

## **CAMBRIDGESHIRE ARCHIVES AND LOCAL STUDIES**

### **2010/11 ACTION PLAN**

#### **Description of the service**

CALS unites the Cromwell Museum, the archive offices at Cambridge and Huntingdon, and local studies provision delivered in libraries across Cambridgeshire. In total CALS receives in a year over 20,000 on-site visits, and a further 210,000 online visits to our web pages (2009 calendar year figures).

CALS is committed to using innovative technology and approaches wherever these are likely to enhance our service delivery or increase our efficiency. The Archives team is a recognised national leader in the field of the application of barcodes to archival storage. The two archive offices together have achieved a National Archives (TNA) self-assessment rating of three stars, an improvement on earlier years. The FSB Scanning Bureau has built up an excellent reputation for the high quality digitisation of fragile historical documents and artefacts, and attracts business (and income) from other local authorities and organisations. The Cambridgeshire Collection is a local studies collection with a very high national reputation. The Cromwell Museum is the only museum in the UK dedicated to the lives and times of the two non-royal Heads of State in Britain, Oliver and Richard Cromwell.

During the past 12 months Huntingdonshire Archives and Local Studies has moved into purpose built BS5454-compliant accommodation in Huntingdon, the Cambridgeshire Collection has moved back into Cambridge Central following an extensive period at Milton Road Library, and Fenland Local Studies now has a much improved area within the refurbished Wisbech Library. Cambridgeshire Archives' basement storage areas within Shire Hall have extended into new rooms, fully fitted out with modern mobile shelving, but much work remains to be done to improve environmental conditions on the current Cambridge site.

All parts of CALS work closely in the delivery of joint events and outreach programmes, and there are in addition many partnership projects with outside organisations, including the Cromwell Association, TNA, the East of England Regional Archives Council, the Archives and Records Association of the United Kingdom and Ireland (formerly Society of Archivists, ACALG and NCA), many countywide local and family history societies, and the many donors and depositors of the resources we hold. Some of these partners, TNA and the Cambridgeshire Family History Society in particular, have successfully brought project funding with them to fund specific work areas carried out by CALS.

Staff have expertise in an extremely wide variety of professional and customer skills, including document conservation and repair, photography, database administration, depositor negotiation, public speaking, design work, exhibition writing, customer handling, educational outreach,

webpage creation and editing, archive and book cataloguing to approved standards, and the interpretation of the meaning and context of historical documents.

### **Areas for Development**

- TNA/MLA have brought out *Archives for the 21<sup>st</sup> century in action*, the action plan for repositories in England. This action plan identifies five key areas where archive repositories need to change and improve. The following CALS service plan incorporates actions following the TNA recommendations under Objective 1.
- There is a review of the governance of the wider LAI, which is coinciding with a period of unprecedented budget cuts across the entire organisation. CALS is under pressure to increase income, achieve efficiency savings, and contribute towards the wider LAI savings project. The CALS service plan incorporates actions under the LAI service review under Objective 2.
- The Archives' TNA rating has been held at three stars due to issues with archive preservation and storage. Last year Huntingdonshire Archives moved into new accommodation, and some new strongrooms were fitted out at Shire Hall. There are hopes that the new Cambridgeshire History Centre may receive Cabinet approval. Actions under this area have been incorporated below into Objective 1, as there is much overlap.

## ACTION PLAN

Reference	Objective	Lead Officer
1	Improve, develop and sustain CALS performance in line with recommendations laid out in TNA/MLA's <i>Archives for the 21<sup>st</sup> Century in action</i>	CALS Manager
2	Assist where necessary with the LAI Service Review in order to meet required budget savings and meet existing and anticipated future demands on the service	CALS Manager

<p><b>Objective</b></p> <p>1. Improve, develop and sustain CALS performance in line with recommendations laid out in TNA/MLA's <i>Archives for the 21<sup>st</sup> Century</i> action plan.</p> <p>The plan contains five recommendations in five key areas:</p> <ul style="list-style-type: none"> <li>• Developing bigger, better and more sustainable services in partnership</li> <li>• Strengthening leadership and developing a responsive and skilled workforce</li> <li>• Active management of digital and paper preservation</li> <li>• Creating comprehensive online and on-site access to catalogues and digitised archive content</li> <li>• Active participation in cultural and learning partnerships promoting a sense of identity and place within the community.</li> </ul> <p>Some recommendation areas are more relevant to CALS and our specific context than others.</p>		<p><b>Lead Officer</b></p> <p>CALS Manager</p>		
	<p><b>Activities</b> <i>(how the objective will be met)</i></p>	<p><b>Performance Measure / Indicator</b> <i>(what you can measure)</i></p>		

<b>1</b>	<b>Developing bigger, better and more sustainable services in partnership</b>			
1.1.1	Acquire documentary and published heritage significantly extending current research resource	Archival and other collections acquired		
1.1.2	Work towards new Cambridge History Centre and renew support	Option chosen and funding secured. Member support.		
1.1.3	Maximise the use of Cottenham outstore in order to withdraw all CALS holdings from Norfolk Record Office and eliminate the need for Sawtry outstore	Mobile shelving delivered and installed. Collections removed from Sawtry and Norfolk. Holdings stored appropriately.		
1.1.4	Increase team working between CALS sub-teams through Archives and FSB input into Cromwell Museum and Local Studies displays	Number of display boards designed by FSB. Archive documents included within Museum and Local Studies displays and vice versa.		
1.1.5	Work with TNA to deliver first phase of the Manorial Documents Register project, due for completion 2013	Project set up and staff in position.		
1.1.6	Engage with the development of the forthcoming accreditation scheme for archives, and complete 2010 TNA self-assessment for Archives	Self-assessment questionnaire completed.		

1.1.7	Work with National Digitisation Consortium working group to set up online sales of school admission registers pilot project	National agreement with web company in place. Images of register pages online. Income being received.		
<b>2</b>	<b>Strengthening leadership and developing a responsive and skilled workforce</b>			
1.2.1	Ensure staff have skills required to answer customer enquiries, provide online access, give talks and presentations, and digitise and catalogue holdings	Number of staff training events delivered. All staff can identify gaps in knowledge/training and raise these gaps at public service team meetings.		
1.2.2	Promote to the market new FSB skills in design and image re-touching	Customers purchasing the new services.		
1.2.3	Train some Cromwell Museum and Local Studies staff in web page creation and content	Staff trained and web pages created/edited.		
<b>3</b>	<b>Active management of digital and paper preservation</b>			
1.3.1	Create detailed CALS collecting policy dovetailing where necessary	Agreed document shared with staff. Action plan created to ameliorate		

	with Cromwell Museum A&D policy, and identify gaps in current holdings which will be used to inform collections development	gaps in holdings.		
1.3.2	Engage with Axiell Ltd and regional partners in development of CALM digital preservation module	Attendance at Axiell CALM user group meetings.		
1.3.3	Refine current digital preservation methodology	Investigate database preservation		
1.3.4	Cataloguing City archives to ISAD(G)2 standard and making these catalogues available online	CALM catalogue entries online		
1.3.5	Catalogue Local Studies maps onto SIRSI	Number of maps on SIRSI. Maps being requested by public and used.		
1.3.6	Address Cambridgeshire Collection cataloguing backlog	Backlog reduced. Number of items on SIRSI.		
1.3.7	Reclassify Local Studies stock in South Cambs libraries	Stock arrangement consistent with rest of county. Number of libraries completed and items reclassified.		
1.3.8	Complete cataloguing of Cambs Archives searchroom library material onto SIRSI	Set up process by which work is split between librarians and searchroom assistants		
1.3.9	Increase the number of catalogues, images and locations in CALM	Number of additions to CALM		

1.3.10	Improve the efficient utilisation of Shire Hall basement storage space through the barcoding and repackaging work	Number of bays repackaged, barcoded and re-shelved.		
1.3.11	Begin preservation digitisation of nitrate negatives at Finchingfield	Number of nitrates digitised. Finchingfield charges reduced.		
1.3.12	Work with LAI and FM colleagues to ensure that environmental conditions at HLA are consistently within agreed parameters	Number of days when conditions exceed parameters (fewer = good).		
<b>4</b>	<b>Creating comprehensive online and on-site access to catalogues and digitised archive content</b>			
1.4.1	Complete and publish new Cromwell Museum paintings catalogue	New catalogue published and sections of existing catalogue online.		
1.4.2	Investigate continuation of digitisation of Palmer Clarke photographs	Number of photographs digitised.		
1.4.3	Work to improve the CALS website experience by simplifying its structure and increasing the freshness and relevance of content	Navigation clear and clean. Online exhibitions about <i>Discovery</i> , <i>the Parish Chest</i> and remainder of old FenPast Virtual Museum set up.		

1.4.4	Create numbered series of new records information leaflets on family history, digitisation and reprographics etc	Series set up. Leaflets produced.		
1.4.5	Create glossy new promotional leaflets for Cambs Archives and Cambs Collection	Leaflets produced		
5	<b>Active participation in cultural and learning partnerships promoting a sense of identity and place within the community</b>			
1.5.1	Work to begin the delivery of the Fens Historic Environment Project	Further investigation into funding sources and project definition.		
1.5.2	County Farms centenary booklet written and published.	Booklet written and published. Display boards created.		
1.5.3	Continue Archives and Local Studies outreach work, replacing local history months	Joint Archives and Local Studies events successfully delivered.		
1.5.4	Improve engagement with research groups and with community archives	Visits by CCAN groups, ICE, U3A to see sources.		
1.5.5	Introduce suggestion boxes in public areas	Suggestion boxes introduced. Suggestions received discussed at ALSMT and public service teams.		

1.5.6	Continue to work with the Cultural Olympiad	Cambridgeshire legacy from Olympics is recorded and preserved. Number of items added to collections.		
1.5.7	Input into vision and strategies developed by Culture Management Team	CALS represented at meetings and papers of the CMT		

<b>Objective</b>			<b>Lead Officer</b>	
2. Assist where necessary with the LAI Service Review in order to meet required budget savings and meet existing and anticipated future demands on the service			CALS Manager	
	<b>Activities (how the objective will be met)</b>	<b>Performance Measure / Indicator (what you can measure)</b>		
2.1	Identify and implement the budget savings required during 2010/11 financial year	Required savings are achieved whilst protecting customer services as far as possible		
2.2	Work with Richard Impey and the Project Board on the wider LAI savings project	Meetings with RI and Project Board		
2.3	Research Cromwell Museum governance status and possible areas for savings created through partnership working	Paper produced with recommendations		

2.4	Develop the National Digitisation Consortium project as a possible innovative income stream (see objective 1.1.6)	Income produced		
2.5	Market CALS services and features through LAI Marketing Group	Number of new marketing and advertising approaches		
2.6	Overhaul all CALS prices and charges	New prices approved and in place		
2.7	Explore potential other income sources, such as charging outside organisations for storage, selling publications through other outlets etc	Income sources investigated		