

# Heritage Policy

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Inspire takes a co-ordinated approach to the creation, preservation and the provision of access to the heritage resources entrusted to its care. This policy applies to all aspects of Inspire's heritage output, whether it be delivered by colleagues specialising in archives, local studies, learning, reading, arts, music, or culture.

## Mission Statement

At Inspire we want everyone to discover, value, and share the Nottinghamshire story. We will engage and inspire the people of Nottinghamshire and beyond with the county's heritage, by preserving, protecting and stimulating research, learning, creative and entrepreneurial endeavours, and cultural experience through access to its archives and related heritage resources.

## The Collections

Inspire recognises that the archive collections are loaned from Nottinghamshire County Council for the lifetime of the current contract. The heritage collections amongst the local studies book stock are an asset of Inspire. This policy covers all physical and digital formats which comprise the five million items within the collections safeguarded by Inspire.

Collections of note are:

- The entire archival collection preserved by Nottinghamshire Archives, which dates back to the year 1155 CE
- The local studies collection on the writer DH Lawrence held at Eastwood library
- The local studies collection on the writer Arthur Mee
- The substantial local studies collections at Inspire's strategic libraries: Mansfield, West Bridgford and Worksop, plus those at Newark, Hucknall and Retford

## National and International Standards

Inspire will endeavour to be compliant with:

- The National Archives Accreditation Scheme
- International Council on Archives, General Standard of Archival Description (ISAD (G)), 2<sup>nd</sup> edition, 1999.
- PAS 197:2009 Code of practice for cultural collections management
- BS 4971:2017 Conservation and care of archive and library collections ( or PD5454: 2012 for buildings constructed prior to 2017)
- BS EN 16893:2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections
- National council on Archives PSQG: A Standard for Access to Archives 2008

## Legislation

Inspire will collect, manage, preserve and provide access to the heritage collections within its care in accordance with the following legislation and their subsequent amendments and statutory instruments:

- Public Records Act 1958
- Law of Property Act 1922
- Local Government (Records) Act 1962, 1972
- Copyright, Designs and Patents Act 1988
- Data Protection Act 2018 and the UK GDPR
- Freedom of Information Act 2000 including the Code of Practice on Records Management issued under section 46
- Environmental Information Regulations 2004
- Public Sector Information Reuse Regulations 2015
- Parochial Registers and Records Measure 1978, amended 2003
- The Tithe Act 1936

## Nottinghamshire Archives

Inspire recognises that Nottinghamshire Archives is appointed as a Place of Deposit by The National Archives, and is the official repository for the archives of Nottinghamshire County Council and Nottingham City Council. The repository is also the record office for the Southwell and Nottingham Diocese of the Church of England.

## Collections Management

Inspire will collect proactively archives and records relating to Nottinghamshire (including the City of Nottingham), to provide a balanced and continuing record of all aspects of the life of the county and its communities over the past ten centuries.

Inspire will seek to acquire, preserve and provide access to the archives of:

- Nottinghamshire County Council and Nottingham City council and their predecessor authorities
- Other local authorities and their predecessors
- Public Records and Manorial documents as appropriate to the agreement with The National Archives
- The Diocese of Southwell and Nottingham including diocesan, archdeaconry (from 1884), deanery and parish records
- The Dean and Chapter of Southwell
- Individual members of the general public
- Community groups
- The corporate memory of Inspire
- Organisations such as business, religious bodies, landed estates, societies, charities, etc.
- Regional bodies which have their headquarters within the geographical county's boundary.

Archives originating outside the county may be collected should they form part of an archive, the owners of which are or were based in Nottinghamshire, but have other interests, e.g. the archives of a

landed estate. The integrity of the archival group and arrangement will be preserved wherever possible.

Inspire will not seek to collect records which would conflict with or duplicate those of other local repositories with which we have reciprocal agreements: for example, other local authority archives, or the University of Nottingham Manuscripts and Special Collections.

Our work plans will prioritise proactive targeting of potential collections which are underrepresented amongst our holdings, where their absence leaves an incomplete picture of the county's heritage.

## **Appraisal**

Appraisal of items in the local studies collections and archives is performed by either a qualified librarian or archivist. All records of Nottinghamshire County Council which transfer from the Records Management Service are appraised for historic value by a qualified archivist.

## **Deaccessioning**

Inspire will implement a procedure for appropriate deaccessioning of its heritage resources, including local studies materials.

We undertake not to dispose of archival documents by sale, although duplicates of published local studies materials may be sold as surplus stock as is the case with the main body of Inspire's bookstock.

Nottinghamshire Archives has authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation.

Records which Nottinghamshire Archives decides are not worthy of permanent preservation will, in accordance with the depositor's wishes as expressed in the written deposit agreement, either be returned to the depositor, transferred elsewhere or destroyed.

Nottinghamshire Archives reserves the right to retrospectively review its holdings against its relevant selection criteria, and dispose of material which is no longer deemed to be worthy of permanent preservation, subject to securing any necessary permissions

## **Conserving and Preserving Nottinghamshire's Heritage**

Heritage documents, for example, archival documents or local studies publications, will be located and stored in conditions appropriate to their long-term preservation. All documents which are part of the archival collection are stored in secure strongrooms which meet the appropriate national and international standards as overseen by The National Archives.

Handling, security and exhibition procedures will be implemented which are appropriate to the level of risk afforded by the nature of the activity.

## **Collections information**

Collections information will be recorded in the data management system, CALM, in accordance with the International Standard on Archival Description (General). We aim to make all catalogues available online via Inspire's website and via the TNA catalogue, currently Discovery.

All catalogues are made available in hard-copy format in the publicly accessible searchroom.

## **Stakeholder Engagement**

Inspire will endeavour to engage with stakeholders in the manner most appropriate to meet their needs. Inspire will provide access in many ways including free access to archives within Nottinghamshire Archives, or via creative arts and music events, collaboration on projects, or talks, digital delivery via a website or other platforms, and representation at events produced by community groups.

We will actively promote, as widely as possible, the heritage threads which run throughout all of Inspire's services. We will constantly review our approach and adjust as appropriate, working with communities to deliver opportunities for engagement with their heritage.

**Date approved: 21<sup>st</sup> July 2016**

**Date reviewed: 7<sup>th</sup> Sept 2022**