

# Gloucestershire Archives

Gloucestershire Archives collects unique records relating to the historic county, including South Gloucestershire. They reflect all aspects of Gloucestershire life over many centuries – families, homes, places, organisations and people; from original documents written by our ancestors hundreds of years ago, to modern business records.

We look after hundreds of thousands of irreplaceable papers, parchments, books, maps, photographs, and files, and make them available for people to see and enjoy. We work to ensure that they will survive for future generations.

## What is Collections Care?

Good collections care ensures that all our treasured documents are stored, accessed and handled in a way that prolongs their life.

### What we do

- We have dedicated Collections Care staff who specialise in the preservation and conservation of archive materials
- We assess the needs of our collections; identifying damaged items and prioritising our work according to levels of use
- We limit deterioration through environmental control, protective packing, careful handling, and by making information available through digital or microfilm copies
- We carry out remedial treatments and minimal repair to slow deterioration and

stabilise damaged paper, parchment and vellum, books and photographs.

### Why we do it

- Archive materials are susceptible to damage
- Paper and parchment naturally age and deteriorate over time
- Some materials or structures age more quickly because of the way they are made, or the way they have been kept in the past. You may have seen discoloured and brittle newspapers or faded colour photographs
- Some documents are difficult to use such as large maps, heavy books, and fragile paper, and so will easily become damaged.

## We can

- Reduce the risk of damage
- Slow the processes of decay
- Repair some of the already existing damage
- Help to make documents more accessible.

## What you can do

- Be aware. All who use archives play a part in Collections Care
- Please handle documents carefully following searchroom guidelines
- Find out about caring for your own records and memorabilia at home (see overleaf)
- Call the Gloucestershire Archives Collections Care staff for further information on 01452 425293

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[www.gloucestershire.gov.uk/archives](http://www.gloucestershire.gov.uk/archives)

Guidance on caring for a range of objects and materials is available via the Conservation Register website at

[www.conservationregister.com/Caring.asp](http://www.conservationregister.com/Caring.asp)

The information describes how to contribute to the preservation of your possessions and gives examples of the types of deterioration and problems that should be referred to a professional conservator. The Conservation Register can also be used to find qualified and experienced conservators in your local area. The Conservation Register is owned and operated by Icon, the Institute of Conservation 0203 142 6799

[www.icon.org.uk](http://www.icon.org.uk)

## Collections Care at Gloucestershire Archives

