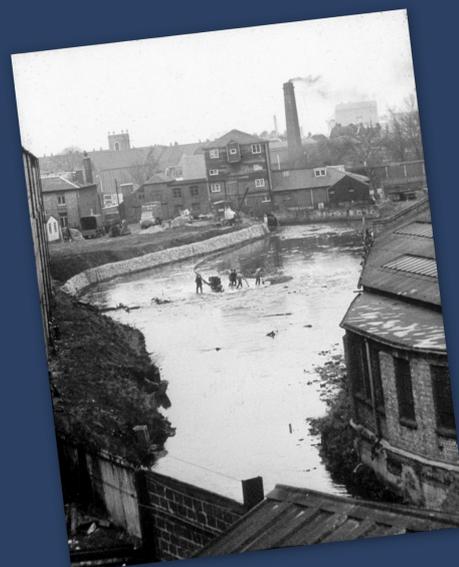


Wandsworth Heritage Service Strategy for archives and local history 2013-16



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1. Introduction

This strategy forms part of a wider approach to protecting heritage within the borough; including strategies for archaeology, preserving historic built environment and conserving artefacts. These areas will be developed in partnership with Council officers and partners from Heritage Wandsworth and the Council's contractor (from 1st April 2013) for Library and Heritage Services.

The Heritage Service forms part of the Library and Heritage Service. The local history and archives collection is located at Battersea Library. Holdings include records for the borough area dating back to 1489 and a wide range of books and articles relating to the history of the borough, as well as hundreds of old newspapers, maps, plans, photographs, sound recordings, census returns and ephemera. The collections are made accessible through an online archive catalogue, an outreach programme and events and by providing searchroom facilities on the first floor of Battersea Library which are staffed during the service's opening hours.

A new approach to archives and local history was adopted through the Heritage Strategy 2009-2012 and by the appointment of two qualified archivists from November 2008.

2. Progress since Wandsworth Heritage Strategy 2009-2012

The service is moving through stepped changes, these being:

Stage 1:

Delivering improved access to the collections. This has been principally through carrying out extensive cataloguing. 68% of the collection is now catalogued compared with only 13% in 2008. From 2009 all catalogue details are entered online into a specialist archives holdings database, CALM and then made available to the public via CalmView. Further access to collections will also come through digitisation.

Stage 2:

Ensuring as much of the collection is adequately stored and protected. Storage has been increased. In 2011 a large room in Battersea Library became available and is now used as additional heritage storage. Improved shelving will be installed in this room in 2012, increasing the amount of storage available. Repackaging of records using proper archival materials has meant that they are protected against damage. Volunteers have assisted with repackaging plans and photographs.

Stage 3:

The new 2013-2016 strategy will build on previous work and in particular develop the collections to reflect the diversity of the borough, through events, an outreach programme and partnerships. This will also promote and enable access to the service by a wider audience

Stage 4:

A major priority for 2013-2016 will be to increase visitors and enquiries through publicity, events and outreach programme

Stage 5:

To further improve facilities and to enable achievement of the archive accreditation, thereby providing a service to a recognised and challenging national standard

Other achievements to date include:

- . Setting up of Heritage Wandsworth, the strategic partnership for the borough established to bring together organisations with an interest in the history, heritage and built environment of Wandsworth. First meeting held January 2010
- In 2011 there was a project to catalogue and index the large run of 20th century rate books, which brought the proportion of the collection catalogued up to 65%.
- Several volunteers have contributed regularly with tasks including newspaper indexing, listing and re-packaging plans, archive cataloguing, cataloguing photographs and glass plates
- Annual Heritage Festival began in May 2009 and brings together a series of events across the borough telling the story of the development of the area
- Green Plaques Programme was launched to commemorate famous people or places in the Borough, not covered by the English Heritage Blue Plaque Scheme. Plaques are being steadily unveiled across the borough including Balham, Battersea, Putney, Roehampton, Tooting and Wandsworth. The first plaque was for Clement Attlee and was unveiled in June 2009

3. Vision for 2013-2016

Inspiring an interest in Wandsworth's history to promote a sense of place and belonging to encourage people from all cultures to be active contributors to archives and local history

4. Key objectives

In order to continue improving the Heritage Service and build upon the achievements of the last three years, nine key objectives have been established. These in turn pulled together a series of actions and outcomes, which will be monitored throughout the period.

4.1 Community engagement and participation

There is a keen appetite for heritage, but many residents in the borough have little knowledge of the history around them. By actively promoting the heritage of the area, this will lead to the strengthening of community identity and sense of place.

Key objective 1:

Provide opportunities for learning about local and family history by children and adults, particularly non users.

Key objective 2:

Develop key partnerships with groups in the public, private and voluntary sectors, together with community groups that reflect the diversity of the borough.

Key objective 3:

Develop opportunities for volunteers to assist in making collections more accessible.

Key objective 4:

Provide events, an outreach programme and other activities to promote and enable access by a wider audience.

4.2 Collections management and development

Reduced cataloguing backlogs and listing of new collections has substantially increased the access to the archives and local history materials. Further developments are required in order to achieve accreditation and provide more comprehensive coverage for future generations.

Key objective 5:

Improve the preservation and storage of the collections including provision for expansion.

Key objective 6:

Actively develop the collections to better reflect the diversity of the borough's population and in particular to collect records that show the cultural heritage of the borough's newer communities.

4.3 Digitisation

Small scale digitisation is already taking place, including the digitisation of glass plate negatives and participation in the National Digitisation Consortium. A more systematic approach

is now needed to decide future priorities within available resources.

Key objective 7:

Build up online digital content, to make collections more accessible and increase their usage.

4.4 Records management

Heritage collections include the archives from the predecessor boroughs and current borough records, but there needs to be a centralised approach to ensuring that there is a system to preserving modern records and understanding of their future importance.

Key objective 8:

To work in partnership with other council departments to ensure all records (regardless of format) of historical value will be preserved and accessible.

4.5 Income generation

The sale of photographic images from the collections has substantially increased due to their digitisation. This together with sale of local history items and marketing of other services needs to be further explored.

Key objective 9:

Increase and maximise income

5. Responding to national, regional and local priorities

The Heritage Service through membership of professional bodies and partnerships, seeks to keep up-to-date, benefit from joint funding and shared training. Knowledge of national standards are essential in maintaining the quality of the collection, whilst solid local partnerships ensure relevance and access to the collections

6. National priorities

6.1 *Archives for the 21st Century* is the government policy on archives, published in November 2009. It makes five recommendations to achieve an effective, relevant and sustainable sector across England and Wales:

- develop bigger and better services in partnership - working towards increased sustainability within the sector;
- strengthen leadership and form a responsive, skilled workforce;
- coordinate the response to the growing challenge of managing digital information, so that it is accessible now and remains discoverable in the future;

- create comprehensive online access for archive discovery through catalogues, and to digitise archive content by citizens at a time and place that suits them; and
- encourage active participation in cultural and learning partnerships that promote a sense of identity and place within the community.

6.2 *Archive service accreditation* is a UK-wide standards scheme, administered by The National Archives, which supports improvement and development for archive services. Accreditation provides an archive service with a mark of recognition and an endorsement of their service. Going through the accreditation process allows services to review their policies, plans and procedures to ensure best use of their resources and sustainable good practice in all areas of archive management. The scheme will be launched in 2013 and the Heritage Service will seek to take part at an early stage.

7. Regional priorities

There is no longer a regional body which sets priorities. Archives for London are an advocacy body and the London Region of the Archives and Records Association, (ARA) is a professional organisation. The Heritage Service is an institutional member of Archives for London and staff are personal members of ARA. The National Archives have taken over responsibility for sector engagement from MLA, and the Heritage Service will take advantage of their advocacy, guidance and opportunities for training.

8. Local priorities

8.1 The purpose of this Strategy for archives and local history 2013-2016 is to identify the key developments required to contribute to achieving the objectives in *Our Wandsworth 2018*, the *Sustainable Community Strategy* for the borough. As an improvement strategy it focuses on three themes for future improvement: Participation, Places and Promotion.

8.2 The Core Strategy of the *Local Development Framework* seeks to protect and reinforce the existing varied character and heritage of the borough, particularly through 45 Conservation Areas and by the protection of buildings of architectural and historic interest. This also includes the 'Green Plaque' Programme and activities such as Open House weekend, which provide opportunities for local residents to visit buildings of architectural interest.

8.3 *Wandsworth Lifelong Learning three year development plan 2010-2013* aims to continue developing partnerships and funding to offer a wide range of high quality learning to all Wandsworth's residents. In particular, it targets people who are

most at risk of missing out on learning because, for example, they are carers, have a disability, on a low income, come from a particular minority ethnic community or have difficulty reading and writing or using maths. The Heritage Service will provide learning which meets these agendas.

9. Service policies and plans

These are reviewed as required and are made available as downloads on the Heritage webpage

Policy	Date	Review date
Appraisal policy	December 2012	+ 3 years
Collection policy	December 2012	+ 3 years
Collection Development policy	December 2012	+ 3 years
Deposit agreement	December 2012	+ 3 years
Terms of deposit	December 2012	+ 3 years
Access policy	December 2012	+ 3 years
Preservation policy	December 2012	+ 3 years
Education and outreach policy	December 2012	+ 3 years
Copying and handling policy	December 2012	+ 3 years
Digital Preservation policy	In process	+ 2 years

Action Plan 2013-2016

Glossary

HO	Heritage Officer
HOLHS	Head of Library and Heritage Service
LSDM	Library Service Development Manager for Community Services
LSPM	Library Strategy and Performance Manager
SCL	Senior Community Librarian
HW	Heritage Wandsworth

(Note: the above posts are based on existing Council officer structures and are subject to the commencement of the new contractor, GLL, from 1st April 2013. All actions will need to be jointly agreed by the Council and contractor)

No.	Action	Milestones	Responsibility	Timescale
Community engagement and participation				
Key objective 1: Provide opportunities for learning about local and family history by children and adults, particularly non users				
1	Devise and deliver yearly programme of learning events, including during Adult Learners' Week, Heritage Festival, etc.	Include in Calendar of Events for Library and Heritage Service	HO	By 31 st March each year
2	Explore opportunities for delivering heritage themes family learning sessions either in libraries or Heritage search room	<ul style="list-style-type: none"> · Liaise with Family Learning Coordinators, Extended Schools organisers, etc. □ Organise events and provide publicity to partners 	LSDM/HO HO/LSDM	Ongoing and in accordance with academic years
3	Promote services to schools and provide sessions either in schools, libraries or Heritage search room	<ul style="list-style-type: none"> □ Develop series of lesson plans/schemes of work for topics with local resources □ Investigate partnership with History Advisor(s) □ Develop resources packages for schools – first one to be on WW1 	HO HO/LSDM HO Children's Librarians	Mar 2013 Mar 2013 Mar 2014
4	Develop themed events celebrating the anniversaries of buildings, neighbourhoods, individuals and organisations, including day time and evening lecture programme	<ul style="list-style-type: none"> □ Event around publication of Battersea by Survey of London □ Focus on Nine Elms – prior to redevelopment □ Set down proposed anniversaries for 2013 	HO HW HW	Dec 2013 June 2013 Dec 2012

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No.	Action	Milestones	Responsibility	Timescale
		<input type="checkbox"/> Set down proposed anniversaries for 2014	HW	Dec 2013
		<input type="checkbox"/> Set down proposed anniversaries for 2015	HW	Dec 2014
5	Develop and deliver a programme to commemorate First World War	<input type="checkbox"/> Discuss options with WW1 historian and other local historians <input type="checkbox"/> First draft of programme [for November 2014] <input type="checkbox"/> Develop study days in partnership with Wandsworth Museum on WW1 <input type="checkbox"/> Organise and deliver events	LSDM/HO LSDM/HO HO LSDM/HO	June 2013 Nov 2013 Nov 2013 Nov 2014
Key objective 2: Develop key partnerships with groups in the public, private and voluntary sectors, together with community groups that reflect the diversity of the borough				
6	Develop Heritage Wandsworth partnership to include new members and particularly from groups representing new communities	<input type="checkbox"/> Draw up list of possible organisations <input type="checkbox"/> Visits to potential new partners talk through benefits of joining HW	HW HO/LSDM/SCL	Feb 2013 July 2013
7	Coordinate through Heritage Wandsworth development of an archaeological strategy for the borough	<input type="checkbox"/> Set up a working party <input type="checkbox"/> Review and collect printed information and records on archaeology	HW/HOLHS HO Planning Officers	Jan 2013 Sept 2013
8	Coordinate through Heritage Wandsworth and WBC Planning Department the development of a heritage strategy for preserving the borough's built environment	<input type="checkbox"/> Set up a working party <input type="checkbox"/> Review and collect printed information and records on built environment	HW/HOLHS HO Planning Officers	Jan 2013 Sept 2013
9	Coordinate through Heritage Wandsworth the development of a borough strategy for the preservation of artefacts	<input type="checkbox"/> Initial discussion with Wandsworth Museum <input type="checkbox"/> Set up a working party	HOLHS HW/HOLHS HO	Dec 2012 Jan 2013 Sept 2013
Key objective 3: Develop opportunities for volunteers to assist in making collections more accessible				
10	Bring together postcard collections for volunteers to then list and index	<input type="checkbox"/> Devise list of index and subject terms in accordance with UKAT (United Kingdom Archival Thesaurus)	HO	Dec 2012

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No.	Action	Milestones	Responsibility	Timescale
		<input type="checkbox"/> Scan in postcard images and make available online	HO	July 2014
11	Formulate template and procedure for cataloguing parish magazines collection	<input type="checkbox"/> Devise list of index and subject terms in accordance with UKAT <input type="checkbox"/> Package and organise collection for public access	HO HO	Jan 2013 July 2014
Key objective 4: Provide events, an outreach programme and other activities to promote and enable access by a wider audience				
12	Extend the Green Plaques scheme, including formulating new programme up to 2015	<input type="checkbox"/> Agree composition of plaques committee <input type="checkbox"/> Draw up list of possible new plaques <input type="checkbox"/> Agree programme with provisional dates – 3 plaques per year	HW HOLHS HOLHS/LSDM HW	Jan 2013 Mar 2013 April 2013
13	Deliver annual Heritage Festival and ensure increased participation	<input type="checkbox"/> Agree dates for Festival <input type="checkbox"/> Produce publicity <input type="checkbox"/> Draw up publicity plan	HW LSDM HW	Programme to be agreed by 31 st January
14	Include events during Black History Month which promote the archives and records of groups within the borough	<input type="checkbox"/> Develop and organise events by July each year for BHM programme	HO	July 2013 July 2014 July 2015
15	Develop publicity plan and materials to directly advertise the Heritage Service	<input type="checkbox"/> Develop publicity plan <input type="checkbox"/> Produce artwork initially for A5 flyer which can also be used for other electronic publicity <input type="checkbox"/> Devise plan to use social media which will penetrate new markets	HO/LSDM LSDM/HO HO	April 2013 Aug 2013 Aug 2013
16	Develop the Heritage webpages so they are easier to use for a range of researchers and interests	<input type="checkbox"/> Draft plan of pages and consult with users <input type="checkbox"/> Develop brief for refreshing webpages <input type="checkbox"/> Link all HW partners to the pages and other relevant bodies <input type="checkbox"/> Provide additional research guides as downloads	HO HO HO HO	Feb 2013 April 2013 Sept 2013 April 2013
17	Enable historical societies, amenity groups and	<input type="checkbox"/> Discuss and agree subject areas and	HW	Jan 2014

No.	Actions	Milestones	Responsibility	Timescale
	community organisations to create content which can be accessed online	information to be main focus <input type="checkbox"/> Investigate scope for local publishing via library and heritage software partners <input type="checkbox"/> Agree forms and process for acquiring materials including copyright issues <input type="checkbox"/> Develop Town Archives within the 5 town centres	HOLHS HO HW	Jan 2014 Mar 2014 Jan 2015
Collections management and development				
Key objective 5: Improve the preservation and storage of the collections including provision for expansion				
18	Increase storage for archives and other local history materials, which is fit for purpose and accessible	<input type="checkbox"/> Explore shelving options at Wandsworth Museum <input type="checkbox"/> Carry out survey of suitable shelving for archives across reserve areas in libraries <input type="checkbox"/> Obtain information on static shelving for empty room at Battersea Library <input type="checkbox"/> Carry out works at Battersea Library as appropriate	HOLHS HOLHS LSPM HO HO	Dec 2012 Nov 2012 Nov 2012 Feb 2013
19	Ensure all elements of the Heritage Service are included in the mobilisation plan for the new contract for library and heritage services	<input type="checkbox"/> List and report any necessary actions to be included in overall mobilisation plan <input type="checkbox"/> Carry out work to migrate catalogue to a new library management system <input type="checkbox"/> Establish links to other catalogues, websites, etc.	LSDM/HO LSPM/HO/LSDM LSPM/HO/LSDM	Feb 2013 Mar 2013 Mar 2013
20	Repackage archives and other materials using designated archival resources	<input type="checkbox"/> Produce plan for items requiring conservation <input type="checkbox"/> Purchase archival packaging materials <input type="checkbox"/> Contract conservation	HO HO HO	Yearly Yearly Yearly

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No.	Actions	Milestones	Responsibility	Timescale
		companies to carry out work		
21	Investigate feasibility of installing water leak alerts in rooms with water pipes above the archives to reduce risk of water damage	<ul style="list-style-type: none"> . Obtain costings <input type="checkbox"/> Agree implementation programme if funding identified 	HO/LSDM	Jan 2013
Key objective 6: Actively develop the collections to better reflect the diversity of the borough's population and in particular to collect items that show the cultural heritage of the borough's newer communities				
22	Collect materials which directly reflect new communities within the borough – especially those that have come to live in the borough since 1945	<ul style="list-style-type: none"> <input type="checkbox"/> Identify and list individuals who have collections they might consider depositing <input type="checkbox"/> Set up meeting with groups from new communities <input type="checkbox"/> Visits to and discussion with partners e.g. Tower Hamlets, Black Cultural Archive, British and Asian Studies Association, Museum of London <input type="checkbox"/> Contact faith groups within the borough <input type="checkbox"/> Contact other organisations e.g. Black Servicemen's Association <input type="checkbox"/> Develop and submit bids to Heritage Lottery Fund in partnership 	<p>All</p> <p>HO/LSDM</p> <p>HO/LSDM</p> <p>SCL</p> <p>SCL/HO</p> <p>SCL/HO/LSDM</p>	<p>Jan 2013</p> <p>Mar 2013</p> <p>April 2013</p> <p>Aug 2013</p> <p>Aug 2013</p> <p>Jan 2014</p>
23	Encourage participants in current and past community activities and campaigns to write up and deposit their records	<ul style="list-style-type: none"> <input type="checkbox"/> Contact all political parties <input type="checkbox"/> Contact amenity societies <input type="checkbox"/> Contact pressure groups and those with particular local emphasis 	<p>HO</p> <p>HO</p> <p>HO</p>	<p>Sept 2013</p> <p>Sept 2013</p> <p>Sept 2013</p>
24	Add to the collections of archives from local businesses and organisations to properly reflect what areas of work the borough is associated	<ul style="list-style-type: none"> <input type="checkbox"/> House and make Young's Brewery Archive accessible <input type="checkbox"/> Research specific industries [past and present] who might be 	<p>HO</p> <p>HW HO</p>	<p>Feb 2013</p> <p>Nov 2013</p>

No.	Action	Milestones	Responsibility	Timescale
		potential depositors within the borough		
25	Provide storage and access for the BAC Archive collection to unify the collections currently held at BAC and WHS - and to facilitate digitisation (see 29 below)	<input type="checkbox"/> Relocation of BAC Archives to WHS <input type="checkbox"/> Create single catalogue of unified collection <input type="checkbox"/> Provide links for online access to each collection <input type="checkbox"/> Launch online catalogue	HO HO HO HO	Dec 2013 Oct 2013 Oct 2013 Oct 2013
26	Add to and organise collections of oral history and develop ways to encourage reminiscence work	<input type="checkbox"/> Liaise with Reminiscence Network <input type="checkbox"/> Apply to Heritage Lottery Fund to run oral history project	HO/LSDM HO/LSDM	April 2013 Jan 2014
Digitisation				
Key objective 7: Through increasing online digital content to make collections more accessible and increase their usage				
27	Participate in National Digitisation Consortium	<input type="checkbox"/> Contribute to first tranche by digitising school registers 1870-1914	HO	Dec 2013
28	Digitise materials in the collections according to priority according to usage and accessibility	<input type="checkbox"/> Draw up list of materials to be digitised <input type="checkbox"/> Digitise films	HO HO	Mar 2013 Jan 2013
29	Provide materials and support in the digitisation of archives relating to Battersea Arts Centre to achieve joint access to WHS and BAC collections	<input type="checkbox"/> Digitise plans for Battersea Town Hall <input type="checkbox"/> Provide links for online access to each collection	HO HO	Mar 2013 Dec 2013
Records management				
Key objective 8: To work in partnership with other council departments to ensure all records (regardless of format) of historical value will be preserved and accessible				
30	Carry out a records survey of all council records and to make information on them accessible	<input type="checkbox"/> Liaise with Principal Information Management Officer and council officers responsible for records <input type="checkbox"/> Draw up list of records and 'possible records' that may exist	HO/LSDM HO	Mar 2013 Dec 2013

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No.	Action	Milestones	Responsibility	Timescale
		<input type="checkbox"/> Provide access and FAQs on Heritage Service webpage	HO	Dec 2013
Income generation				
Key objective 9: Increase and maximise income				
31	Develop and submit bid(s) to Heritage Lottery Fund including to Skills for the Future	<input type="checkbox"/> Agree priorities – which might include collection development around new communities and <input type="checkbox"/> Write bid	HW LSDM/HO	Feb 2013 June 2013
32	Enable online customers to order and receive photographs to increase sales of images through Flickr, etc.	Investigate and as appropriate join photo mapping website	HO	Mar 2013
33	Develop partnerships for e publishing of local history materials in partnership with local organisations, publishers and other interested bodies	Investigate the market and bring together report on potential partnerships, current projects in other archives and possible income	HO/LSDM	Sept 2014
34	Develop fees and charges for research, professional advice and specialist events	Investigate and report on issues and possible income	HO	Sept 2013
35	Promote archives and records management capability to organisations no longer affording these	<input type="checkbox"/> Identify 'offer' <input type="checkbox"/> Develop costing and marketing strategy <input type="checkbox"/> Pilot 'managed archives and records services'	HO/HOLHS HO/LSDM HO/LSDM	June 2014 Sept 2014 Jan 2015
36	Annual review and report progress on actions, including any further actions or refreshment	<input type="checkbox"/> Yearly report to HW <input type="checkbox"/> Interim reports as required	HOLHS/LSDM	June 2013 June 2014 June 2015