

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet Member for Culture, Lifestyle, Sport and Tourism
2.	Date:	6 October 2010
3.	Title:	Archives and Local Studies Service Annual Closure
4.	Directorate:	Environment and Development Services

5. Summary

The Archives and Local Studies Service request permission to close to the public for five days at the beginning of December, to carry out essential work on its collections.

6. Recommendations

That the Cabinet Member approves the closure to the public of the Archives and Local Studies Service for five days to carry out essential work on its collections.

7. Proposals and Details

The Archives and Local Studies Service has an annual closure week. During this time the staff undertake work on the historic collections it holds which cannot be completed at any other time as it requires all staff to be available and the use of the space in the public searchroom. This is normal practice within Archive services nationally to allow necessary collections work to be undertaken.

This year we would like to close to the public for the week Monday 6 December – Saturday 11 December inclusive; the searchroom is normally open from Tuesday – Saturday. December is one of the quietest months, which is why in past years the closure week has been scheduled for this time. If this closure is approved, this would be publicised well in advance to our users, including on our webpages, in the searchroom and through a press release.

This closure is important in ensuring that the work required to keep RMBC's historic collections and documents in excellent order. This year staff will build upon the work of last year, which focused upon the Service's earlier ordnance survey map collection. It is now necessary to concentrate on the later ordnance survey map collection including the national grid series. It will also allow the service to finalise the audit of the 220 boxes received from Sheffield Archives in September, which had originally formed part of the South Yorkshire collections.

The impending relocation of the service also means that a clear and careful catalogue of our collections need to be undertaken to ensure that transfer can take place with minimum risk to the integrity of the service and its collections.

8. Finance

None.

9. Risks and Uncertainties

No complaints have been received about previous closure weeks. Without this annual closure the integrity of the collections will be more difficult to ensure particularly with a forthcoming move. This may also affect our ability to continue to successfully bid for external funding from e.g. The Heritage Lottery fund.

Enquiries received by post, email and telephone will still be logged and monitored.

10. Policy and Performance Agenda Implications

Being able to undertake essential preservation and documentation work on the historic collections is aligned with the Council's priorities for performance management and excellence in service delivery across all seven of the corporate themes.

11. Background Papers and Consultation

None.

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