

Conservation Plan

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1	Mar 2017	New document
2	Mar 2018	Updated

North East Lincolnshire Archives

Collections Care and Conservation Plan, 2018-2022

The Conservator will carry out preventative and remedial conservation work in order to protect the collections in our care and to make fragile and damaged items available to researchers. Many of the tasks are on-going or reactive, so timescales are not included in this plan. The following tasks have been identified as core elements required to deliver the conservation needs of the service:

On-going tasks

- Regularly monitor temperature and humidity levels within the repositories. Take remedial steps to maintain conditions as close as possible to PD5454:2012 by adjusting the air handling settings and using de-humidifiers.
- Monitor for any evidence of mould and treat any affected items to prevent the risk of spores spreading.
- Carry out annual check on the contents of NELA's disaster kit.

Background Projects

- Flatten/relax Court Rolls.
- Re-package oversize maps in Tyvek.
- Create custom boxes for oversized documents or those requiring special protection.
- Bind electoral registers annually.
- Encapsulate fragile paper items.

Reactive Projects

- Carry out remedial repairs to a suitable level as and when relevant items are identified.
- Carry out external commissions as they arise.
- Carry out binding and paper repairs for Library Service as and when identified.

Advice and Training

- Provide advice to staff, members of the public, and organisations on correct handling methods, document storage and preventative conservation techniques.
- Make recommendations to archivists and management relating to improvements in storage of collections, including reconfiguration of storage areas, movement of collections, and the potential to store more maps flat in cabinets.

- Assist the archivist with updating the Collections Care and Conservation Policy and NELA's Emergency Manual.

Collections requiring specific work

- Grimsby Mayors' Books. These are core records of the borough, but the bindings are in very poor condition. External funding will be sought so that suitable repairs can be carried out.
- Building plans. A large proportion of these are drawn on tracing paper, which is folded several times. In cases where the tracing paper has become brittle, damage is caused when unfolding the plans. As such items are requested for consultation they should be flattened and damage treated.
- Plans of the Grimsby Borough Engineer. NELA purchased a large order of plan boxes in March 2018 and the conservator is currently re-boxing the Borough Engineer's plans, which were previously loose on the shelves. This work is quite time-consuming, as many of the plans require cleaning and re-wrapping in Tyvek. We anticipate that the project should be completed within 6 months.

North East Lincolnshire Archives – Updated March 2018.