Bergh Apton Local History Group Community Archive

Collection Policy

We collect and preserve historical records, photographs and other artefacts relating to the history of Bergh Apton and the surrounding villages where there is a connection to Bergh Apton and we aim to make them accessible across the world.

We collect original documents, photographs, photocopies, books, objects, digital copies of documents and digital photographs.

We exclude material that does not meet the above criteria, official records that should be held by a public record office and any material that cannot be held in the public domain or any that has conditions placed on them that the Management committee feels unable to meet. Rare and fragile items may be considered but only accepted if able to provide good enough preservation conditions and have appropriate handling facilities or advice given as to where to store appropriately or advice given as to where to store appropriately.

Storage and Preservation Policy

BALHG has been entrusted to care for and store historical records, photographs and other artefacts relating to the history of Bergh Apton and the surrounding villages where there is a connection to Bergh Apton. It is our intention for these items to be stored in a safe and secure storage facility.

The storage area will have a lockable door and there will be a list of key holders who have access to the storage shed.

Names Linda Davy, Lorie Lain Rogers, John Ling.

The records are stored in numbered plastic boxes with lids on metal shelves in the locked unheated wooden hut. We are aware of the damage that can be caused by light; temperature, humidity and air flow; mould, dust and pests; fire and flood. It is our commitment to do what is feasible within our budget to minimise these risks and eliminate or reduce them where possible.

Original items will be package appropriately before storing in the plastic box. The storage area is cool, dark and dry.

The storage shed and areas used to view records will be regularly cleaned to reduce the build-up of dust.

Food and drink will be kept away from the collections to reduce pest activity and to avoid accidental spillages or other contamination.

The shelving units are made of metal and a smoke alarm is fitted within the shed.

Each box is numbered and has a specific location.

The Records

All new records will be accepted with a completed and numbered accession form, which will be kept in the Accession folder within the BALHG Shed. When catalogued the record will be given a catalogue number eg HS/1/and the information saved on the Bergh Apton Local History Group database. It is our aim to make this available to the public through the local Bergh Apton parish website.

Each item within a file will be numbered individually with a 2B pencil, stating its reference number eg HS/1. Each item in the file will be kept together where possible (unless they are different formats), eg putting all the items in the file HS/1 into a folder. If more than one folder is required each will be recorded using the same reference number prefix eg HS/1. With a further number added. HS/1/1-4 into one folder and HS/1/5-8 into another. Each folder should be marked to indicate the folder is part of a set, eg “1 of 2” and “2 of 2”.

As many folders as will fit comfortably to be placed into a box. Each box will be given a unique number written on the outside. A box list with the contents which contains the reference number and brief description of the contents placed on the inside.

Consideration will be given to the health and safety of everyone who has access to the storage area. We aim to keep heavier items on ‘middle’ shelves and ensure there is equipment used to access higher shelves if appropriate. When transporting records, only one box is to be carried at a time and for bigger loads two people or moving equipment is to be used.

Access Policy

Items within the collection can be accessed by contacting BALHG on the Bergh Apton Village website in the history section using the contact form. https://berghapton.org.uk/home/historygroup/, A member of the Archive Group will make contact to answer questions or make enquiries about viewing the archives or to arrange a convenient time for viewing. Documents will generally be made available for inspection by a member of the BALHG Committee member or Archive Team in the village hall or a mutually convenient venue.

Some photographs/ documents can be accessed on the Bergh Apton Village Website in the BALHG Section.

When removing a document leave a retrieval slip in place of the removed item to ensure it is returned to the correct place. Record within the Removals Register what was moved, who moved it, and the date it was moved. On return ensure the record

is updated with a return date and the item returned to the correct position and the retrieval slip removed.

We are aware of the risks associated with handling documents and a member of the BALGH Committee or BALHG archive team will ensure that when on view they are handled with care in an appropriate place.

Documents need to be handled with care, on a flat clean surface. As best practice original paper documents should be handled with clean dry hands and original photographs handled wearing medical grade gloves. Spines of fragile books will be supported and delicate items covered with clear film.

BALHG or Archive Team will assist with photocopying or sending scanned documents to those unable to visit. A donation may be requested to cover costs.