BCL controls and manages access to the Archive material and manages user records. The Steering Group oversees operation of the Archive and may seek continuing improvements, such as enhancements to the catalogue system.

Geographic Scope

Archive Materials are compiled for a geographic area limited to the following locations and their surrounding countryside:

Bidford, Broom, Wixford, Exhall, Ardens Grafton, Temple Grafton, Cranhill, Binton, Barton, Marlcliff, Bickmarsh, Dunnington, Rushford, Salford Priors, Abbots Salford, Cock Bevington and Wood Bevington.

(Note 1)

This scope makes the archive system geographically specific to an area approximately 25 sq. miles.

Nature of archived material

Items stored in the archive system are documentary in nature. These may be sheet documents, bound documents, photographic images. Physical size of accepted individual documents is defined by the physical capacity and dimensions of the archive container.

There are no limitations in respect of period or subject matter,

An electronic file of archive material is also stored with the physical system. The electronic file additionally holds images of historic documents or three-dimensional items which physically cannot be accommodated. Only in extreme case will consideration be given to storing small three-dimensional objects.

Acceptability of material.

The guiding principle is that any offer of material for the archive will be scrutinised prior to acceptance. The default position is that there must be a specific interest in a particular item for its acceptance.

Material will be accepted which reflects locally associated items, such as collated newspaper records in respect of a particular theme or event.

Acceptable subject matter will reflect items of historical topics of the area, biographical material and physical developments within the Geographic Scope.

Particular consideration will be given to items of historical interest, which are in danger of neglect or destruction.

Bound publications reflecting specific historical aspects of the area and which cannot be displayed on library shelves may also be included.

No physical material shall be accepted if that material duplicates documents held in another information depository. This includes other local archives, newspaper libraries, formalised records held within private organisations or local government records, Such material may be held however within the electronic file of archive material. *(Note 2)*

Archive material accession

At the time of Archive establishment all existing materials to hand were placed automatically into accession. For materials received after end November 2019 an accession policy is enacted.

Under this policy BDHS representatives of the steering group will assess an item and decide whether to accept it. If so, a formal, documented, agreement will be established between the Archive, represented by the Steering Group and each donating party whose material has been accepted. Donors will be encouraged to grant the material rather than place it on loan. Ownership of copywrite will be assessed and recorded.

Each item of archive material will have a defined Accession Record, providing details of donation, detail of the item, copywrite and any other matter contained in the Accession protocol document.

Bidford and District History Society and Bidford Community Library

Archive Material Ownership

Material held within the archive is held in trust by BCL subject to all access being provided to BDHS members as and when required. Permission for transfer of ownership or for a timed loan will require to be obtained from the donor of any potential archive material.

Catalogue

Material in documentary and electronic file format will be catalogued according to a common reference method determined by the Steering Group.

The Steering Group will maintain a record of catalogued items on the BDHS website. A physical printed list is held in the BCL Local Studies section. Periodic release of a list of catalogued items will be made available to other archive collections.

Access to and use of Archive materials

Access will be available only during notified normal library business hours and on a pre-booked basis, with a minimum 24-hour request interval. Library staff will oversee use of Archive material and ensure that no material is removed from the premises. The Terms and Conditions document provides User guidance concerning authorisations for use of Archive materials, copywrite and other matters. User guidance is placed on the BCL and BDHS web sites.

Deaccessioning

This policy establishes a strong presumption against the disposal by sale of any documents held in the Archive. The Steering Group has authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation.

The Steering Group shall, in accordance with the wishes and requirements of depositors, evaluate and select for destruction those documents deemed not to be worthy of permanent preservation, and that intention shall be made clear at the time of proposed accession.

The Steering Group may conduct periodic reviews of the records held, in the light of research use of those records, and where necessary to recommend record disposal or destruction.

Oversight of the Archive

On an annual basis the Steering Group will review management of the Archive and consider user feedback, better to manage the facility.

Note 1: The area is that of 5 proximate Parishes/6 churches, namely Bidford, Salford Priors, Exhall and Wixford, Binton and Temple Grafton. This is the area within which BDHS principally conducts local historical research.

Note 2: The electronic file of archive material already developed contains also transcribed local area census information from the 19th and early 20th centuries, even though this is available publicly through *Ancestry.com*, *Find My Past*, etc. It contains also selected other listings, such as Baptisms and Deaths. The electronic file will enable researchers to identify census reports to which they may wish to subscribe.