

Wandsworth Heritage Service

Collection Development Policy

1 Aims

- 1.1 To hold archive collections which reflect the diversity of the borough, its business, cultural and charitable activities and are open and used by a wide range of the borough's residents, for personal research or through education.
- 1.2 To endeavour to remedy deficiencies in the current range of holdings.
- 1.3 This collection development policy is designed to work with the existing collecting policy for Wandsworth Heritage Service, which defines what material is collected by the Heritage Service.

2 Existing collections

- 2.1 Wandsworth Heritage Service is based in Battersea Library, where the local history collections of Wandsworth and Battersea library services were amalgamated in 1982. The collections and historic documentation for the two boroughs vary due to differing administrative practices.
- 2.2 Wandsworth Heritage Service holds archives relating to Wandsworth Borough Council and to its predecessor bodies:
 - Wandsworth Metropolitan Borough Council
 - Battersea Metropolitan Borough Council
 - Wandsworth District Board of Works
 - The civic parishes of Battersea, Clapham, Putney, Streatham, Tooting and Wandsworth
- 2.3 The Heritage Service also holds records relating to local people, including letters from the poet Edward Thomas and diaries of local residents. In addition there are several collections of correspondence from local people throughout the 20th century and collections of local political parties.

3 Why collections need development

- 3.1 The Heritage Service aims to keep records of archival value, which can be defined as:
 - Those records most capable of documenting change, continuity and development over time and of assisting historical interpretation of such changes

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- Those records which have the highest concentrated informational value in documenting the development over time and primary functions of organisations within the borough as a whole
- 3.2 The records currently have a bias towards civic records and established communities within the borough, with very few records of businesses, charities or religious and cultural institutions. This is partly due to the collecting remit of London Metropolitan Archives, which collects many of the religious archives for the borough, but also reflects a lack of active collecting by the Heritage Service in the past. Consequently the archives do not reflect the many new communities who have made their home in Wandsworth, or the business and charitable activities of the borough's residents.

4 Development objectives

- 4.1 Consult with historical, amenity and community groups within in the borough and with Heritage Wandsworth, to determine a Collection Plan, which will be regularly reviewed.
- 4.2 Establish links with various cultural and religious groups within the borough with a view to establishing what the barriers to use of the Heritage Service are considered to be, and how these might be overcome.
- 4.3 Contact local businesses and organisations to see if they hold archive material and if they would consider depositing it with the Heritage Service. If they would prefer to retain it, the Heritage Service will establish what conditions of access are attached to the material.
- 4.4 Work with new communities to encourage a sense of place and shared cultural heritage within Wandsworth, and to establish and develop a relationship between those communities and the Heritage Service. This will be done in partnership with the Library and Heritage Service's Senior Community Librarians and with community groups.
- 4.5 Ensure that any material taken in is stored safely and securely and will seek to improve and extend existing storage in order to support collection development.