

# Lambeth Archives Preservation Policy

A fundamental task of all archive services is to preserve the material in its custody for generations to come.

1. Lambeth Archives will employ the following strategies and procedures to this end:

## 1.1. Building

The service will:

- Store materials in a building that offers security from theft, fire, flood to standards that aspire to meet BS5454
- Ensure the building is in suitable physical condition and is kept clean and pest free.

## 1.2. Storage handling and use

The service will:

- Ensure appropriate handling of materials by staff and readers and provide guidance to make both aware of what constitutes proper handling
- Make provision of surrogates, and equipment by which to consult them, to more heavily used material
- Retain the right to deny access to material unfit for production or to deny copying
- Store and use materials in environmental conditions that meet BS5454 by means of thermal inertia or mechanical intervention
- Provide procedures, skills, resources and equipment to ensure appropriate packing and shelving

## 1.3. Security from theft

The service will:

- Ensure the building and in particular its storage spaces are secure through appropriate alarms locks, management of keys and codes
- Ensure appropriate and uninterrupted invigilation of searchroom

## 1.4. Conservation

The service will undertake interventionist conservation where necessary, in a way that ensures continued access to documents with minimum intervention and which does not compromise the archival attributes of the item and which is reversible.

## 1.5. Preparation for emergencies

The service will prepare, keep current and ensure staff are aware of comprehensive disaster plan covering prevention, preparation, response, recovery and review.

## 2. Responsibility

Oversight of this policy and its execution rests with the archives and library manager; responsibility for storage procedures and for the disaster plan rests with the archivist; responsibility and for staff training in manual handling rests with the customer services manager

### 3. Status

This policy was approved by the Head of Libraries, Archives and Arts. It will be reviewed in 3 years time

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