

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 21 February 2013

10.30 am

Town Hall, Glebe Street, Stoke-on-Trent, ST4 1HH

John Tradewell
Director of Law and Democracy
13 February 2013

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of the meeting held on 22 November 2012** (Pages 1 - 4)
4. **Annual Implementation Plan, 2012-13: Predicted Outturn** (Pages 5 - 16)

Report of Director for Deputy Chief Executive and Director for Place and Director of Adult and Neighbourhood Services

5. **Predicted Outturn 2012/13 and Proposed Revenue Budget** (Pages 17 - 26)

Joint report of the Director of Finance and Resources and the City Director of Corporate Services

6. **Review of Preservation and Conservation Policy** (Pages 27 - 42)

Report of Director for Deputy Chief Executive and Director for Place and Director of Adult and Neighbourhood Services

7. **Date of next meeting - 20 June 2013**

The meeting will be held in the County Record Office, Eastgate Street, Stafford.

8. **Exclusion of the public**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

PART TWO

(All reports in this section are on pink paper)

Nil

Membership

Janine Bridges (Chairman)
Pat Corfield (Vice-Chairman)
Ian Parry
Jeremy Oates (Observer)

Substitutes
Gwen Hassall (Substitute)
Mike Maryon (Substitute)
Liz Staples (Substitute)

Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee meeting held on 22 November 2012

Present: Pat Corfield (Vice-Chairman, in the Chair), Gwen Hassall, Liz Staples, and Jeremy Oates (Observer)

Apologies for absence: Janine Bridges and Ian Parry

PART ONE

9. Declarations of Interest in accordance with Standing Order 16

None at this meeting.

10. Minutes of the meeting held on 21 June 2012

RESOLVED – that the minutes of the meeting held on 21 June 2012 be agreed and signed by the Chairman.

11. Predicted Outturn 2012-13

The Committee considered a joint report of the Director of Finance and Resources and the City Director of Corporate Services detailing the current predicted outturn for the Joint Archive Service for 2011/12 (Schedule 1 to the signed minutes).

Members noted that the latest revenue outturn forecast showed a predicted underspend of £157 which would be transferred to the General Reserve at the end of the financial year. The current balance on the General Reserve was £80,268 of which £9,788 had already been earmarked for alterations / environmental controls at Stoke. Mr. Corfield (Vice-Chairman in the Chair) commended the budget.

The Archive Acquisition Reserve had a current balance of £62,342 towards the purchase of new collections. The Head of Archive Services gave details of the Manor Court Book and Hatherton Diary purchased using the Acquisition Reserve following a question from Mrs. Hassall.

RESOLVED – that the report be received.

12. Review of Fees and Charges 2013-14

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services (Schedule 2 to the signed minutes) detailing proposed amendments to the scale of fees and charges to be applied by the Joint Archive Service with effect from 1 April 2013.

The Archive Service fees and charges had been reviewed on an annual basis for a number of years to allow the Service to adapt its services according to demand and cost of provision. The review was intended to be a balanced approach which encourages use of the services whilst still ensuring that income was generated to support the running of such services.

The Committee noted that the standard sources for income generation for the Archive Service were: a range of copying services; the sale of photographic permits; research, transcription and certification services; sales of publications; donations; and fees for talks by and group visits to the Archive Service.

The Head of Archive Services detailed the key amendments to the fees and charges to the Committee. She informed them that the review had been carried out in consultation with staff; a benchmarking exercise with neighbouring archive services; and an annual consultation forum with a mix of archive users, partners and stakeholders within the service. The proposed fees and charges detailed in the report were recommended for approval as they represent a fair and reasonable increase.

The Chairman asked that the Committee's thanks be passed to the staff for their excellent work and dedication to the archive service.

RESOLVED – that the fees and charges detailed in Appendix 2 of Schedule 2 to the signed minutes be approved for introduction by the Joint Archive Service from 1 April 2013.

13. Update on Digitisation of Key Family History Resources

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services (Schedule 3 to the signed minutes) updating them on the proposal to digitise key family history sources.

The Archive Service had continued to work on the proposal and had kept the Committee up to date with the plans since originally reported in February 2012. They had been assisted by the County Councils Procurement and Legal teams to develop an Invitation to Tender and Proposal Contract. There had been a delay due to the legal process required between the County Council and the Diocese, although the Diocese would now provide a letter of support, following consultation.

The proposal would be posted on the County Council's website in November to give commercial providers the opportunity to bid against it. It was hoped that a successful bidder would be appointed in December for the contract to start as soon as possible. The length of the contract would be ten years, with a break at seven years, and there would be an option to add in other material to the digitisation project. The Committee noted that the Staffordshire Archive Service would still own the digitised material and the information would be free to users through the Archive Service and libraries in Staffordshire and Stoke-on-Trent.

The estimates of likely income were difficult to provide however but it was anticipated that it could generate an additional £25-30,000 income for the service. Although the launch of content online will affect existing income generated through photocopies and research, which was factored into these predictions.

RESOLVED – that the update on the digitisation of key family history collections be noted.

14. Proposals to relocate William Salt Library to Staffordshire Record Office

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services (Schedule 4 to the signed minutes) detailing proposals to relocate the William Salt Library to the Staffordshire Record Office, and re-launch the two services and rebrand them.

The Committee noted that: the current William Salt Library building does not provide adequate storage and environmental conditions for the collections to modern standards; the Library was run in parallel with the Record Office but public access to the building was difficult; relocating the Library offered opportunities to deliver access to archive and local studies collections in one redeveloped research facility and this facility would offer a single site with improved public access to the Library collections alongside those of Staffordshire Record Office; and the new development would offer more cost effective public access to the county's historic collections.

They noted that the William Salt Library collections and building was owned by the William Salt Library Trust and it was run under a Charity Commission scheme to ensure that the collections were accessible to the public. The Head of Archive Services had developed a business case for relocation of the collection as requested by the Trust following an extraordinary meeting of the Trust in July 2012.

The proposal was to move the collection from the Library and relocate it to Staffordshire Record Office and bring it together with the archive collections held there. The proposal also included the re-design of the Staffordshire Record Office public and office areas to accommodate the collection and the staff from the Library. It would give the opportunity to re-position and launch the service as the 'Staffordshire History Centre' or similar concept catering for a wide audience in Staffordshire. It would also complement the digitisation project as this will change the way people use the Archive Service.

RESOLVED – that the proposal to (a) relocate the William Salt Library to Staffordshire Record Office be received.

(b) re-launch the two services and rebrand them be received.

15. Date of next meeting - 21 February 2013

RESOLVED – that the next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee would take place on Thursday 21 February 2013 at 10.30 am at the Civic Centre, Stoke-on-Trent.

Chairman

Local Members Interest	
Members' name	Electoral Division
N/A	

Staffordshire and Stoke on Trent Joint Archive Committee 21 February 2013

Staffordshire and Stoke on Trent Archive Service: Annual Service Plan 2012/2013: Predicted Outturn Performance

Recommendation(s)

1. That this report informing the Committee on the predicted outturn against the targets set in Joint Archive Service's Annual Service Plan is received and noted.

Report of Director for Place and Deputy Chief Executive (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

2. The Archive Service has made good progress against its targets this year and a more detailed summary is set out at Appendix 2 to this report. The predicted performance indicators to 31 March 2013 are recorded in Appendix 3.

Background

3. The Annual Service Plan sets the annual targets for the performance of Joint Archive Service. These targets work towards the overall achievement of the Archive Service's current three- year service objectives, which are set out in its Forward Plan, 2012-2015, approved by the Joint Archives Committee at its meeting on 23 February 2012. The key achievements are highlighted below.

4. An integrated onsite and online customer experience

The Archive Service has retained the Customer Service Excellence Standard and achieved compliance plus for its community engagement work. The Service also maintained its 99% customer satisfaction rating overall despite implementing reductions in opening hours at two of its service points. Excellent progress has been made on the Digitisation Project with the award of the tender due at the end of March.

5. An innovative online presence which showcases Staffordshire's archives

The most significant development this year has been the launch of the Archives and Heritage Facebook page which has enabled the Archive Service to reach new audiences. The site has attracted over 100 likes and on average 8 articles a month are published. The Service has also attracted grant funding

from the National Archives for the digitisation of the Manorial Documents Register for Staffordshire. This work helps to raise awareness of the service's collections and elevate its profile.

6. Engagement with Staffordshire's communities to strengthen their identity and place

This year the Rural Roadshow was held in Rolleston-on-Dove and attracted a high proportion of the local community. The success of the event was down to successful partnership working with local groups and was also supplemented with a visit from the Museum on the Move. Requests continue to come in to run this event around the county. The Children on the Move evacuees' project was completed with the launch of the website and touring exhibition. The website has attracted over 5,000 visits so far and it is expected to exceed 6,000 for the year. The Archive Service has also benefitted from a successful bid for Arts Council funding lead by the County Museum and Staffordshire Museum Consortium. The project is scoping work for the First World War Centennial and will help inform future work for the Archive and Heritage Service and partners. This will be a key area of activity over the next five years.

7. Celebrate and discover Staffordshire's history

This year has seen the completion of the final phase of the Cultural Olympiad programme. The second Staffordshire History Day in partnership with Keele and Birmingham Universities has been organised due to run on 9 March and is likely to attract a similar amount of interest to the previous year. The Service has redeveloped its family history course which is running at the moment. The course filled up quickly indicating continued interest in this area.

8. A sustainable high performing service which provides leadership for the Archives and Heritage sector

The Service has completed improvements to strongrooms at Stoke on Trent City Archives which means that the whole Service can now be re-inspected by the National Archives. This is a requirement for Places of Deposit with inspection being repeated at regular intervals or if there has been a change in service provision. Great progress has been made in the development of proposals to relocate the William Salt Library Collection with public consultation being carried out in November.

9. Improving and promoting user access to Staffordshire's archive collections

Work has continued steadily to improve the level of information about collections and add more entries to the online catalogue. Targets in this area were revised last year following the restructure of the Archive Service. As such some targets are new and did not have a baseline figure. This is why some targets have not been met or exceeded by some margin. The targets will be reviewed this year. The Service was successful in its bid for the Bradford Collection cataloguing to be completed with £40,000 received from the National Cataloguing Grants Scheme. The collection is also being worked on as part of a Collaborative Doctoral Award in partnership with Keele University.

10. Delivering high quality care of Staffordshire's archive collections

The Annual Conservation programmes have been successfully delivered. The Web Archiving project was completed in partnership with the National Archives. Work has been carried out to rationalise space in both Staffordshire Record Office and Unit QB Outstore. This work forms part of the preparatory work for the relocation of the William Salt Library. Further conservation work was carried out on the William Salt Library collections.

9 Extend volunteer working to provide new opportunities for people to increase their skills and increase access to collections

The volunteer programme has continued to make good progress completing a section of the tithe map indexing project. A key development has been the launch of a new volunteer group at Staffordshire Record Office. This group is working on packaging and preservation work to improve the storage of collections. The new group are keen and very enthusiastic.

10. Local Performance Indicators

The performance indicators were revised at the Joint Archive Committee on 21 June 2012. Some new targets were set including one for Usages of the Archive Service. This figure is set to exceed the target predominantly due to the continued increase in online access to Archive Service websites and resources.

Attendances at events has dropped by about 25%. This is because the previous year was boosted by the Out of Darkness exhibition visits compared to this year when no exhibition has been held.

Volunteer hours are likely to drop by about 15%. This is compared to very high levels over previous years and is partly due to changes in membership of some of the groups as well as ill health for some volunteers.

The approaches target is not likely to be met this but again is compared to continued previous high performance. Last year's outturn was assisted by survey work related to the For the Record project for the Cultural Olympiad.

Performance against the customer satisfaction target has been maintained. It had been predicted that overall satisfaction would fall after reductions in opening hours but this has not seen. However there have been comments about the changes to opening hours.

Appendix 1

Equalities implications:

The service continues to offer choice in the way its services are accessed and has delivered a range of events onsite and offsite to reach a variety of audiences.

Legal implications:

The work of the Archive Service is governed by the Joint Agreement and other legislation to allow both authorities to meet their legal obligations.

Resource and Value for money implications:

The Archive Service delivers a range of work which is measured in a number of ways.

Risk implications:

Risks of not meeting performance targets are partly governed by resources.

Climate Change implications:

The revised indicators note attendance at onsite and offsite events including community events which have been delivered to avoid unnecessary travel. It also reflects the increased use of online resources.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Annual Service plan bi-monthly reports 2012-2013	Joanna Terry/Place/ x278370

**STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE
SERVICE PLAN, 2012-2013
Performance against targets: predicted outturn**

Outcome 1	An integrated onsite and online customer experience
Key priorities & workstreams	Priority 1: Maintain compliance of the Archive Service against the Customer Service Excellence Standard <ul style="list-style-type: none"> • Achieved full compliance against Customer Service Excellence Standard and compliance plus for community engagement work • 99% satisfaction rating overall (based on local analysis of results) in national Visitors to British Archives Survey 2012 • Carried out first survey of volunteers across the service
	Priority 2: Extend channels of public access to the Archive Service to Staffordshire residents and world wide users <ul style="list-style-type: none"> • Tender documents live for digitisation of key family history sources with a commercial provider • Completed microfilming of 1901 electoral register with funding from Friends organisation • Delivered 6 family history surgeries in Staffordshire Libraries • Provided 45 one to one support session for Ancestry.com in Stoke on Trent Community Libraries
	Priority 3: Improve the Archives User experience <ul style="list-style-type: none"> • 8 sessions delivered on Making the Most of the Archive Service • Family History Club continued operating more independently • Mentor/buddy system trialled at Staffordshire Record Office • Six documents 'featured' through onsite exhibition case at Staffordshire Record Office
Outcome 2	An innovative online presence which showcases Staffordshire's collections
Key priorities & workstreams	Priority 1: Further develop and promote new and existing online archive resources <ul style="list-style-type: none"> • Three more communities live on Staffordshire Places website • 98 countries live on the International Staffordshire website – Olympic Legacy project

	<p>Priority 2: Develop and publish further online name indexes to increase public access into Staffordshire's archives</p> <ul style="list-style-type: none"> • Index to Wills in the Diocese of Lichfield extended by further 20 years • Index to canal boat register completed <p>Priority 3: Develop new archive content website to reach new audiences and increase user participation</p> <ul style="list-style-type: none"> • User feedback analysed and assessed for new content • New content launched on Archives & Heritage Facebook site in October 2012 with over 100 likes • Funding secured from National Archives for Manorial Documents Register digitisation Project • Over 260,000 online visits to Archive Service websites are predicted (221,000 so far)
Outcome 3	Engagement with Staffordshire's communities to strengthen their identity and place
Key priorities & workstreams	<p>Priority 1: Deliver activities and support to drive community engagement</p> <ul style="list-style-type: none"> • Delivered rural roadshow at Rolleston on Dove with 315 attendees on the day (approx 10% of local population). The exhibition was used in the parish in the following month at a flower show when 800 people (25% of the local population) saw it. • Children on the Move website launched with almost 6,000 visits and exhibition will have toured to 6 venues by the end of March. • Successful bid for Arts Council funding (£80,000) through Staffordshire Museum Consortium to scope WW1 centennial projects and Great War trail •
	<p>Priority 2: Offer opportunities for people to learn new skills and make a positive contribution to their community</p> <ul style="list-style-type: none"> • Six school visits and three undergraduate evening classes for Keele University
Outcome 4	Celebrate and discover Staffordshire's history
Key priorities & workstreams	<p>Priority 1: Promote Staffordshire's history to its residents and visitors</p> <ul style="list-style-type: none"> • 25 talks to local groups by the Archive Service and over 30 by the Museum Service
	<p>Priority 2: Deliver final phase of planned programme for Cultural Olympiad</p> <ul style="list-style-type: none"> • International Staffordshire website completed and publicised • Event in Market Square delivered in partnership with County Museum, Library & Arts Service, and Tourism service

	<p>Priority 3: Deliver programme of formal and informal learning activities for adults</p> <ul style="list-style-type: none"> • Two partnership study days delivered with Historic Environment Team and Victoria County History • Second Staffordshire History Day organised in partnership with Keele and Birmingham Universities • Lichfield Treasures Day and Heritage Open Day delivered at Lichfield and Staffordshire Record Offices • Family History Course delivered at Staffordshire Record Office • Over 2,400 attendances at events predicted
Outcome 5	A sustainable high performing service which provides leadership for the Archives & Heritage Sector
Key priorities & workstreams	<p>Priority 1: Continue and maintain improvements in the skills of the staff</p> <ul style="list-style-type: none"> • Annual Training and Development Programme delivered including support for three staff on distance learning course to qualify as archivists and five staff attending Culture and Tourism Staff Conference
	<p>Priority 2: Continue and maintain improvements in the standard, quality and performance of the Archive Service</p> <ul style="list-style-type: none"> • Review of Preservation and Conservation Policy completed. Audience development, and cultural diversity policies deferred pending development of Cultural Strategy. Volunteer Policy review postponed to allow assessment of survey results. • Annual Health and Safety Plan delivered • Inspection by National Archives of Staffordshire Record Office, Lichfield Record Office and Stoke on Trent City Archives organised for April 2013. • Local Performance Indicators reviewed and updated
	<p>Priority 3: Improve service marketing, communications and profile</p> <ul style="list-style-type: none"> • Due to deliver presentation at National Archives Seminar on Collaborative Doctoral Award with Keele University • Training sessions on Family History sources delivered to Library and Information Services staff • Continued promotion of Staffordshire Name Indexes site through family history listservs
	<p>Priority 4: Deliver partnership working commitments</p> <ul style="list-style-type: none"> • Ongoing dialogue with Lichfield Diocese over the Digitisation project • Partnership work with Lichfield Cathedral

	<ul style="list-style-type: none"> • Development of William Salt Library relocation proposals and carried out public consultation • Archive Service commitments in Victoria County History delivered
Outcome 6	Improving and promoting user access to Staffordshire's archive collections
Key priorities & workstreams	Priority 1: Current cataloguing and acquisition <ul style="list-style-type: none"> • Almost 2000 new catalogue entries on Online Catalogue • 100% of collection level (summary descriptions) created for collections not catalogued in this financial year • 200 approaches for archive collections predicted
	Priority 2: Reduction of cataloguing backlog <ul style="list-style-type: none"> • 5,300 new back catalogue entries added to Online Catalogue (new target of 3,500 this year) • Completed successful bid to National Cataloguing Grants Scheme for Bradford Collection • Started PhD placement as part of Collaborative Doctoral Award with Keele University
	Priority 3: Improve the information value and publicity of the online catalogue for archive users <ul style="list-style-type: none"> • 500 catalogue entries from volunteers to be imported into Online Catalogue • 5,424 catalogue entries imported from staff work into Online Catalogue • 450 additional name authority records created • 62 improved collection level descriptions
Outcome 7	Delivering high quality care of Staffordshire's archive collections
Key priorities & workstreams	Priority 1: Deliver annual conservation and collections management programmes <ul style="list-style-type: none"> • Annual conservation programme delivered including Sutherland Papers Conservation Plan Phase 6
	Priority 2: Implement actions arising from digital preservation policy <ul style="list-style-type: none"> • Continued cataloguing of digital images to improve access and allow further use • Web Archiving Project with National Archives completed
	Priority 3: Management of strongrooms and stores to maximise available space <ul style="list-style-type: none"> • Rationalisation of space across Staffordshire Record Office and Outstore to support William Salt Library relocation project
	Priority 4: Deliver William Salt Library conservation programmes <ul style="list-style-type: none"> • 16 more titles sent for conservation as part of planned programme • Annual conservation programme completed

Outcome 8	Extend volunteer working to provide new opportunities for people to increase their skills and increase access to collections
Key priorities & workstreams	Priority 1: Maintain and develop Archive Service Volunteer scheme <ul style="list-style-type: none"> • Totmonslow phase of Tithe Project on target for completion • Indexing of Peculiar Court Wills 1730 – 1750 completed • NADFAS Staffordshire Advertiser and Assize Court indexing continuing • New volunteer scheme to assist with preservation and packaging launched in September • 3,500 (estimated) volunteer hours given to the Service
	Priority 3: Provide work experience placements to support prosperity in Staffordshire <ul style="list-style-type: none"> • Three school placements delivered • One special needs volunteer started since December

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE:

APPENDIX 3

REVISED LOCAL PERFORMANCE INDICATORS 2012/2013

Indicator	Outturn 2011/2012	Target 2012/2013	Predicted Outturn 2012/2013
Use of Archive Service			
1. Usages of the Archive Service <ul style="list-style-type: none"> • personal visits • online visits, • email postal and telephone enquiries and orders 	232,535	237,000	288,000
Engagement with the Archive Service			
2. Attendances at: <ul style="list-style-type: none"> • events and celebrations • talks by our staff • educational and community group visits to our offices 	3,259	2,908	2,400
3. Number of volunteer hours	4,888	4,600	4,252
Customer Satisfaction			
4. Percentage of onsite users expressing satisfaction with overall service and facilities (very good and good)	99%	99%	99%
Collecting Activity			
5. New archival collections and unconcluded negotiations with donors or depositors	242	220	200

Local Member Interest	Nil
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STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

21 February 2013

Joint Report of the Director of Finance & Resources and the City Director of Corporate Services

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2012/13 AND PROPOSED REVENUE BUDGET 2013/14

1. Purpose of Report
 - 1.1 To present the current predicted outturn for the Joint Archive Service and to consider the budget position for 2013/14.
2. Summary
 - 2.1 The latest revenue outturn forecast shows an underspend of £2,313 at the end of the financial year. The current balance on the General Reserve is £66,734.
 - 2.2 The Archive Acquisition Reserve has a balance of £62,342 for the purchase of new collections.
 - 2.3 The proposed revenue budget for 2013/14 of £668,180 will be funded by the County Council (77.31%) and the City Council (22.69%). These percentages reflect the respective population levels of the two authorities at June 2011.
3. Recommendations
 - 3.1 That the report be received.
 - 3.2 That the revenue budget proposed for 2013/14 be approved and submitted to the County Council for consideration.
4. Predicted Outturn 2012/13
 - 4.1 The predicted outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £658,337

compared with an approved budget of £660,650. This gives an underspend of £2,313 which will be transferred to the General Reserve.

- 4.2 The County is anticipating an underspend of £673 which is due to savings on staff oncosts and Audit fees. This has been offset in part by lower than anticipated income.
- 4.3 The City Council expects an underspend of £1,640 which is mainly due to savings on supplies and services and staffing budgets. This has been offset in part by lower than anticipated income.

5. Reserves

- 5.1 There are two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve.
- 5.2 It is anticipated that the General Reserve will close with a balance of £66,734 (as set out in Appendix 2) plus the underspend for 2012/13. All ongoing projects which were to be funded from reserves have now been completed.
- 5.3 There is currently a balance of £62,342 on the second reserve, the Archive Acquisition Reserve.

6. Revenue Budget 2013/14

- 6.1 The detail of the proposed revenue budget for 2013/14 can be found as appendix 3 to this report. The proposed budget of £668,180 has increased by 1.1% when compared to the estimate for the current year.
- 6.2 Under the Joint Archive Agreement the total cost of the service is currently apportioned between the two authorities 77.59% (County) and 22.41% (City), based on the June 2010 population estimates for the County and the City. It is proposed to revise the apportionment of revenue costs to reflect the latest available respective population levels at (as at June 2011). This will increase the percentage charge to the City Council to 22.69% for 2013/14, with a corresponding decrease in the County Council's percentage share to 77.31%. The proposed revenue budget has been apportioned on this basis and the County's proposed share of the costs is £516,570 and the City's £151,610. Both authorities have sufficient budgetary provision to meet these costs.

7. Personnel and Equal Opportunities

- 7.1 This report has been prepared in accordance with the policies of the County Council and the City Council on personnel and equal opportunities.

Charles Stewart

Assistant Chief Executive &
Director of Corporate Services

Andrew Burns

Director of Finance and
Resources

Background Documents

Non Public: Joint and Other Archive Services 2012/13 and 2013/14
Files

Contact Officers

Kaye Chadwick Finance and Resources
01785 278416 Staffordshire County Council

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Joint Archives Service
Predicted Outturn Position 2012-13

APPENDIX 1

	Core Services			Staffordshire County Sites and Public Services			Stoke City Sites and Public Services			Total for service		
	Current Estimate 2012/13 £	Actual Expenditure as at Feb 2013 £	Predicted Outturn 2012/13 £	Current Estimate 2012/13 £	Actual Expenditure as at Feb 2013 £	Predicted Outturn 2012/13 £	Current Estimate 2012/13 £	Actual Expenditure as at Feb 2013 £	Predicted Outturn 2012/13 £	Current Estimate 2012/13 £	Actual Expenditure as at Feb 2013 £	Predicted Outturn 2012/13 £
Expenditure												
Employees	329,000	272,941	329,886	234,920	82,475	231,826	88,970	62,513	84,000	652,890	417,929	645,712
Training	1,200	818	1,200	0	0	0	870	450	870	2,070	1,268	2,070
Transport	1,900	1,161	1,548	200	0	0	300	28	100	2,400	1,189	1,648
Supplies and Services	5,740	1,214	5,557	29,540	14,077	28,867	20,030	44,160	66,534	55,310	59,451	100,958
Total Expenditure	337,840	276,134	338,191	264,660	96,552	260,693	110,170	107,151	151,504	712,670	479,837	750,388
Income												
Grants & Reimbursements										0	0	0
Sales				13,940	9,034	11,065				13,940	9,034	11,065
Fees & Charges				22,360	14,185	19,000	7,550	2,909	4,000	29,910	17,094	23,000
Miscellaneous	2,900	3,270	3,270	3,800	3,716	6,710				6,700	6,986	9,980
Transfers from reserve	0	0	0	1,470	1,472	1,472		46,534	46,534	1,470	48,006	48,006
Total Income	2,900	3,270	3,270	41,570	28,407	38,247	7,550	49,443	50,534	52,020	81,120	92,051
Net Expenditure	334,940	272,864	334,921	223,090	68,145	222,446	102,620	57,708	100,970	660,650	398,717	658,337
										PREDICTED UNDERSPEND		-2,313

JOINT ARCHIVES GENERAL RESERVE**APPENDIX 2**

21 February 2013

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
Balance brought forward 1 April 2012	65,556	47,712	113,268
2012/13			
Alterations/Environmental Controls at Stoke		46,534	46,534
	<hr/>	<hr/>	<hr/>
	65,556	1,178	66,734
Earmarked items			0
Balance Available	65,556	1,178	66,734

JOINT ARCHIVES ACQUISITION RESERVE

Balance brought forward 1 April 2012	63,814	0	63,814
2012/13			
Manor Court Book and Hatherton Diary	1,472	0	1,472
Balance Available	62,342	0	62,342

**Staffordshire and Stoke-on-Trent
Joint Archives Service
Budget 2013-14**

Appendix 3

	Core Services	Stafford	Lichfield	Burton	Stoke-on-Trent	Joint Archives 2013/14
	£	£	£	£	£	£
<u>Expenditure</u>						
Employees	337,180	162,060	66,110	1,000	92,390	658,740
Training	1,200				870	2,070
Transport	1,900	100	100		300	2,400
Supplies and Services	5,740	22,240	5,830		20,030	53,840
Total Expenditure	346,020	184,400	72,040	1,000	113,590	717,050
<u>Income</u>						
Sales		10,550	1,430			11,980
Fees & Charges		10,100	9,340		7,550	26,990
Miscellaneous	2,960	6,330	610			9,900
Transfers from reserve						0
Total Income	2,960	26,980	11,380	0	7,550	48,870
Net Expenditure	343,060	157,420	60,660	1,000	106,040	668,180

Funded by: Staffordshire **516,570**

Stoke-on-Trent **151,610**

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 February 2013**

**Staffordshire and Stoke on Trent Archive Service: Preservation and
Conservation Policy**

Recommendation(s)

1. That the revised Preservation and Conservation Policy for Staffordshire and Stoke on Trent Archive Service, as at Appendix 1, be approved.

**Report of Director for Place and Deputy Chief Executive (Staffordshire
County Council) and Director of Adult and Neighbourhood Services
(Stoke on Trent City Council)**

Reasons for Recommendations

2. The review has updated the Policy to reflect changes in standards, best practice and current working methods for the Service.

Background

3. Stewardship, that is preservation and conservation, is a core function of the Joint Archive Service. These responsibilities follow from the fundamental collecting activity of the Service. The Preservation and Conservation Policy is therefore a key and underpinning policy document.

4. The first Preservation and Conservation Policy for the Joint Archive Service was drawn up and approved in 2001, with further revisions in 2004, 2009, and 2010. The revised Policy for 2013 is attached at Appendix 1.

5. A new Archive Accreditation standard is being developed with a draft version available for comment. The new standard is due to come into force in the summer of 2013. The draft standard requires archive services to have a policy on collections care and preservation to ensure the long-term preservation of and access to the collection.

6. This Policy provides the basis for the technical function of collections care, which is carried out by the Archive Service. It sets out our commitments and responsibilities to ensure that the irreplaceable archives in our care are handed on to future generations in as good a condition as we can achieve. This area of activity has remained largely unaltered and the content of the policy is largely unchanged.

7. However the Policy has been updated to take account of revisions to standards for the care of collections; new ways of working for annual work

programmes and highlighting the advice and training given by staff of the Archive Service to creators of archives.

8. The British Standard BS5454 has been changed to PD5454: 2012, Guide for the Storage and Exhibition of Archival Documents. This change is pending the development of a European Standard. The policy has been updated to make reference to this new Guidance. The main changes include a broader range of temperature and relative humidity for archive repositories. This change will allow the Archive Service to reassess its use of air conditioning in its strongrooms to reduce the impact on the environment.

9. The section on the Annual Work Programmes has been updated to reflect the fact the cleaning and care is carried out at each of the three repositories. This work has been supplemented by a new volunteer group at Staffordshire Record Office assisting with preservation and packaging projects.

10. A new section on Preservation and Owners of Documents has been added. This acknowledges the wider role that the Archive Service plays in advising owners and organisations who are the creators of archives to ensure that documents are correctly cared for. This advice can often lead to deposit of material with the Archive Service. The Service also plays a role in supporting local groups and communities carrying out their own projects which may involve the collection or preservation of archives.

11. A copy of the supporting information leaflet, In Safe Keeping, issued to all new users of the Joint Archive Service, is attached at Appendix 2. This guidance is unchanged.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Staffordshire and Stoke on Trent Archive	
Service: Preservation and Conservation Policy	
In Safe Keeping Guidance	

Appendix 1

Equalities implications:

The underlying purpose of the Preservation and Conservation Policy is to ensure that access to original documents or to their content can be provided to as wide a range of the public as possible.

Legal implications:

The Terms of Deposit for the Joint Archive Service make full reference to the preservation and conservation work of the Service, so that the owners of documents are aware of this at the time of depositing their documents.

Resource and Value for money implications:

Provision is made within the Joint Archive Service revenue budget for preservation and conservation activity. The Preservation and Conservation Service is carried out from one facility for the whole of the Service offering excellent value for money.

Risk implications:

The main risk is associated with not carrying out preservation and conservation work to ensure ongoing access to archival collections.

The Joint Archive Service Terms of Deposit includes a clause that depositors, who subsequently withdraw their collections from the care of the Service, may be charged for any conservation work which has been carried out on their documents.

Climate Change implications:

The Policy has been updated to meet PD5454 which allows for a broader range of temperature and relative humidity within archive strongrooms. This means that the Service will be able to assess its use of air conditioning with the aim of introducing new practices to reduce the impact on the environment.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

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Appendix 2

**STAFFORDSHIRE AND STOKE – ON - TRENT ARCHIVE
SERVICE**

PRESERVATION AND CONSERVATION POLICY

1. INTRODUCTION

- 1.1 The role of the Staffordshire and Stoke – on - Trent (Joint) Archive Service is to locate, collect, preserve and to make available, now and in the future, unique and irreplaceable archive collections relating to past and present life in the county of Staffordshire and the city of Stoke on Trent.
- 1.2 We have a clear responsibility to ensure that the archive collections in our care are handed on beyond the current generation in as good a physical condition as possible. The long - term preservation of archives means more than their rescue from imminent destruction or the remedial processes of repairing physical damage in order to enable use and prevent further deterioration. Preservation underpins the work of the Joint Archive Service and is integral to our service delivery. Through our staff training programmes and customer service policies, we encourage a strong preservation ethos among staff and users of the Archive Service
- 1.3 We aim to meet nationally defined standards in relation to the storage, preservation and conservation of archives. We also aim to follow best practice as set out by national guidelines.
- 1.4 Owners of archive collections, who deposit their documents with the Joint Archive Service, are advised of our commitment to the preservation and conservation of their documents in our Terms of Deposit. The Terms of Deposit set out that we will store the records in secure and appropriate environmental conditions and will take all reasonable precautions to preserve the records from damage, loss or theft. The Terms also state that we will take a number of actions to preserve the documents including: copying; carrying out remedial conservation; and withholding from public access documents in a fragile condition until remedial measures can be put in place to make them available for use safely.
- 1.5 A separate policy document is in place for the preservation of records in digital format.

2. DEFINITIONS

For the purposes of this document:

- 2.1 *Preservation* is defined as the passive protection of an archive where there is no direct physical intervention or chemical treatment of the item.

- 2.2 *Conservation* is defined as the active protection of an archive, using professional conservation processes and techniques and where necessary, chemical treatment in order to prevent further deterioration. Such measures should not adversely affect the integrity of the original document.
- 2.3 *Surrogacy* is the action of replacing an original document with a copy. The purpose is firstly to minimise wear and tear on the original and secondly, to improve and facilitate public access.

3 STANDARDS AND PRINCIPLES

- 3.1 All preventative preservation and conservation work is carried out in accordance with BS4971: Repair and Allied Procedures for the Conservation of Documents.
- 3.2 We aim to comply with [PD5454:2012, Guide](#) for the Storage and Exhibition of Archival Documents¹.
- 3.3 We aspire to best practice in preservation, as set out in Benchmarks in Collections Care, 2011 (Museums, Libraries and Archives Council). [We will continue to assess our service against the checklist provided.](#)
- 3.4 Archive conservation processes must safeguard the authenticity of the original document and should be capable of being reversed without damage to it. No attempt will be made to re-insert words or letters that have disappeared and nothing in the original text must be obscured.
- 3.5 The nature and extent of conservation work must always be evident. Like must be repaired with like. A conservator may add new materials in the course of repair but nothing will be added that is incompatible to the document itself. Evidential holes will not be repaired unless they weaken the fabric of the document.
- 3.6 All new materials used must be chemically inert and of approved archival quality. Materials will be purchased only from approved archival suppliers. They should have known constituents and their use should be supported by adequate testing.
- 3.7 The original format of a document will be preserved where possible and all processes carried out must be properly recorded.
- 3.8 All details of the document, its condition and make-up prior to any minimal or full preservation or conservation treatment and materials, chemicals and methods used are recorded and if appropriate, the document is photographed.

4. ASSESSMENT OF COLLECTIONS

¹ [PD5454:2012, Guide for the Storage and Exhibition of Archival Documents](#) is a revision to [BS5454:2000](#) pending the development of a European standard.

- 4.1 Collections will be initially assessed, cleaned where necessary and, where appropriate, packed in suitable archival storage materials before being placed in the Archive Service strong rooms. Where necessary they will also be dried and any mould removed.
- 4.2 Documents, which have serious mould damage or archives in volatile format such as nitrate film, will be isolated until appropriate action can be taken.
- 4.3 Newly acquired collections are normally fully assessed for their conservation needs as part of the cataloguing process. Collections, deposited with the Archive Service for some time, are assessed as part of planned survey programmes.

5. THE STORAGE OF ARCHIVES

- 5.1 The storage areas in all the premises of the Joint Archive Service aim to meet the [PD5454:2012, Guide](#) for the Storage and Exhibition of Archival Documents. In these areas the temperature and relative humidity is controlled within defined parameters and the environmental conditions are monitored regularly. There is a separate storage area for photographic collections at the Staffordshire Record Office which conforms to different, prescribed environmental conditions.
- 5.2 The environmental and other building systems, including fire detection and suppression, air conditioning and security systems are maintained regularly according to negotiated maintenance contracts. Any incidental problems occurring between maintenance visits are always addressed as they arise.
- 5.3 The management of the storage areas is the overall responsibility of a designated member of staff in each of the three record offices of the Archive Service.
- 5.4 Access to the storage areas is restricted to members of staff only. Contractors working in the storage areas will always be supervised by a member of staff.
- 5.5 Collections in storage are cleaned as part of a prioritised and regular cleaning programme. The storage areas receive regular cleaning using approved cleaning staff.

6. CONSERVATION

- 6.1 The Joint Archive Service holds a very large quantity of documents, which require some form of conservation treatment. This means that priorities for conservation are assessed by staff according to specified criteria. These are:
 - Public demand, both expressed and anticipated
 - Historical/legal significance

- Degree of existing damage and potential future deterioration and degradation
 - Suitability for use of surrogates
 - Collections which are owned outright by the Joint Archive Service
- 6.2 All staff are encouraged to record documents requiring conservation work, for example, those which they may encounter during the course of the working day, in consultation with the Archive service conservators.
- 6.3 All conservation work is carried out in accordance with the standards, principles and best practice set out above at section 3. Our approach is one of minimal intervention.
- 6.4 All conservation work on the collections held by the Archive Service is carried out in the conservation workshop at the Staffordshire Record Office. The workshop is managed in accordance with current health and safety legislation. Every effort will be made to ensure that equipment used in the workshop is kept up to date and in line with developing conservation techniques.
- 6.5 Full records of all conservation treatments carried out are maintained, including photographic records where appropriate.

7. ANNUAL WORK PROGRAMMES

- 7.1.1 Preservation and conservation work is carried out according to annual work programmes, which form targets in the Service's Annual Implementation Plan and in staff personal performance plans. These programmes provide for an allocation of conservation and preservation time for the three record offices of the Joint Archive Service. The programme is determined by the Head of the Archive Service in consultation with the Senior Conservator and the Heads of the Lichfield Record Office and Stoke on Trent City Archives.
- 7.2 The conservation work programme includes the following: a long term conservation project which will be phased over a period of time; documents identified from archivists' conservation assessment sheets; and exhibition work. Responses to pressing and unanticipated needs are accommodated where possible.
- 7.3 The preservation work programme includes: re-packaging and re-boxing programmes; clear labelling for identification and production purposes; the maintenance of location indexes; and the ongoing effective and efficient use of storage space. [It will also include ongoing cleaning according to need shared by the Collections Management staff at each office. Since 2012 a group of volunteers are assisting with preservation and packaging work to support annual programmes.](#)
- 7.4 The range of conservation and preservation work, which can be carried out in any one year, is subject to budgetary provision. All work carried out is reported in the Archive Service's Annual Report.

8. PRESERVATION AND THE PUBLIC SERVICE

- 8.1 Documents which are considered to be too fragile to be handled without further damage to the original will not be produced for consultation before appropriate remedial work has been carried out.
- 8.2 Personal users of the service are made aware of the need to handle documents carefully while they are being consulted. All new users are issued with the Archive Service *Code of Conduct* which sets out handling requirements. This is supported by the Information for Readers Leaflet, *In Safe Keeping*.
- 8.3 It is the responsibility of the reading room staff to guide all users in the proper use of document supports and other protective equipment and to promote awareness among users of preservation issues. Supporting information about the care of documents is displayed in all the Archive Service reading rooms. In addition particular attention is paid to encouraging appreciation for original documents among school pupils visiting our record offices.
- 8.4 In order to protect some types of documents which are in regular use by the public, the Archive Service maintains an annual microfilming and scanning programme [which is now funded by the Friends of Staffordshire & Stoke on Trent Archive Service](#). Where documents have been filmed or scanned, service users are required to use microfiche, microfilm or digital copies. There are very limited exceptions to this. They include severe visual impairment or where in the opinion of the duty archivists, the original state of document, e.g faded inks.
- 8.5 There are some documents in the care of the Archive Service which cannot be photocopied for reasons which include their physical condition, size or format or because they have received extensive conservation treatment. These exceptions are set out in our public leaflet, "In Safe Keeping".
- 8.6 The Joint Archive Service provides a wide range of advertised reprographics options to enable users to obtain copies of such documents without detriment to the document itself. In addition the use of digital cameras is permitted subject to the payment of a photographic permit fee and subject to general handling rules. However, the Archive Service conservators must always be asked to advise on particular handling requirements for documents being photographed extensively by service users. The use of self-service document scanners is not permitted in the Archive Service reading rooms without consultation with the Archive Service conservators.

9. PRESERVATION AND OWNERS OF DOCUMENTS

- 9.1.1 [The Joint Archive provides a wide variety of support to owners of documents whether they are private individuals or organisations. This](#)

advice may be given by archivists or conservators and in some cases may lead to deposit of material with the Service. The purpose of such advice is to ensure the ongoing care and preservation of archives whether they are held by the Archive Service or not.

- 9.2 The Archive Service also offers training and advice to local groups and museums who are undertaking projects to acquire archive and other material to capture the history of their community. This advice may be free or charged for under the Archive Service scale of fees and charges if it is delivered as formal training.

10. STAFF TRAINING

- 10.1 The staff of the Conservation Section of the Joint Archive Service will be appropriately trained and qualified. Conservators will hold [an appropriate professional qualification in Archive Conservation](#). The Senior Conservator will be an 'Accredited Conservator-Restorer' under the 'Professional Accreditation of Conservator-Restorers' scheme run by the Institute of Conservation, [Archives and Records Association](#) and associated bodies.
- 10.2 The staff of the Conservation Section are also required to maintain the currency of their training so that new developments and improvements in archive conservation can be applied within the Archive Service.
- 10.3 All the Joint Archive Service staff, irrespective of their role, receive instruction in the safe and proper handling of documents as part of their induction training when they join the Service. The conservation staff also carry out one refresher course on the handling of documents for staff every year. All members of staff also receive instruction in emergency response treatment for documents.
- 10.4 The staff of the Conservation Section are required to provide guidance and advice to staff in all matters relating to conservation and preservation across the Archive Service.

11. EMERGENCY RESPONSE PLAN

- 11.1 An emergency response plan, which is agreed with the Emergency Services, is maintained, reviewed regularly and updated as required. All staff receive training on how to handle documents in an emergency.

12 EXHIBITIONS

- 12.1 The Archive Service will normally only display original documents in exhibitions only on its own premises and subject to the conditions specified in [PD5454 \(2012\)](#).
- 12.2 Owners withdrawing documents for exhibition are given guidance notes on the display of documents in order to provide security and protection.

12.3 Institutions applying to the Archive Service for the loan of original documents for exhibition are required to provide evidence of their exhibition arrangements for the physical care and security of the documents.

13. REVIEW

13.1 This policy will be reviewed within three years.

Staffordshire and Stoke – on - Trent Archive Service

Original policy May 2001/ Revised March 2004/ Amendments February 2009/
New revision approved March 2010/ New revision March 2013

In Safe Keeping

Our commitment to preserving the archives in our care

The archive collections in the care of the Staffordshire and Stoke on Trent Archive Service are unique and irreplaceable. This leaflet explains the aspects of our preservation policy of the service which relate to the use of documents by members of the public. We ask you to read it before making a personal visit to any of our services: the Staffordshire Record Office, Lichfield Record Office and Stoke on Trent City Archives. We have a responsibility to preserve the documents in our care and, in turn, we ask you too to be aware that archives form an irreplaceable and vulnerable part of our heritage. Your co-operation in helping to ensure their survival is much appreciated.

A HANDLING ORIGINAL DOCUMENTS

If documents are inadvertently mishandled, this can easily result in their further deterioration. We ask you to observe the following basic rules when using archive material.

1. Pencil only must be used in the reading rooms, except when completing registration cards, signing the visitor's book, readers' tickets and completing copyright declarations. If you forget to bring a pencil with you, they are on sale in our reading rooms.
2. Book rests must always be used to support volumes. These will be supplied by the staff on duty who will explain how to use them. If necessary volumes should be held open by the use of book snakes which again will be supplied.
3. Leather-covered map weights should be used to hold flat rolled maps or documents. These are available in the reading rooms.
4. If you are consulting early parchment documents or volumes or glass negatives you will be asked to wear gloves which we will provide. This is because moisture from the hands can rub off ink from a parchment surface or blur the image on a glass negative. For the same reason, please avoid running fingers down documents or the pages of volumes.
5. If you are consulting manuscript maps, we will ask you to place a sheet of archival polyester or perspex over the surface of the map. This is because it is very easy to catch clothing on the edge of the map, especially if the document is not in good condition. Please try to avoid resting your hands on the surface of the map.
6. When tracing documents, a thin sheet of archival polyester, which we will supply, must be placed over the document and a 2B pencil must be used.

**Staffordshire
Record Office
Eastgate Street
Stafford
ST16 2LZ**

Tel: 01785 278379
Fax: 01785 278384

Website:
www.staffordshire.gov.uk/archives

Email:
staffordshire.record.office@staffordshire.gov.uk

7. Please take great care when re-tying bundles of loose documents. The documents in a bundle should be carefully aligned before re-tying. Please be aware that tape can easily cut into the edges of documents. Documents should always be refolded along original fold lines. This is especially the case with wills and inventories.
8. When making notes, please do not rest notepads or paper on documents or volumes.
9. No food or drink is allowed into the reading rooms
10. For reasons of security documents should be returned to the staff as soon as you have finished with them. If you go out for coffee or lunch, please return your documents to the staff before you leave the building.

B COPYING OF DOCUMENTS

1. Indiscriminate copying of original documents is one of the main causes of mechanical damage to them. For this reason we do not photocopy the following types of documents:
 - Volumes including parish and nonconformist registers.
 - Large maps or other documents of a size greater than 2' x 3'. This includes some early bishops' transcripts.
 - Documents with multiple membranes or folios attached at the top or bottom of the document. This may include court rolls, title deeds, wills, some bishops' transcripts and tithe apportionments.
 - Documents which have undergone extensive conservation work. This includes filed and guarded documents such as Quarter Sessions rolls and many maps.
 - Documents which, in the opinion of the Archive Service staff, are considered to be too fragile to copy.

If you are uncertain whether a document can be photocopied or not, the staff will be able to advise you.
2. It is possible to use digital cameras subject to the purchase of a photographic permit and the use of general document handling rules. The Archive Service can provide cameras stands and staff will guide readers in how they should be used to avoid inadvertent damage to the documents. The use of hand held scanners is only permitted following consultation with the duty archivist and the conservation staff.

C SUBSTITUTION

We use substitution throughout the Service to help to preserve documents which are subject to very heavy and regular use by the public. This includes, for example, Anglican parish registers. To preserve the originals, we provide microform copies of these documents for use in the reading rooms. This is not only a preservation measure but also ensures that readers can benefit from the use of our self-service system for microform.

D SMOKING

Smoking is not allowed in any of our premises. We should also advise you that, at the Staffordshire Record Office, we have a very highly sensitive and responsive smoke detection system in place. This means that even smoking in close vicinity to the exterior of the main entrance, can activate the alarms. If you wish to smoke outside the building therefore, please ensure that you move well away from the entrance across the courtyard.

Revised January 2010

