

RECORD OFFICE FOR LEICESTERSHIRE, LEICESTER AND RUTLAND

PROVISION OF THE SERVICE

The Record Office for Leicestershire, Leicester and Rutland is provided by Leicestershire County Council in partnership with the City of Leicester and County of Rutland. This service is the means by which all three local authorities meet their legal responsibilities to collect, care for and provide access to records.

LOCAL STUDIES POLICY

The Record Office collects published material for Leicestershire, Leicester City and Rutland in accordance with the Record Office's Collection Policy.

Overall Objective

The Record Office will act as the central point for collecting, preserving and providing access to local studies collections. The Record Office will take a lead role in local studies provision throughout Leicestershire and provide support and guidance to Leicester City and Rutland where appropriate.

Acquisition

The Record Office undertakes joint book selection with Leicestershire Libraries to review and acquire new stock as appropriate. Where new material is selected a reference copy will be acquired for the Record Office and loan copies for Leicestershire Libraries.

The Record Office will also share information on new stock with Leicester City and Rutland Library Services.

The Record Office acquires local studies stock either through donation or by purchase. It will only accept stock on loan with agreement of a designated member of staff and a completed deposit form.

Cataloguing

All new stock acquired by the Record Office will be catalogued either on the library system Symphony or the archive system CALM.

The ongoing retrospective cataloguing of uncatalogued stock or stock only available through card indexes will continue subject to availability staff and volunteers.

Access

The Local studies stock at the Record Office is available for reference and not for loan under the terms of our **Access Policy**.

The Record Office will provide copies where appropriate to improve access, for example through digitisation or microform.

Prior notice is required to access some non-book stock such as sound recordings and video as specialist equipment and listening is required to access these.

Advice

The Record Office will provide advice to libraries (including community libraries) and other individuals or organisations on local studies matters including acquisition, access, storage, preservation and donation.

Training

Staff and volunteers working with local studies collections will be provided with an appropriate level of training. This may include training on Symphony or Calm, cataloguing procedures, storage and handling, finding aids, specialist equipment required to access non-book stock and preservation. All new Record Office staff will receive local studies training as part of their induction.

The Record Office will also provide free induction training on the local studies collection to Leicestershire and community library staff. It will also provide training to other groups and organisations for which a fee may be charged.

Duplicate Stock & Disposal

While the Record Office maintains one copy for reference it also maintains a reserve stock of important or valuable stock. The purpose is to provide a back-up copy for the Record Office or Leicestershire Libraries.

Duplicate stock not required for the reserve either will be sold, returned to the donor or depositor, offered to another organisation or recycled if it has no market value. The Record Office will check the provenance of any item before making a disposal decision.

1. Review of policy

No policy can cover every eventuality in perpetuity. The statements in this policy are subject to periodical review, to ensure that they remain relevant and appropriate. This may be undertaken annually or in response to a specific need or event such as new legislation.

All managers and staff are expected to act with integrity and in a professional manner at all times, seeking to find solutions in the spirit of the policy, where it fails to give specific guidance. Any shortcomings or useful additions should be highlighted as soon as possible.

The Record Office aims to maintain policies which are current and living documents, supporting a flexible approach to service provision rather than rigidly dictating it. They will enshrine our values and guide our actions; thereby providing a clear indication of what we will do and how we will act.

Established February 2016

Reviewed February 2018

Review February 2019