

**Research report for the development of a national
strategy for conserving and preserving analogue
documentary heritage in Wales**

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Table of Contents

Executive Summary.....	3
1 Introduction	5
2 Approach	5
3 Survey findings: resources to support the conservation of analogue documentary heritage in Wales.....	6
3.1 Respondents	6
3.2 Geographical distribution of respondents	7
3.3 Type of organisation.....	7
3.4 Approximate proportion of collections that are ‘analogue documentary heritage’	8
3.5 In-house resources	8
3.6 Buying and delivery services	14
3.7 Use of standards and guidelines.....	16
3.8 The collections and their conservation/preservation needs	17
3.9 Sharing and collaborating	20
3.10 Planning for the future	22
4 Strategic principles for a national conservation and preservation strategy	26
4.1 Background	26
4.2 The benefits of a national conservation and preservation strategy	27
4.3 The goal of a national conservation and preservation strategy	28
4.4 Strategic principles	28
5 Recommendations for implementation of the strategic principles.....	32
5.1 Stakeholder agreement and publicity.....	32
5.2 Development of the strategy	32
5.3 Implementation of the strategy	33
6 Conclusion	35
Appendix 1 - Survey questions.....	37
Appendix 2 – Acknowledgements.....	48
Appendix 3 - Bibliography	49

Executive Summary

This report collates the results of a piece of work commissioned by the National Library of Wales to assess the current provision, within Wales, for the conservation and preservation of the analogue documentary heritage of Wales. It analyses those results and identifies gaps in provision, recommending the benefits of a national conservation and preservation strategy for Wales and identifying potential strategic principles for the development of such a strategy.

The research undertaken for this report includes a literature review, telephone interviews and an online survey. The results, based on 25 responses from 24 organisations, provide evidence of conservation/preservation resources and requirements in Wales.

Key findings:

- 63% of organisations classed 91-100% of their collections as ‘analogue documentary heritage’
- 11 organisations have conservation studios
- 8 organisations have trained conservation staff or conservation trainees
- There is a good range of interventive conservation skills amongst the professional conservators; film conservation expertise is the weakest area.
- The use of volunteers in conservation/preservation is widespread. Two thirds of organisations use volunteers who provide vital additional capacity, particularly for the delivery of preservation activities such as repackaging and cleaning.
- It is common for curatorial staff to deliver preservation activities such as environmental monitoring, integrated pest management, boxing, emergency planning and preservation surveys.
- Just over half of the surveyed organisations (13/24) have a dedicated conservation budget.
- 15 out of 23 organisations use external providers for conservation/preservation services; 60% use providers located in Wales.
- Up to 5 organisations provide interventive conservation services to other organisations, up to 4 of which provide the services on an income-generating basis.
- There is strong support for accreditation with 7 organisations already accredited and 14 planning on seek accreditation between now and 2017. Accreditation is having an impact on the preparation and review of policies and on the awareness of standards.
- 16 out of 22 organisations have knowledge of the preservation/conservation needs of their collections based on surveys (although surveys date from as long ago as 2004).
- Estimates of levels of damage are not dissimilar from the UK findings published in ‘Knowing the Need’. 8 out of 13 organisations estimated that more than 50% of collections are damaged.
- Prioritisation of conservation/preservation is frequently done as part of business-as-usual activities and would benefit from a more strategic approach, particularly for those organisations for which survey data exists.

- There is broad support for sharing facilities, most frequently for some type of monetary charge or reciprocity.
- Of the 'wished for' resources, trained conservators are most frequently cited.
- A good range of networks exists in Wales that is well used. CyMAL, ARA-Wales and the Welsh Museums Federation are the most frequently used.

The results point to a stark variance in the ability of those charged with preserving and making accessible Wales' analogue documentary heritage to do so. A lack of an overview of the significance of these collections, coupled with high levels of damage and insufficient resources to address either is placing collections at risk. Reliance on goodwill amongst professionals geographically close to one another and free services provided by organisations such as CyMAL is masking a deeper problem which could be addressed by a national conservation and preservation strategy implemented through a network of conservation services across Wales.

This report recommends the development of a national conservation strategy for the long-term care of Wales' analogue documentary heritage. It identifies benefits to users, holding organisations, professionals and volunteers working with the collections, and local communities. The report recommends that the strategy is developed in collaboration with the sector and proposes six strategic principles to shape the strategy.

1. The significance of collections must be understood in order to develop a strategy for their care and to prioritise the allocation of conservation resources effectively.
2. Any strategy for delivering the conservation/preservation of heritage collections must conform to and promote the use of current standards and best practice.
3. All organisations within Wales holding collections of analogue documentary heritage should have access to the resources they need to deliver improvements in the care of, and access to, their collections for the benefit of the Nation and local communities.
4. Conservation/preservation expertise should be developed within Wales to enable strategic priority 3. This must include an increase in the provision of accredited conservators, conservators with specialist skills and a platform for knowledge exchange.
5. Engagement within the heritage sector and externally must be embedded in the strategy to secure and maintain the funding necessary to support the delivery of the strategy.
6. Frameworks for establishing and promoting collaborative working and for realising and communicating the benefits of collaborative working must be built into the strategy.

The report suggests three phases of activity: the first focusing on raising awareness and achieving stakeholder agreement, the second on the collaborative development of the strategy, and the third implementing the strategy building on existing networks and by delivering services through three geographical 'hubs' across Wales.

1 Introduction

In October 2014 the National Library of Wales (NLW) commissioned research into the resources available for the conservation and preservation of analogue documentary heritage¹ in Wales.

The purpose of the research was to provide information and evidence to support the development of a national conservation and preservation strategy for documentary heritage in Wales.

The research was intended to identify existing capacity and services to support the conservation of analogue documentary heritage across Wales, as well as identify gaps in provision. The evidence collected was to be used to identify potential national strategic principles for a conservation and preservation strategy.

The findings presented in this report can be used to underpin the development of a national conservation and preservation strategy for Wales, the goal of which is to deliver improvements in the care of analogue documentary heritage throughout Wales. The research is intended to complement the report 'Surveying the Conservation Landscape'² produced by Jane Henderson of Cardiff University for CyMAL and the National Library of Wales in 2013. It is envisaged that the strategy itself will be produced through collaborative working.

2 Approach

The research was carried out over two months, October-November 2014, and consisted of three phases:

1. Desk-based research to identify strengths and weaknesses in conservation provision based on existing evidence, including:

- Surveying the Conservation Landscape report
- Feedback from consultation workshops held by NLW in North and South Wales
- Reports produced by NLW in support of an HLF application in 2013 for the development of a Conservation and Digital Network for Wales' Documentary Heritage

2. Interviews and survey

- Development of a survey to collect information on the extent of conservation facilities, skills and services; as well as on the use of networks, conservation need and conservation priorities.

¹ For consistency, the definition of 'analogue documentary heritage' follows that adopted by Henderson (2013) and is based on Edmondson, UNESCO, 2002 'Memory of the world: General guidelines to safeguard documentary heritage'.

Analogue documentary heritage: items of a non-digital nature which can be moved, preserved and migrated and result from a deliberate documenting process. Includes textual items such as manuscripts, books, newspapers and posters; non textual items such as drawings, prints, maps and music; and audiovisual items such as films, tapes and photographs.

² Henderson, J. (2013) *Surveying the Conservation Landscape* for CyMAL

- Telephone interviews with key contacts across Wales with reference to the survey.
- Distribution of the survey through electronic mailing lists.

3. Identification of potential national strategic principles for a conservation and preservation strategy together with recommendations on how these principles can be implemented.

The focus of the survey was the collection of information about resources available to support the conservation of documentary analogue heritage in Wales. However, it also included questions about conservation and preservation needs, sharing resources and planning for the future to inform the identification of potential strategic priorities for a national conservation strategy. The survey questions can be found in appendix 1.

A targeted approach towards setting up and carrying out telephone interviews was taken with the aim of being able to map provision of existing facilities and services. Staff at the National Library of Wales and CyMAL were consulted to ensure good coverage of organisations throughout Wales. The targeted approach was followed up with wider distribution through email lists which provided the opportunity for other interested parties to contribute to the survey exercise³. A number of organisations and/or networks representing specific interest groups were also interviewed. The organisations that have given their consent to be acknowledged as having contributed to this report are identified in appendix 2.

The potential national strategic principles for a conservation and preservation strategy have been identified from the survey and interview findings and with reference to existing published data; notably the reports 'Surveying the Conservation Landscape', 'The Future of Our Written Past'⁴, 'Spotlight on Museums'⁵ (2006 and 2011) and 'Archival Mapping Project for Wales'⁶.

3 Survey findings: resources to support the conservation of analogue documentary heritage in Wales

The findings of the survey are reported below in summary form. The survey questions are available in appendix 1.

3.1 Respondents

Direct contact was made with individuals at 27 organisations holding collections of analogue documentary heritage. The survey was also distributed through four collection-related electronic mailing lists that serve communities in Wales (Archives Wales, WHELF, Collections-Cymru and Museums-Info).

Twenty-five responses were received from 24 organisations; three of the responses were only partially complete. Four networks or representative bodies also provided more general input to the research.

³ The survey was distributed via the WHELF, Collections Cymru, Archives Wales and Museums-Info email lists.

⁴ Henderson, J. (2000) *The Future of Our Recorded Past: A Survey of Library and Archive Collections In Welsh Repositories*, Lisc Wales.

⁵ Welsh Assembly Government (2007) *Spotlight on Museums*
CyMAL (2013) *Spotlight on Museums 2011*

⁶ Archives Council Wales (2001) *Archival Mapping Project for Wales*.

3.2 Geographical distribution of respondents

Responses were received from across Wales. The number of responding organisations for each local authority area is shown in Table 1 below.

Local authority area	Number of responding organisations*
Blaenau Gwent	1
Bridgend	0
Caerphilly	0
Cardiff	4 **
Carmarthenshire	1
Ceredigion	4
Conwy	0
Denbighshire	1
Flintshire	2
Gwynedd	4
Isle of Anglesey	1
Merthyr Tydfil	1
Monmouthshire	1
Neath Port Talbot	0
Newport	1
Pembrokeshire	1
Powys	1
Rhondda Cynon Taf	0
Swansea	2
Torfaen	0
Vale of Glamorgan	0
Wrexham	0

Table 1.

* NB some organisations operate at several sites across Wales. The location reported above is that of their centre of operation.

** One organisation submitted two different survey responses. Both are included in this figure.

3.3 Type of organisation

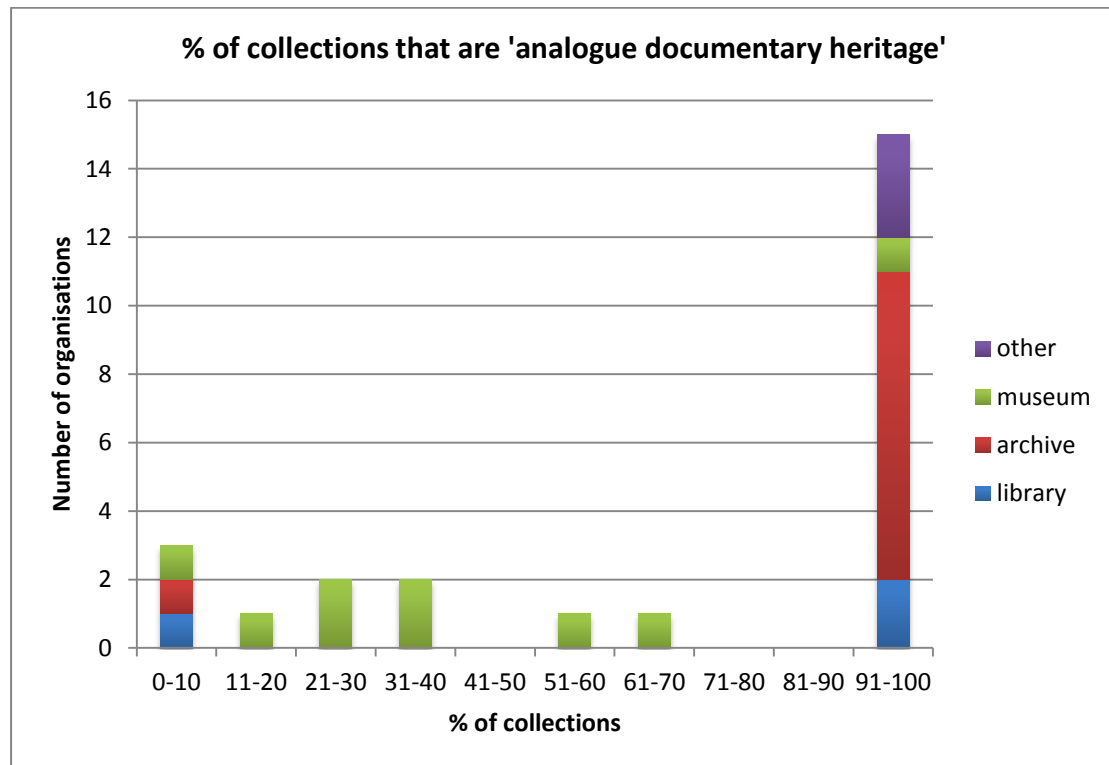
Of the twenty-five survey responses, three were from libraries, ten were from archives, nine were from museums and three identified themselves as 'other' (two as a combination of the above and 1 as a heritage centre).

In terms of the larger population of libraries and archives, Archives Wales lists 22 archive services on the website www.archiveswales.org.uk and WHELF (Wales Higher Education Libraries Forum) lists 13 member organisations. Five organisations are both members of WHELF and listed on the Archives Wales website.

3.4 Approximate proportion of collections that are 'analogue documentary heritage'

All 25 respondents answered this question and responses ranged from less than 5% to 100%. A breakdown of responses by type of organisation is given below.

Figure 1.



It can be seen that collections of analogue documentary heritage form the bulk of the collections for a large proportion of the respondents (15 out of 25). Unsurprisingly, archives and libraries feature prominently amongst the organisations for which 91-100% of the collections are of analogue documentary heritage.

3.5 In-house resources

3.5.1 Dedicated workspace

Twelve out of the 25 respondents indicated that they had a dedicated workspace for carrying out conservation/preservation activities. Eleven of these spaces are conservation studios, and one is a space dedicated to cleaning and boxing.

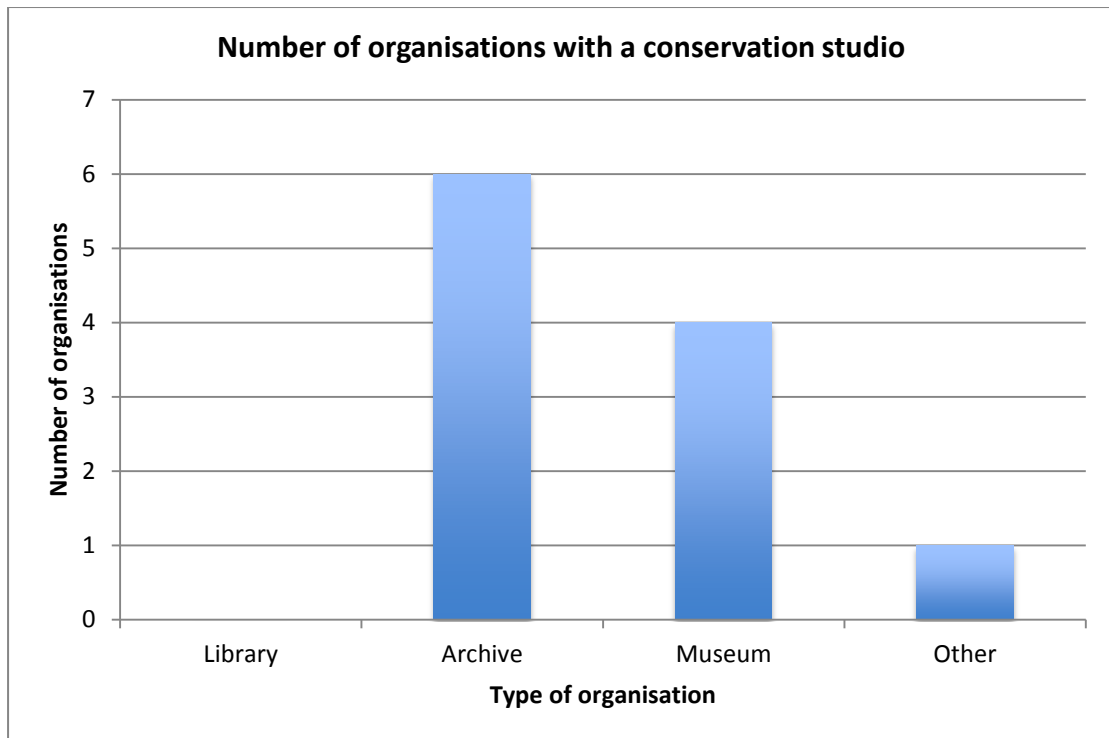


Figure 2.

Following conversations with CyMAL, the Welsh Federation of Museums and Art Galleries, the National Library of Wales and ARA-Wales, it is thought that these eleven organisations represent the extent of conservation studios in Wales. However, it should be noted that one of the organisations has studios at several sites throughout Wales.

3.5.2 Conservators

Out of the 11 organisations with conservation studios, eight employ trained or trainee paper conservators. Three have trained conservators in other disciplines and two have no trained/trainee conservators but the workspaces are used by technicians, volunteers or employed library/museum/archive staff carrying out preventive conservation activities.

Seven organisations potentially have long-term capacity (physical space) for additional conservators in their conservation studios.

The pool of book/paper conservation expertise in Wales is difficult to pinpoint precisely.

- The number of individuals with training in book/paper/archive conservation identified through this survey is 27. However, the number of trainees varies throughout the year.
- Of the 27, three are PACR accredited. One additional PACR accredited conservator works within the surveyed organisations, but not currently in a 'hands-on' conservation role.
- Thirteen of the trained/trainee paper conservators are employed by a single institution.
- Of 86 Icon members with an address in Wales, 11 have identified 'book and paper' as their primary specialism⁷.

⁷ Icon membership manager, personal communication, 25.11.14.

Icon, the Institute of Conservation is the professional body for conservators in the UK. Not all conservators are members of Icon. Conservators in the field of analogue documentary heritage are

- There are three businesses on the Conservation Register⁸ that indicate they carry out work on book/paper/archival materials. Two of the three have conservators accredited in book/paper/archive conservation. One of the businesses has contributed to this research.
- ARA-Wales reports good attendance at the conservation seminars it runs twice a year, with 20-40 people attending depending on subject and location.

An approximate figure of 28-30 book/paper/archive conservators who are either trained or undergoing training is a fair estimate of the number active in Wales. Of these, four are accredited to the PACR standard⁹.

3.5.3 Use of volunteers

The use of volunteers for conservation and preservation activities is widespread: 16 out of the 25 organisations regularly use volunteers.

An indication of the frequency and nature of use of volunteers is given in table 2 below.

If your organisation uses volunteers, how frequently do you use volunteers (if possible indicating the average total number of hours per week)?
No formal volunteer programme but work placements a few times a year. Currently developing a volunteer programme.
Weekly basis
1-2 volunteers for dry cleaning, once every 3 months
All year round 4 days a week. Organisation has 46 NADFAS volunteers split into two groups for surface cleaning maps and tithes and boxing: these are distinct from the placement students training in conservation.
Approximately 40 hours a month. 2 days a week, includes cleaning and basic repair (stabilisation) using gummed tape.
Generally yes do on an ad hoc basis, but haven't for paper because don't have in-house expertise.
1 day per week
Some for dry cleaning but not a lot because time consuming for training and supervision
Just starting to set this up – 6 volunteers x 2 hours per week (12 hours per week)
5 hours a week when working on a designated project
Variable: the volunteers are from the local NADFAS branch
1
Always, average 35 hours/month
Currently approx. 5 to 10 hours per week
Approx. 6 hours per week

also represented by ARA (Archives and Records Association: UK and Ireland). Some conservators will be members of both organisations.

⁸ The Conservation Register is a resource managed by Icon, the Institute of Conservation listing independent conservation businesses run by an accredited conservator. The resource covers the UK and all conservation specialisms. It can be accessed at: www.conservationregister.com

⁹ PACR (Professional Accreditation of Conservator Restorers) is the professional practice assessment for conservation professionals wishing to gain accredited status. Accredited status demonstrates that a practitioner is a fully-qualified and capable professional. The standard is operated by Icon, the Institute of Conservation.

Volunteers provide vital additional capacity to support the delivery of routine conservation/preservation activities. They are most frequently used to support cleaning and repackaging programmes and are an essential part of the conservation workforce. However, as one survey respondent noted, the need for training and supervision means that the use of volunteers still requires an investment of resources that is sometimes beyond the capacity of individual organisations. Furthermore, although volunteers complement trained conservation professionals they do not increase the capacity for carrying out interventive conservation treatments.

3.5.4 Conservation expertise

Of the eight organisations that employ trained/trainee book/paper/archive conservators, their range of expertise covers all standard areas of interventive conservation and preservation:

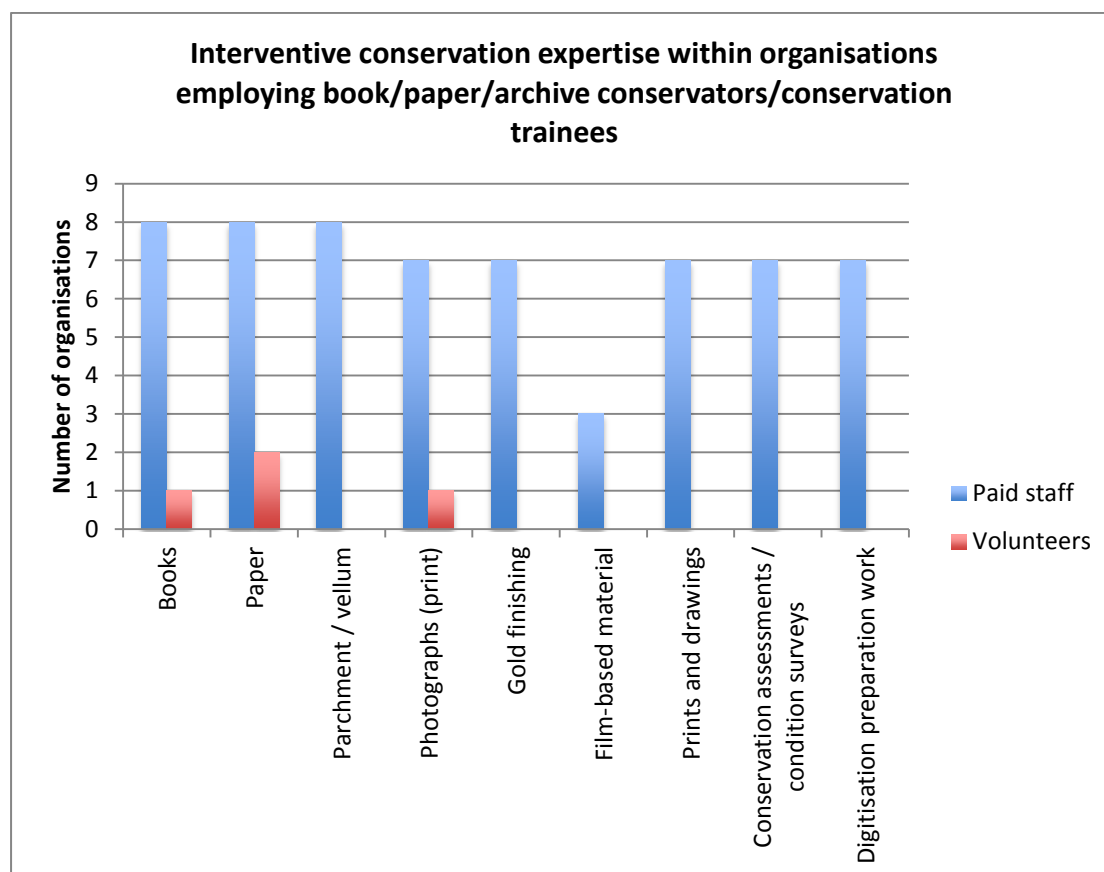


Figure 3.

Of the areas surveyed, film-based material is the least well covered. It is worth noting that only one organisation employs specialist film conservators.

From the 25 survey responses, four organisations indicated that interventive conservation expertise was provided by paid staff in curatorial roles. It is not known whether the individuals in these roles have received conservation training, whether the term ‘interventive conservation’ has been understood by respondents in the way defined at the

outset of the survey¹⁰, or how frequently this work is carried out. Taking their answers into account, the picture of interventive conservation expertise is shown below.

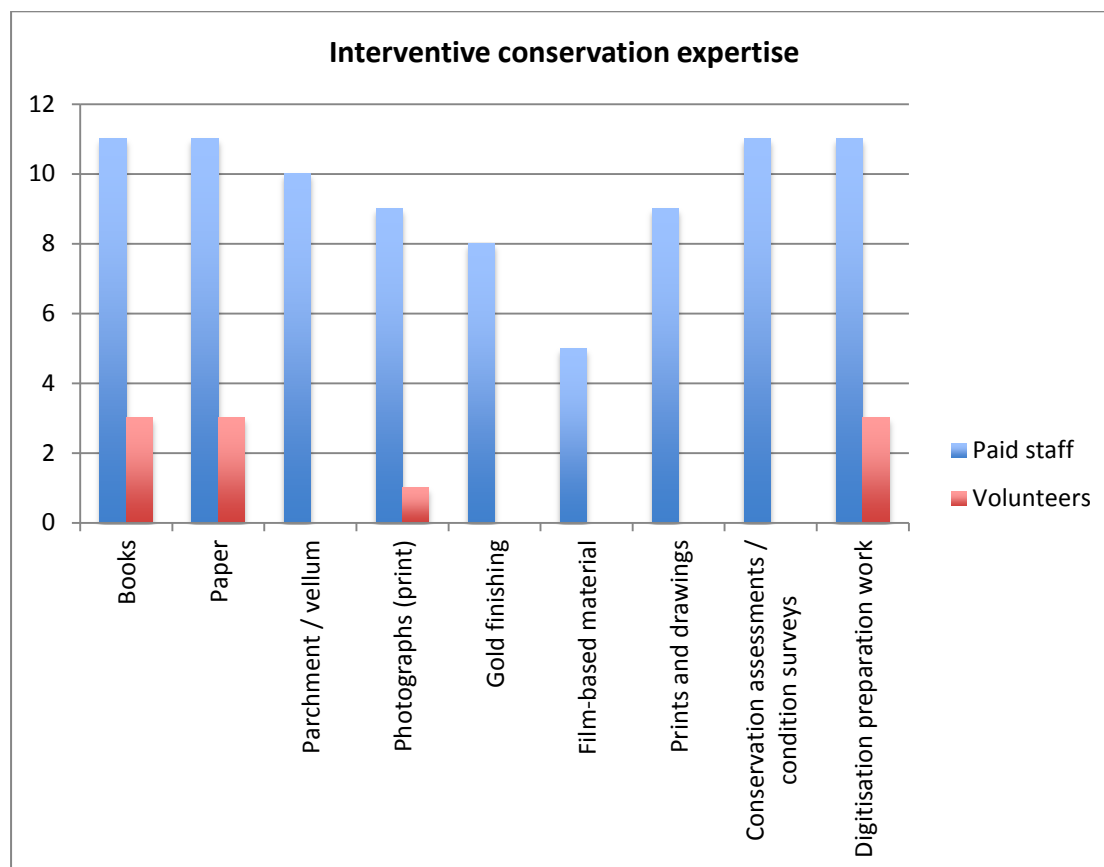


Figure 4.

Preservation (or preventive conservation) expertise is commonly provided by staff in curatorial roles, as well as by all trained conservation staff. Of the 22 respondents, 19 (or 95%) indicated that they covered environmental monitoring, pest management, boxing/housing, and emergency planning and response. 18 out of the 22 indicated that they covered preservation assessments or surveys.

There were a number of qualifying statements in addition to the replies, for example, two organisations mentioned that they drew on external services to support their own expertise in these areas, and others indicated where there were limitations in their expertise.

3.5.5 Digitisation

Nearly all the organisations (24 out of 25) create digital copies of their collections. For nine of the 24 (38%) the digitisation is a preservation activity (or driven primarily by preservation needs). 44% of the 25 respondents have a dedicated studio or area for digitisation within their organisation. Four organisations mentioned that they carried out their digitisation activity in partnership with a commercial provider. One organisation is looking to develop their digitisation activities and has sought advice from the National Library of Wales in connection with their project.

¹⁰ See Appendix 1 for the definition of terms used in the survey.

3.5.6 Conservation or scientific equipment

Organisations were asked to indicate whether they had certain types of conservation or scientific equipment, and whether they had staff trained to use the equipment. There was a slight difference in the online and paper version of the survey used (the paper version did not include 'mount cutting machine', 'fume cupboard' or 'cold storage facilities' as options).

The collated answers are shown in Table 3 below.

Equipment	Number available	Notes
Leafcaster	0	
Box cutting machine	4	
Mount cutting machine	4	
Suction table	7	
Fume cupboard	4	
Electric guillotine	1	
Book cleaning machine	1	
Vacuum pack machine	2	
Freezer	18 +	One organisation replied they had 'several freezers'
Environmental monitor	20 organisations	A wide variety of systems in use from individual thermohygrographs and data loggers, to radio telemetric systems and integrated building management systems.
Microscope	32	26 of the microscopes in a single organisation
Light monitor	13 +	One organisation replied 'some'
Ageing oven	3	
Spectroscopy equipment	1	
Cold storage facilities	2	
<i>Other:</i>		
x-ray equipment	2	
x-ray diffraction	1	
Ultrasonic welding machine	2	
Wall board	1	
Conservation vacs	some	

Table 3.

Environmental monitoring equipment is widespread and varies from built-in systems to loggers from which readings need to be taken manually. Freezers are also in good supply (although 10 are concentrated in a single organisation). Box-cutting machines are also reasonably numerous.

3.6 Buying and delivery services

3.6.1 Conservation budgets

Thirteen of 24 respondents have a dedicated conservation/preservation budget. Four organisations made additional comments that their budgets had been cut recently. Three organisations said they allocated money towards conservation from general funds. One organisation indicated that their only spending on conservation came as a result of insurance claims and another said they sought external funding for all conservation.

3.6.2 Use of external conservation/preservation services

Fifteen of 23 respondents to this question said they used external services.

Organisations were asked whether they brought services in or sent collections out in a number of areas (for example, book/paper conservation, boxing, digitisation, conservation consultancy). In addition they were asked for an indication of how frequently they used external services and an estimate of the proportion of their budget spent on each service.

The data returned is patchy and so the graph below is intended to give only a very broad overview of the pattern of use of external services.

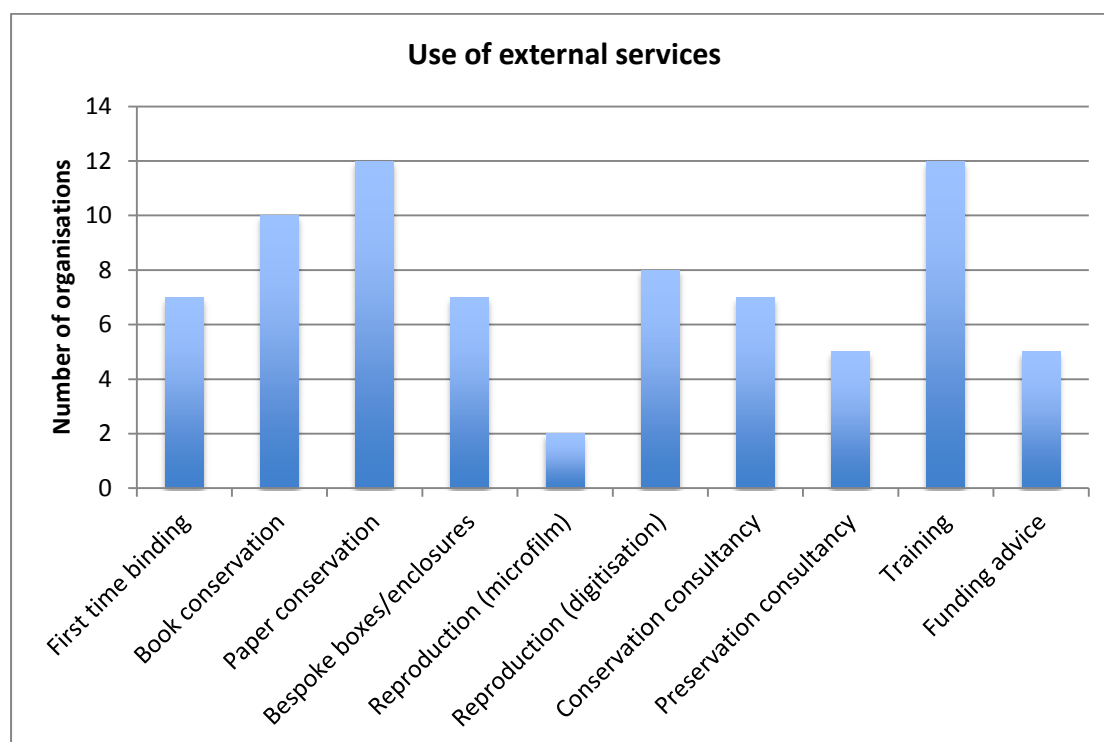


Figure 5.

Very few organisations returned information about the frequency of their use of external services, or the proportion of their budget spent, so this information has not been summarised.

With regards to training, most organisations indicated that they used the free training available through CyMAL.

When asked about the geographical location of their external service providers, 40% (6 of 20 respondents) use companies outside Wales whilst 60% do not. The reasons for using companies outside Wales include insufficient specialist capacity within Wales, the low

number of freelance conservators in Wales, the requirement to get three quotes for contracts and geographical location (service providers in England being closer than the nearest Welsh provider).

3.6.3 Provision of conservation/preservation services to others

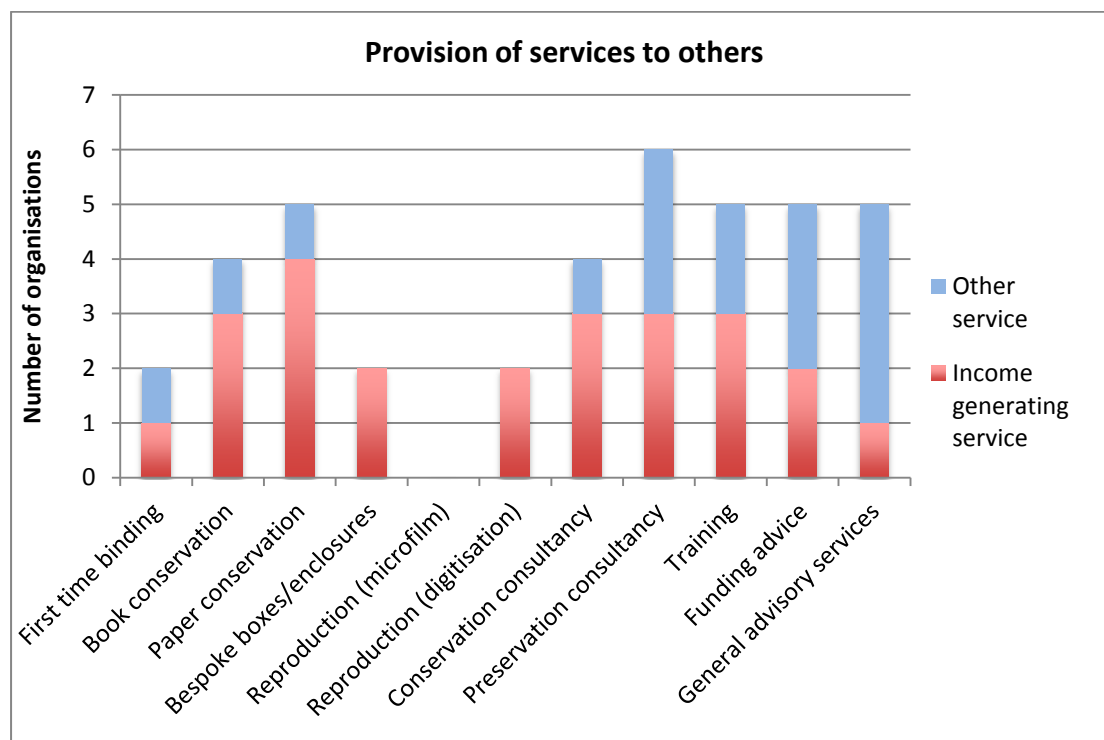


Figure 6.

The number of organisations providing services to others varies according to the service. Preservation consultancy is most frequently offered (by six organisations) whilst no organisations provide microfilming services. For interventive conservation services, 4 or 5 organisations provide services of which 3 or 4 are income-generating.

Organisations were asked about the type of client to which they provided services (libraries, archives, museums, other heritage organisations, private owners/collections). Most of the service providers indicated they would provide services to all types of client and do this on an income-generating basis. One archive provides services to other local archives on a non-income generating basis.

Consultancy, training, and funding advice are sometimes provided on a non-income generating basis. Most organisations with conservators provide general (free) advisory services although telephone interviews revealed that some are under increasing pressure to charge for all advice.

Of five organisations that answered the question about how they received business, one was as a result of existing agreements or relationships, two provided services on request, and no organisations advertised services (though one indicated that it was listed on the Conservation Register).

3.7 Use of standards and guidelines

The survey asked about existing use of standards and guidelines, as well as the support that individual organisations might need to meet standards.

3.7.1 Accreditation (of the organisation)

Of the 21 responses, seven indicated they are 'accredited' – these are all museums (which is reasonable given that the archive accreditation standard has only been in operation for one year). All of the other organisations that responded answered that they are planning on attaining accreditation, within a timeframe that ranges from already having applied to applying in 2017.

3.7.2 Documented policies

Organisations were asked whether they had documented policies covering: conservation, emergency planning and response, storage, environmental monitoring, handling and use, preservation copying, pest management and loans.

The responses were variable. Twenty organisations responded: results show that policies were most frequently in place to cover emergency planning & response, and handling & use. They were least likely to be in place for preservation copying and loans. The graph below shows the range of responses.

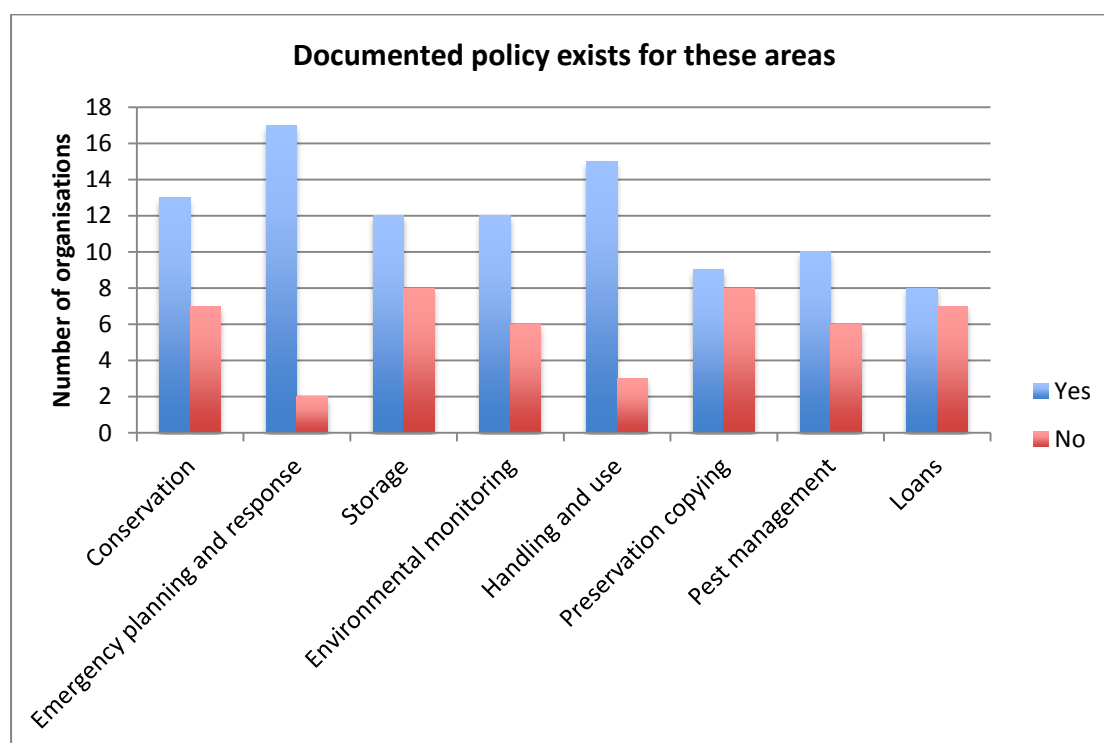


Figure 7.

Only one organisation said they needed help with the development of policies, and this was to cover storage, environmental monitoring, preservation copying, pest management and loans. Several organisations answered that they would be producing or updating policies as part of their application for accreditation.

There was reasonable awareness of the BSI publication *PD5454:2012 Guide for the storage and exhibition of archival materials* (13 out of 20 responses) and of *Benchmarks for Collection Care* (14 out of 20 responses). There was less familiarity with *PAS197: 2009* and

PAS198: 2012 (7 and 9 organisations out of 20, respectively), although again, a couple of organisations indicated that familiarity with these standards would form part of their application for accreditation.

3.8 The collections and their conservation/preservation needs

Several questions were asked with the aim of building up a picture of the status of collections and conservation need, to inform thinking about where greater resource is needed.

3.8.1 Collection surveys

Sixteen organisations (from 22 respondents) have carried out a conservation or preservation survey. Thirteen are preservation surveys, 7 are condition surveys and 6 organisations have carried out both conservation and preservation surveys.

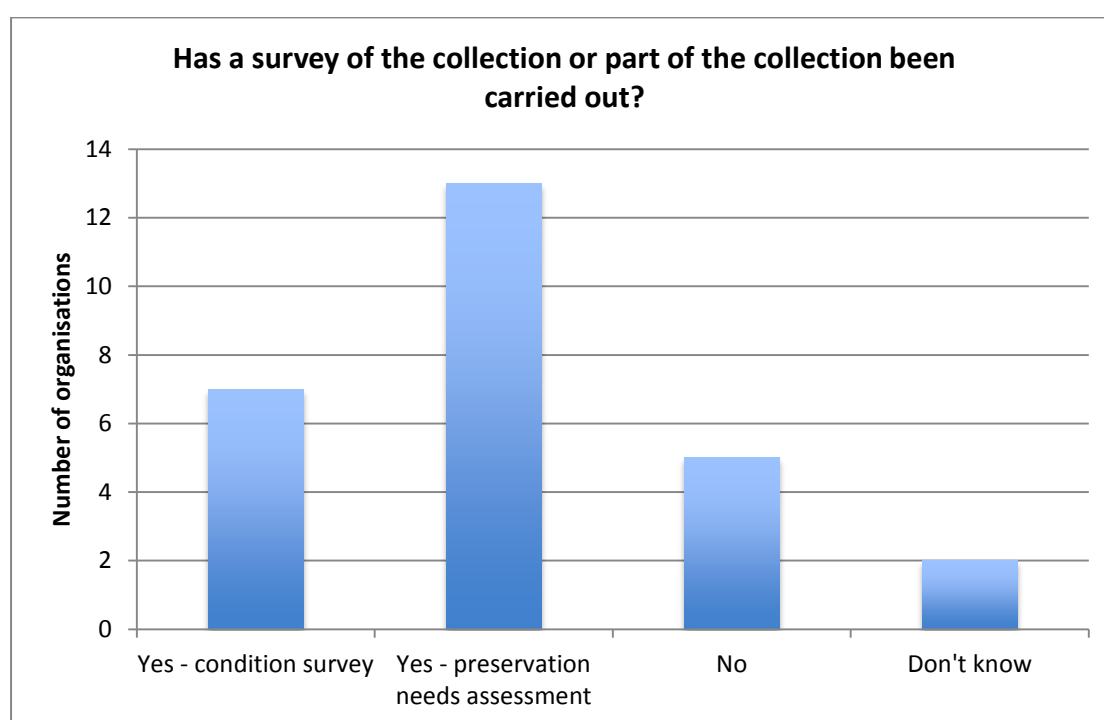


Figure 8.

Five organisations specifically mentioned that they had used the Preservation Assessment Survey tool operated by the National Preservation Office and later British Library Preservation Advisory Centre. The dates of the surveys ranged from 2004 to 'in progress', with three organisations not giving a date.

3.8.2 Levels of damage of collections

The survey asked people to estimate/provide data on the approximate percentage of their collection that is damaged, the percentage of the total collection that shows severe damage (damage that compromises use), and the percentage of the total collection that shows minor damage.

The graph below shows that eight of the 13 organisations that answered this question judged more than 50% of their collections to be damaged. This is not an unusually high figure given the nature of the collections (predominantly archival). "*Knowing the Need*"

(2013)¹¹ reports an average across 86 surveys of library and archive collections from 74 organisations of 63% of collections damaged.

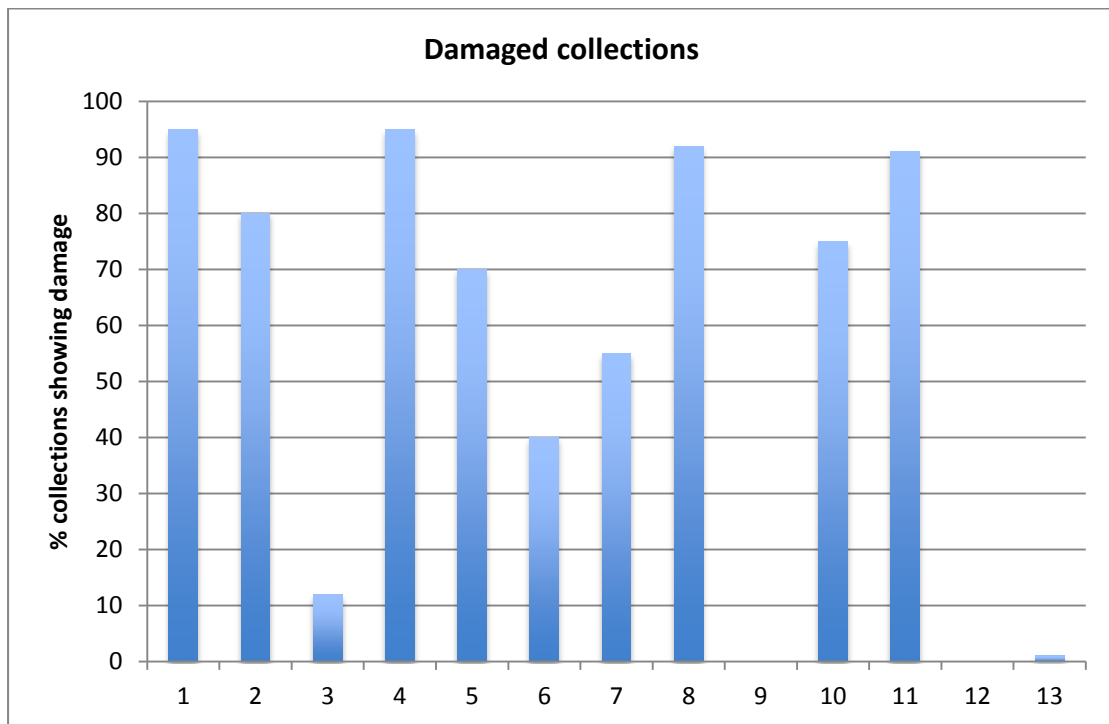


Figure 9.

Survey respondents were then asked what proportion of the total collection (damaged and undamaged) shows severe damage (damage that compromises use).

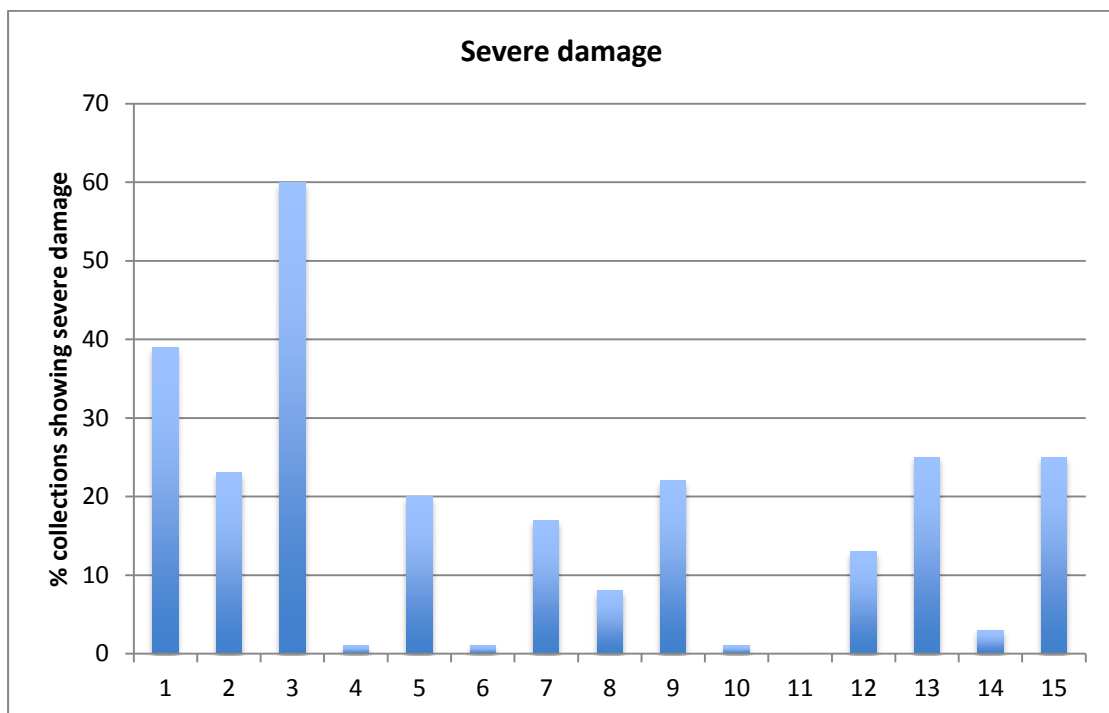


Figure 10.

¹¹ Peach, C. and Foster, J., (2013) *Knowing the Need: Optimising preservation for library and archive collections*. British Library.

There is no direct correlation between the ‘damaged collections’ and ‘severe damage’ graphs as more organisations provided information about the approximate proportion of collections showing ‘severe’ damage than answered the general question about damage. The average percentage of collections showing severe damage is 17% and the median value is 17%. This compares to a figure of 11% in *Knowing the Need* (2013). However, it should be remembered that the respondents to this survey were asked to give an approximate estimate of the proportion showing severe damage and so the figures are not based on the same statistical methodology as the *Knowing the Need* findings.

Finally, estimates of the percentage of collections showing ‘minor’ damage were asked for (damage that does not compromise use). Again, although there is no correlation with the other graphs because of the different organisations responding to the question, the graph below shows the spread of answers. Estimates for instances of minor damage range from 5% to 92%. The average proportion is 45% and the median is 35%. There is no direct comparison available to the *Knowing the Need* figures because minor damage figures were not published in the 2013 report.

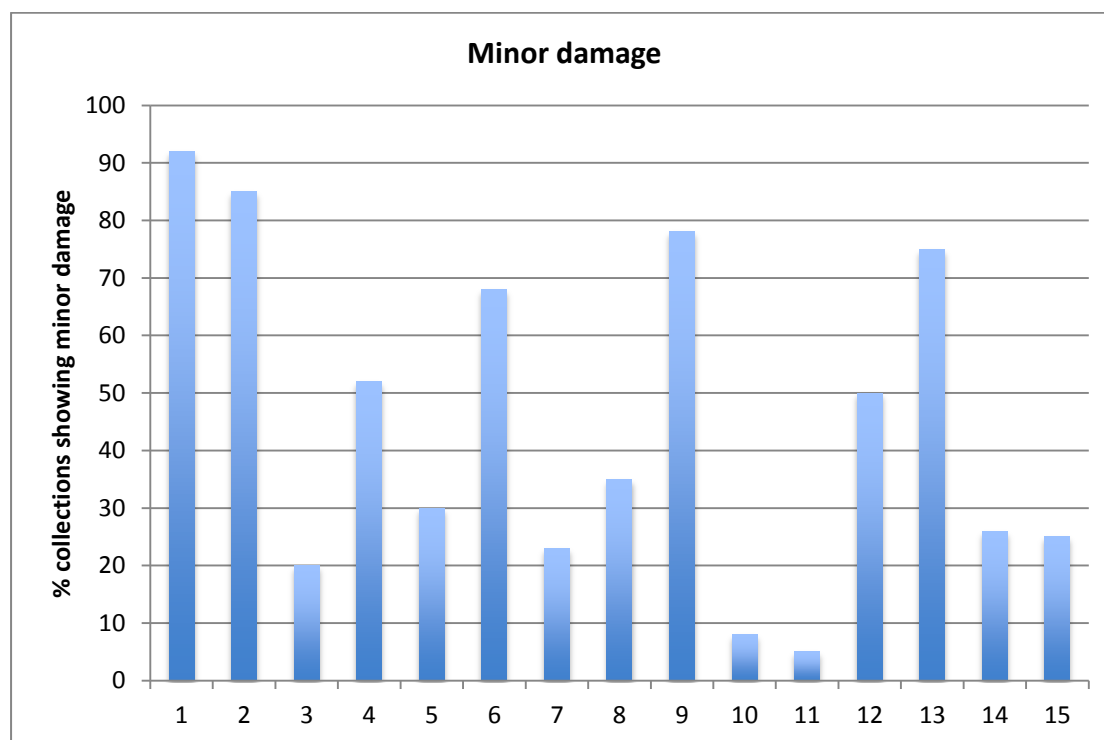


Figure 11.

It is not possible to extrapolate the number of collection items that are damaged or to gauge the need for conservation treatment without knowledge of the size of the collections surveyed¹². However, working from the definition of ‘severe damage’ as that which compromises use, the data shows that there are significant interventive conservation needs based on the physical condition of the collection items.

3.8.3 Materials at risk

¹² This extrapolation might be possible if there was permission to analyse the individual PAS databases.

The survey asked which type of material shows most extensive damage. The responses are varied with 'bound volumes', 'paper/manuscripts' and 'modern printed books/newspapers' each cited by four organisations and 'maps and plans', 'film/magnetic media' and 'photographs' each cited by two organisations.

3.8.4 Prioritising conservation needs

From the 'free text' answers given to the question 'how do you prioritise the conservation needs of your collection?', most organisations (18 out of 20) cited 'use' as one of the main methods of prioritising for conservation. Often, the use of items brings their vulnerable condition to light and a need for conservation is recognised, sometimes exhibitions prompt conservation, and sometimes conversations amongst curatorial staff lead to decisions about anticipated use. Where conservators are employed they are consulted to prioritise within selections using their judgement of the vulnerability of material, or by contributing an assessment of the resource required for treatment thereby allowing prioritisation to take place within the scope of time or budget available. The two organisations that did not mention use as a means of prioritising conservation responded that they did very little interventive conservation – normally only in response to emergency situations (e.g. water damage).

3.9 Sharing and collaborating

Organisations were asked about the resources they might be prepared to share, the resources they most need access to and the forums or networks in which they take part. The aim of these questions was to gain an insight into how a conservation network could be developed within Wales to support the care of analogue documentary heritage.

3.9.1 Sharing resources with other heritage organisations within Wales

The graph below shows the range of answers given and the basis on which sharing might be considered. There is good support for the idea of sharing facilities, skills and equipment. Whilst this would rarely be able to be supported freely, reciprocity and charging models are worth exploring.

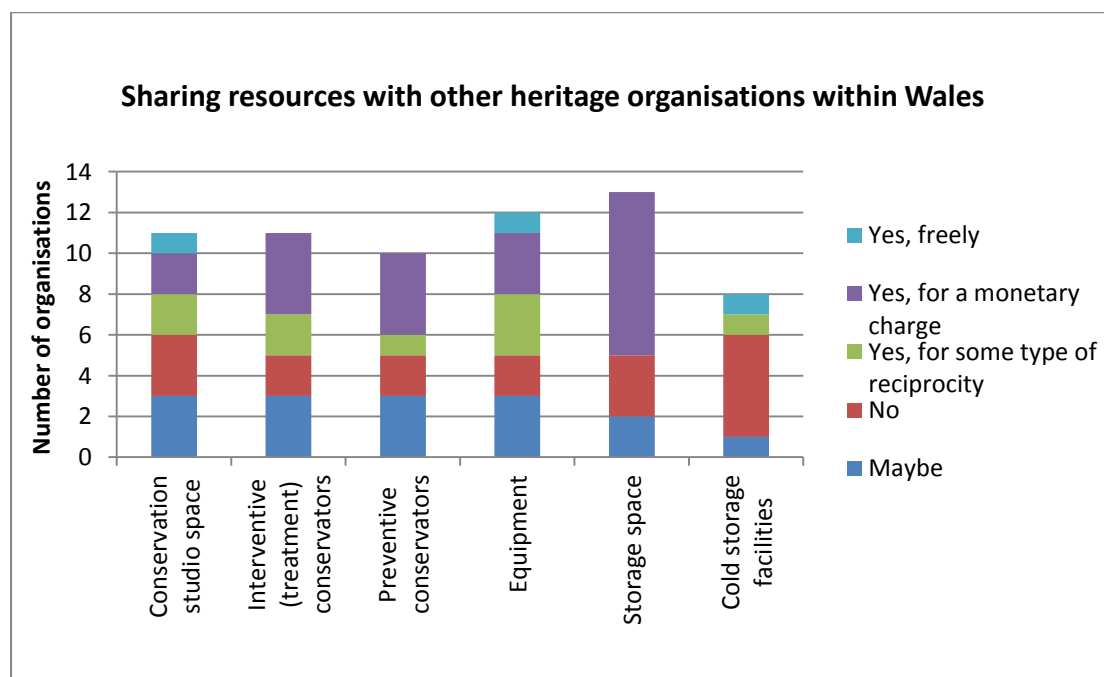


Figure 12.

3.9.2 Resources organisations need access to, to better conserve or preserve the collections in their care

A range of needs was identified amongst which access to (more) conservators was most frequently mentioned (eight out of 18 respondents). The full list of answers is reproduced below.

- Conservators and conservation studio to allow development of regional hub (Swansea and Carmarthenshire)
- Wall board
- More conservators
- Technician to support conservator to maximise use of conservator's time.
- Cold storage - for photographs and quarantine
- Accredited conservator. Equipment - suction table (currently using another organisation's)
- Trained conservators. More funds to procure more materials to increase scale of preservation activity.
- All the above would make a big difference
- A larger conservation budget
- To be honest, we would just like the time to do it.
- Interventive conservators
- Storage areas for specific materials e.g. photographs; map wall
- Money
- Onsite conservation; preservation specialist
- For paper material, got a reasonably nice picture store. Archival items in process of transferring). Biggest need is access to expertise and staff/volunteer training.
- Conservation studio space, conservators, equipment, cold storage facilities
- What we really need is more funding or more staff / volunteers
- conservation studio refurbishment. Update work space and equipment

3.9.3 Forums or networks

Respondents were asked which forums or networks they took part in that provide support for the care of analogue documentary heritage in Wales. Eighteen organisations provided information and the list of organisations mentioned, together with the number of times each organisation was mentioned is shown in Figure 13.

It can be seen that ARA (most often ARA-Wales), CyMAL and the Federation of Museums and Art Galleries of Wales (which runs the Conservation Matters conferences in collaboration with Amgueddfa Cymru National Museum Wales) are the three most widely used networks or forums.

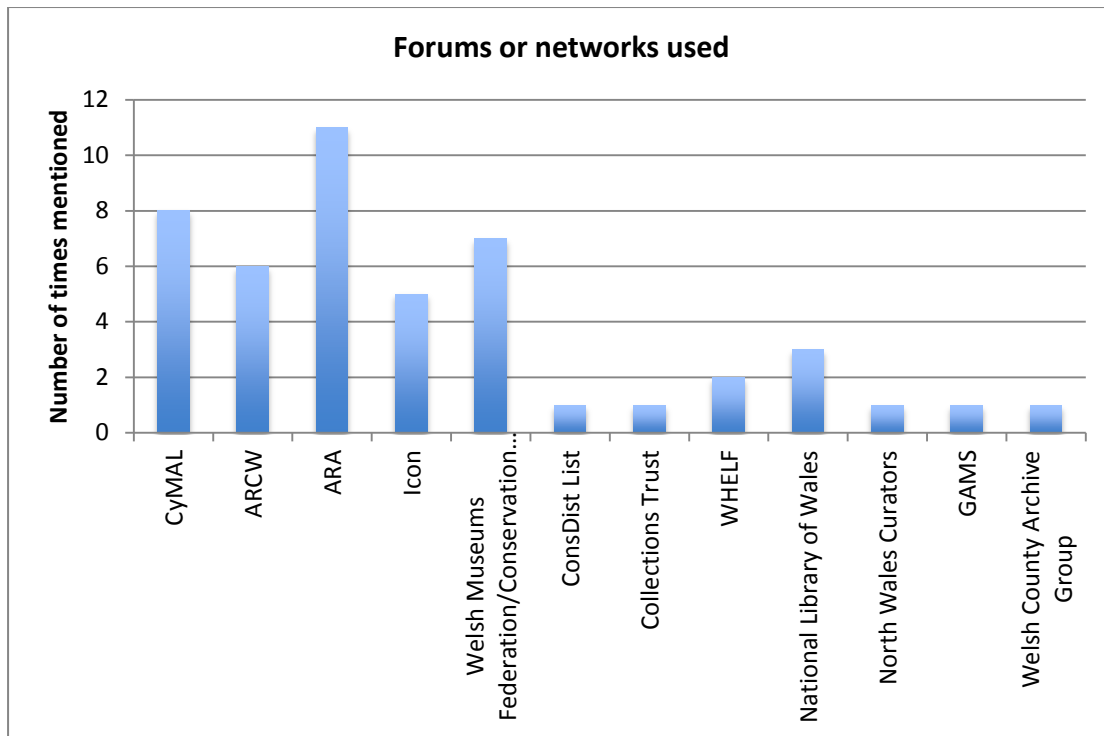


Figure 13.

Telephone interviews revealed that there are good opportunities for professional exchanges amongst conservators in Wales. The twice-yearly seminars by ARA-Wales and the annual Conservation Matters conference are both examples. Anecdotally, there is some divide in attendance between book/paper/archive conservators at the former and museum conservators at the latter. This may be down to the topics covered at the different events, rather than reflecting any deeper separation of workforce according to domain. There is, however, potential to increase interaction between conservators and the other professionals responsible for the care of analogue documentary heritage. Discussions around the formulation of a national conservation strategy may help this. The evidence in this report has shown that curators, librarians and archivists are frequently responsible for preservation activities within organisations and often feel that they don't have access to the skills and knowledge of interventive conservators. Increasing the opportunities for the two groups to meet in a common forum to exchange knowledge and to network would be beneficial. ARA-Wales has expressed interest in the development of such opportunities. Input from staff and volunteers from the library domain is weak throughout the evidence collected for this report. The National Library of Wales, working in partnership with CyMAL and WHELP is well-placed to engage the wider library sector with discussions about the long-term care of documentary heritage.

3.10 Planning for the future

The final section of the survey sought to gauge how organisations felt about their current ability to deliver certain key aspects of conservation/preservation, what they would most like to have access to in order to help conserve and make accessible their collections, and what they identify as the top three issues faced by their organisation relating to the conservation/preservation of analogue documentary heritage.

3.10.1 Current ability to deliver ‘...’ given size and expertise of workforce, and nature and condition of collections

Organisations felt most confident in their ability to provide preservation advice within their own organisation, and in their ability to carry out preservation activities (such as boxing, or Integrated Pest Management) as needed. They were least confident in their ability to conserve materials and to carry out collection surveys.

Of the additional comments provided, the lack of resources for interventive conservation was a recurrent explanation for organisations judging their ability to conserve material as ‘poor’ or being ‘unable to respond’.

It is notable that those organisations with direct access to conservation skills (i.e. employing conservators) responded confidently about their ability to deliver across the range of activities. Although not proven, this suggests that responses to this question are driven more by skills and knowledge than the amount of money available to spend on conservation/preservation activities.

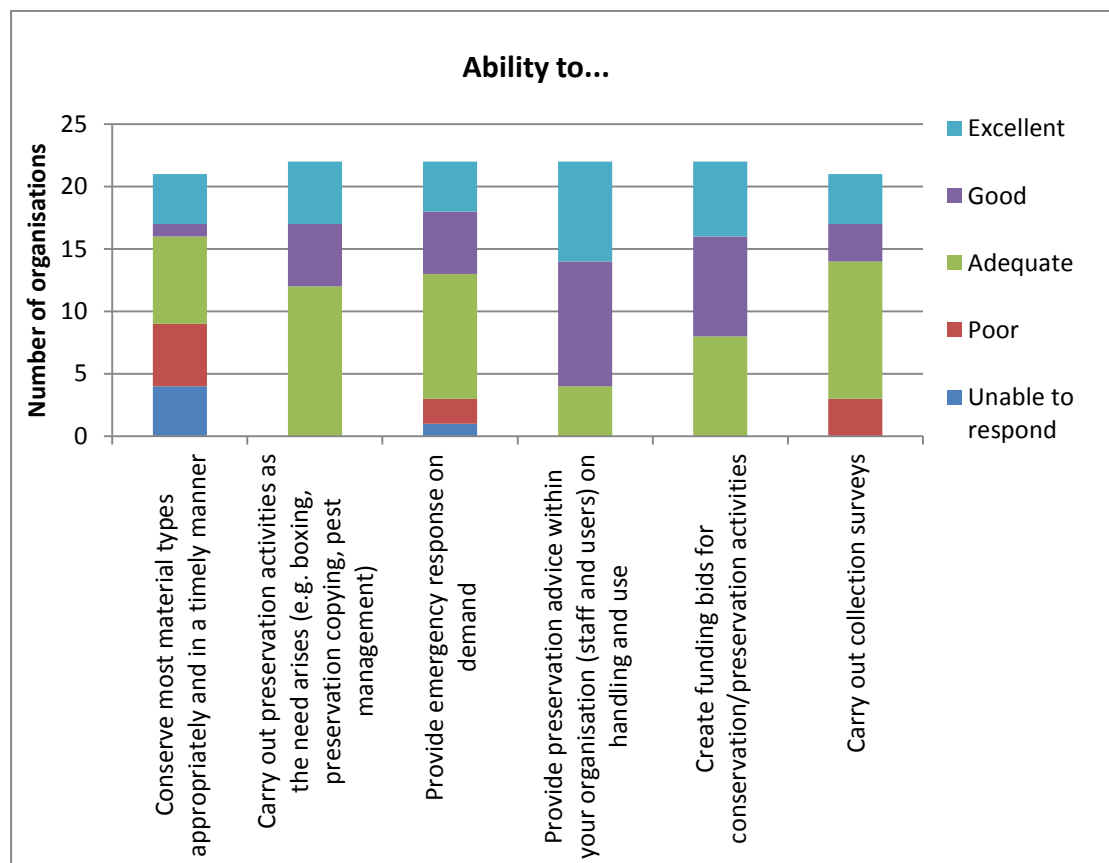


Figure 14.

3.10.2 What three things would you most like to have access to that would enable you to conserve your collections and make them accessible in the way that is relevant to your organisation?

This was posed as an open-ended question so that the answers were not restricted to, or pre-determined by, multiple-choice options. The result is, inevitably, a wide variety of responses and they are shown in Table 4 below.

Response 1	Response 2	Response 3
Conservation studio in South Wales	More frequent training for staff/users in document handling	Capacity and resources for more boxing
More funding to support conservation and build in flexibility re. business-as-usual and meet project demands		
More qualified conservators would enable us to take on more volunteers and increase output	Access to knowledge/experience of preparing funding bids	Commercial acumen for conservation-business models for generating income from conservation services
Technician to support the conservator		
Funding for equipment	Part-time technician to support conservator	Suction table
More funding	More equipment	Independent M&E advice
More fit-for-purpose accommodation	Better funding to increase conservation and preservation	
Conservation expertise	More budget to increase amount of material able to conserve/preserve	More staff
Training (preventive conservation)	Access to wider pool of conservation professionals	Better storage
More funding to outsource more conservation	Better knowledge and mechanisms of strategy and planning	Knowledge of preservation of born digital
Staffing to undertake analysis	Funding to do the work	Ability to do work as locally as possible so can liaise with people doing it
Conservation studio	Full time conservator	Digitisation room
Box making equipment		
Time	Money	Case studies
Digitisation equipment		
A conservation budget		
Freezer	Cold storage	Box making machine
Expertise	Finance	
Box-making equipment	Better storage	Quarantine space for new collections
Better storage		

Less time on income generation	Complete condition assessment survey	Conservation studio refurbishment
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Table 4.

From within these responses, more funding and more conservators/access to conservators are the two most common 'wishes'.

3.10.3 What do you identify as the top three issues faced by your organisation relating to the conservation/preservation of analogue documentary heritage?

The purpose of this question was to provide context for the conservation/preservation activities within responding organisations. As may be expected given the current and projected economic climate, they make stark reading and underscore the challenges faced by the heritage sector that are greater than the conservation needs of individual collections.

Response 1	Response 2	Response 3
Condition survey required to assess needs across collection	Improved conservation and storage areas	Equipment
Poor storage	Local government cuts	Lack of building maintenance
Low levels of staffing	Possibility of a major move	No staff time to prepare funding applications
Finance		
Staffing levels to undertake preventive conservation activities	Storage facilities	Digitisation of collections
Lack of resources	Lack of staff	Possible closure of service
Storage space	Time to complete retrospective documentation	Money
Retention of existing budget for conservation work		
Accreditation	Staffing	Funding
Audio / video	Digital preservation	19 th /20 th century materials
Lack of experienced conservators nearby	Reliance on a single organisation for support that may itself be subject to cuts	
Depletion of expertise generally (funding cuts)	Pressures on staff time (more to do)	
Keeping the archive open	Lack of staff	Lack of funding
Succession planning	Building infrastructure	Maintaining current levels of service
Local government financing hard to disaggregate for conservation	Access to staff training (can CyMAL maintain provision?)	Climate change
Budget cuts	Reliance on CyMAL for support	Merging of county boundaries and implications for funding
Pressure to increase income generation	Budget cuts	Lack of SLAs for work with other organisations
Losing experienced members of staff	Transfer of skills to new trainees	Lack of space / appropriate space

Implementing and embedding a conservation strategy into the organisation	Developing conservation thinking and ways of working to broaden approach and create understanding of how conservation fits into the bigger picture of the organisation	Continued cuts will limit staff and our ability to deliver
Maintaining/increasing levels of funding	Potential boundary changes and the effect this will have on services	Sustainability of conservation services
Protecting the conservation budget from parent authority	Increased digitisation as preservation	

Table 5.

Such challenging operating conditions provide greater impetus, perhaps, for collaboration on the development and delivery of a national conservation and preservation strategy for analogue documentary heritage in Wales. The scale of the issues to be addressed, their geographical diversity, the inability of a single organisation to deliver a solution for all, and the pre-existence of centres of conservation and preservation activity all point to the strong potential for a national strategy if agreement can be reached around its goals, priorities and delivery mechanism.

4 Strategic principles for a national conservation and preservation strategy

4.1 Background

The 2013 report *'Surveying the Conservation Landscape'* was commissioned to re-visit three recommendations from an earlier report *'The Future of Our Recorded Past'* (Lisc, 2000) and establish whether these recommendations had been actioned, remained valid or required further actions.

The three recommendations from the 2000 Lisc report *'The Future of Our recorded Past'* that form the focus of the 2013 report are:

1. There is a need for a national strategy for Wales for the conservation and preservation of all collections that combine to form a national collection.
2. A supportive network should be developed to strengthen professional links through every tier of organisations responsible for the preservation of Welsh recorded heritage, and with other bodies in the UK, Europe and Internationally.
3. There is scope for continuing and increasing collaboration between library, archive and museums services, especially, but not exclusively, where these are run by the same parent authority.

(Recommendations 1, 6 and 8 of *'The Future of Our Recorded Past'*.)

It is not the place of this report to repeat the detailed findings of 'Surveying the Conservation Landscape', which can be accessed online¹³. However, the updated recommendations from the 2013 report are reproduced below as they are central to an exploration of the potential strategic principles for a national conservation and preservation strategy.

Updated recommendations:

1. There is a need for the sector to work collaboratively to develop strategic objectives that will deliver improvements in the conservation and preservation of all collections that combine to form a national collection in Wales and to share these with all bodies with influence in this area.
2. Professional networks concerned with the preservation of recorded heritage in Wales should be supported, advertised and encouraged as they contribute to the sharing of excellence and help to tackle professional isolation.
3. CyMAL should seek to create opportunities to instigate and support collaborative programmes of work to coordinate the care of and access to definable documentary heritage collections which exist across institutional boundaries, in line with the distributed national collection initiative in the museum sector.

(*Surveying the Conservation Landscape*, p.3)

4.2 The benefits of a national conservation and preservation strategy

A national conservation and preservation strategy for the long-term care of Wales' analogue documentary heritage stands to benefit the people who use collections, the organisations responsible for the collections, the people who work and volunteer with collections and communities local to the collections.

For example, users of collections could benefit from improved physical and remote access to collections as a result of improvements to their stability. These benefits would apply to medium and long-term (future) users. The organisations responsible for providing access to collections and managing their long-term care would benefit from economies of scale and the opportunity to participate in a network of service provision and support. Individual staff and volunteers stand to benefit in terms of skills development and a reduction in professional isolation. There is also the potential to involve local communities in the delivery of the strategy, bringing potential social benefits as well as the opportunity to strengthen local support and advocacy for collections across Wales.

Most significantly, a strategy would provide a framework for collaborative activity resulting in:

- More efficient use of resources
- The potential to pool resources
- Minimised duplication of effort
- Greater opportunities for skills sharing and knowledge exchange
- Increased opportunities for peer-to-peer support
- The strengthening of existing networks
- Increased opportunities for partnership working
- Increased opportunities for joint funding bids

¹³ Surveying the Conservation Landscape (2013) accessible at: <http://wales.gov.uk/topics/cultureandsport/museumsarchiveslibraries/cymal/researchandevidence/surveying-conservation-landscape/?lang=en>. Accessed 30.11.14

- The ability to undertake projects together that are not possible individually
- Collective advocacy for the long-term care of collections
- A roadmap against which progress towards goals for the improvement in the conservation and preservation of analogue documentary heritage can be measured and impact can be demonstrated

For a national conservation and preservation strategy to be effective, there are several key areas in which agreement is essential. For this reason, the *collaborative* development of the strategy is important. It is suggested that the key areas for agreement are:

- the need for a national conservation and preservation strategy;
- agreement around the overarching goal and strategic objectives of the strategy;
- defined responsibility for development of the strategy (in collaboration with the sector) and commitment to resourcing it;
- an agreed mechanism for delivering the strategy;
- adequate resources to deliver the strategy.

4.3 The goal of a national conservation and preservation strategy

As Henderson (2013) identifies, 'A nationally strategic approach must find areas of common priorities, built on shared values and ambitions'.

As a starting point, there should be agreement amongst all stakeholders with an interest in the conservation and preservation of analogue documentary heritage on the purpose of a national strategy. The following proposal could be used as a starting point for wider debate.

Proposal: The goal of a conservation and preservation strategy for analogue documentary heritage in Wales is to deliver improvements in the conservation and preservation of all collections that combine to form a national collection in Wales and to share these with all bodies with influence in this area. (Based on Henderson, 2013)

There is then the need for further collaboration to agree the principles that underpin how the strategy is developed. Six potential strategic principles have emerged from the evidence collected through the surveys and interviews conducted as part of this research and the related background literature. These principles could be tested amongst the group of stakeholders that have agreed there is a need for a strategy and its goal.

4.4 Strategic principles

Strategic principle 1: The significance of collections must be understood in order to develop a strategy for their care and to prioritise the allocation of conservation resources effectively.

Rationale

- Evidence collected through Preservation Assessment Surveys, condition surveys and the Spotlight on Museums reports shows that there is a large quantity of analogue documentary heritage in Wales in poor physical condition.
- Data in this report shows that there is a limited number of organisations with access to trained/trainee conservators and that the demand for interventive conservation (based on condition alone) outstrips the people and facilities available to conserve damaged material necessitating a means of prioritising demand.

- Evidence collected through the surveys and interviews that inform this report shows that where individual organisations prioritise conservation activities, they do so based on significance, use and physical condition. This is consistent with wider practice. However, such evaluations are often ‘ad hoc’ and are certainly not consistent amongst organisations.
- Knowledge of the significance of collections across Wales, identified using consistent criteria, (such as that already published by CyMAL¹⁴) would provide a framework through which individual organisations could articulate to parent organisations (and more widely) the value of their collections and the need for their care. It would enable easier comparison between collections to allocate distributed resources that might form part of a national strategy; and bring organisations together to start to identify a national distributed collection across Wales enabling collective advocacy for its conservation and preservation.

Strategic principle 2: Any strategy for delivering the conservation/preservation of analogue documentary heritage collections must conform to and promote the use of current standards and best practice.

Rationale

- Standards and guidelines provide a framework and common reference against which diverse organisations can work to improve standards of care.
- The evidence collected for this report shows that the Archive Accreditation Standard is having a positive impact on archive services’ development and/or review of policies.
- The use of recognised (existing) standards will make it easier to cross-reference the conservation/preservation strategy to other initiatives (e.g. Accreditation, Significance assessments). Standards to be referenced include:
 - PAS 197: 2009 Code of practice for cultural collections management
 - PD 5454: 2012 Guide for the storage and exhibition of archival materials
 - PAS 198: 2012 Specification for managing environmental conditions for cultural collections
 - Archive / Museum Accreditation Standards
 - PACR – the professional practice assessment for conservation professionals wishing to gain accredited status.

Strategic principle 3: All organisations within Wales holding collections of analogue documentary heritage should have access to the resources they need to deliver improvements in the care of, and access to, their collections for the benefit of the Nation and local communities.

Rationale

- To deliver improvements in the conservation and preservation of all collections that combine to form a national collection a mechanism must exist for organisations without in-house conservation expertise to access that expertise. Access to trained conservators through a coordinated yet geographically distributed network would help organisations to prioritise conservation and preservation needs as part of a national strategy as well as address the stability or physical condition of items.

¹⁴ CyMAL (2013) *Why do we have it? A significance process and template*. Available at: <http://wales.gov.uk/docs/drah/publications/130327significanceen.pdf>

- A precedent is available in the role of the CyMAL collections adviser who has been regularly cited by contributors to this report as providing excellent support for the care of collections, particularly for preventive, training and networking activities.
- Barriers to access to conservation and preservation resources identified in this report include:
 - Geographical inaccessibility.
Evidence in this report shows that conservation resources (equipped studio and trained conservator) are concentrated in a relatively small number of centres and whilst some of these centres provide support and services to external organisations their capacity is limited.
Ensuring that conservators are located at centres across Wales will improve the ability of organisations to access conservation and preservation resources.
Should centres of conservation/preservation expertise be developed across Wales they should complement or build on existing service provision (including that of CyMAL) and be accessible to a wide range of organisations.
 - Insufficient numbers of trained conservators.
Increasing the number of conservators providing interventive and/or preventive conservation services will theoretically improve the ability of organisations to access conservation and preservation resources. Ensuring the balance of skills and level of expertise available will be an important strand of the strategy.
 - Limited funds to pay for conservation
Access is of course also determined by money; whether this is the ability of individual organisations to pay for services or the ability of service centres to operate at cost recovery (at minimum) or provide free/subsidised services.

Strategic principle 4: Conservation/preservation expertise should be developed within Wales to enable strategic priority 3. This must include an increase in the provision of accredited conservators, conservators with specialist skills and a platform for knowledge exchange.

Rationale

- Increasing the number of conservators is not the only solution to increasing capacity for conservation/preservation in Wales. Evidence collected for this report shows that there are a small number of accredited conservators (four) working on books/paper/archives in Wales. Only two of these conservators regularly provide external services, one as an income-generating service for a publicly-funded organisation and one as an independent business.
- Building mechanisms for skills development in terms of progression from novice to expert, development of specialist skills (e.g. photographic conservation, film conservation) and development of conservation/preservation skills amongst non-conservation professionals are an important part of the strategy that will contribute to its sustainability.

Strategic principle 5: Engagement within the heritage sector and externally must be embedded in the strategy to secure and maintain the funding necessary to support the delivery of the strategy.

Rationale

- This report has largely focused on documentary heritage in public ownership, taking these collections as a starting point for the strategy. The public sector has recently seen significant cuts and the prospects for the next election period (2015-2020) are at least as bad as has been experienced over the last five years with all major political parties committed to reducing the budget deficit as a priority. The result is that no single organisation is likely to be able to fund the implementation of a national strategy from within existing resources, nor is it likely that organisations working in collaboration would be able to support the implementation of a strategy without developing a means of securing additional finance.
- Resourcing of the priorities to be addressed by the strategy, and the activities that will deliver them, will need to be a constant theme during the planning phase. A nationally agreed approach to conservation/preservation offers the potential to use limited resources efficiently and to pool resources, for example through skills exchange programmes. It also offers the potential to work together to leverage additional funding, for example, through collaborative bids to external funders.
- Throughout the development of the strategy, thought should be given to how its activities can become self-sustaining in recognition of the fact that whilst it might be possible to raise additional money to seed-fund a national strategy, its long-term delivery will be dependent on a sound income-generation strategy.

Strategic principle 6: Frameworks for establishing and promoting collaborative working and for realizing and communicating the benefits of collaborative working must be built into the strategy.

Rationale

- Collaborative working is increasingly popular as a means of achieving more with limited financial resources, pooling expertise and knowledge and demonstrating an innovative approach to problem-solving.
- Collaboration and partnerships are high on the corporate agendas of many of the parent organisations (such as universities and local authorities) that are responsible for (and fund) libraries, archives and other collections of analogue documentary heritage. Participation in a high profile collaborative venture such as a national conservation and preservation strategy is a potentially powerful advocacy tool.
- A collaborative approach to the development of a national conservation/preservation strategy for Wales will ensure that the range of needs and expertise is represented in the agreed strategy.
- A collaborative approach to the implementation of a national conservation/preservation strategy for Wales offers the potential to address many issues such as limited funding, limited expertise, concentrations of expertise, geographical distribution of resources.
- The research supporting this report identified strong support for collaborative implementation of the strategy, particularly the delivery of conservation networks through a geographically distributed network.
- Beyond the process of working collaboratively, the strategy should consistently make clear the benefits of working collaboratively, e.g. what is being achieved by working together that would not otherwise be possible. A communication strategy should be in place to promote these achievements to parent organisations and external stakeholders to strengthen the sector and build resilience at individual organisations.

5 Recommendations for implementation of the strategic principles

5.1 Stakeholder agreement and publicity

There is a reasonable level of awareness of the work being undertaken by the National Library of Wales to develop a national conservation and preservation strategy for Wales. This is a consequence of research carried out for this report; previous research in 2012-13 to support the 'Surveying the conservation landscape' report; and consultation meetings carried out by the National Library of Wales to explore the development of a national conservation service.

However, it is apparent that libraries are less well engaged with the process than archives and museums. Raising awareness of the benefits of a national conservation and preservation strategy amongst this sector is a priority so that they contribute to the development of the strategy.

5.1.1 Review stakeholders and ensure that engaged and under-engaged custodians of analogue documentary heritage (libraries) are contacted and invited to participate in (ideally) or kept informed of (as a minimum) the development of the strategy.

5.1.2 Publicise the benefits of a national conservation and preservation strategy and invite stakeholders to a forum to formally agree the need for, goal, and strategic principles of a national conservation strategy.

5.1.3 At the forum, seek commitment from stakeholders to participate in phase 2, the development of the strategy.

5.1.4 Achieve stakeholder agreement on the organisation with responsibility for leading the development of the strategy.

5.1.5 Identify funding to support a named individual with responsibility for development of the strategy.

Indicative costing: Led by the National Library of Wales from within existing resource.

5.2 Development of the strategy

5.2.1 Appoint an individual with overall responsibility for the development of the strategy.

5.2.2 Build the credibility of the individual with key stakeholders.

5.2.3 Publicise the agreed strategic principles for a national conservation strategy. Use these to raise awareness of the collaborative development of a national conservation and preservation strategy and to engage wider stakeholders with the development of strategic priorities.

5.2.4 Agree strategic priorities

5.2.5 Publish and launch strategy

Indicative costing:

Description	Estimated cost	Notes
Funded post for 6 months (2 days per week)	£5,300	Based on NLW salary band 3
Budget for face-to-face engagement meetings (estimate 3) delivered across Wales	£1,000	
Online forum for communication (e.g. web page, newsletter or blog)	£0	Use free service provider
Office space and equipment	£0	Provided at no cost by one of the organisations committed to the development of the strategy (e.g. NLW) to demonstrate commitment to future funders of the strategy.
Publishing, design and distribution of strategy (electronic format)	£700	
Estimated total (6 months)	£7,000	

5.3 Implementation of the strategy

(based on proposed strategic principles, themselves subject to agreement)

5.3.1 Work with CyMAL to raise awareness of significance assessments using the methodology published by CyMAL and develop case studies of completed assessments to encourage uptake.

5.3.2 Pilot resources needed to conduct significance assessments. It is likely that those organisations that would most benefit from carrying out significance assessments are least likely to have the resources (particularly time) to do so. A coordinated programme of support with assessments, building on the work and experience of CyMAL with museums, would help to raise the profile of significance assessments, build a picture of the national distributed collection, and help to prioritise conservation/preservation activity.

5.3.3 Identify three 'centres' or 'hubs' to deliver support for improving the conservation and preservation of collections of analogue documentary heritage in Wales. These could build on existing centres of provision, for example, National Library of Wales, Gwynedd Archives and Glamorgan Archives. Each of these organisations has capacity in terms of workspace, has existing conservation staff and already provides conservation (or related) services on an income-generating basis. It is important that support provided through the national conservation strategy is not seen to put at risk the income-generating activities of existing/ developing centres, particularly given the current economic climate.

Role of national conservation strategy conservators:

- To support organisations undertaking significance assessments.
- To contribute to CyMAL's training programme to develop conservation and preservation knowledge amongst non-conservation professionals.

- To undertake interventive conservation and preservation activities for organisations that do not have in-house expertise (on a cost-recovery basis, or as part of externally funded ‘consortial’ bids identified as a priority through the national conservation strategy).
- To contribute their knowledge and expertise to support a skills exchange programme.
- To act as advocates for the national conservation strategy and contribute to a programme of awareness-raising activities linked to the programme (e.g. online and in person).

5.3.4 Collaborate to build a fund for delivery of the strategy to improve the conservation and preservation of Wales’ analogue documentary heritage. This could include:

- Submitting a proposal for the consortium delivering the strategy to receive funding as an Arts Council of Wales revenue-funded organisation.
- Approaching trusts and foundations for seed-funding for a consortial approach to delivering the national conservation strategy, particularly for the pilot elements of support for significance assessments and the establishment of a skills exchange programme.
- Consortial bids to established funders of conservation/preservation activities to fund conservation work that has been identified as of national significance.
- Seeking sponsorship for ‘citizen-engagement’ programme of significance assessment under guidance of curatorial staff and trained conservator.
- Raising money through crowd-funding to increase the public profile of the work being done to care for Wales’ national documentary heritage.

5.3.5 Compile a register of skills to support the development of a skills exchange programme to enhance the skills of conservators throughout Wales, to reduce isolation and build on networks of professional support. Pilot skills exchange programme. Ensure the programme runs in collaboration with existing networks and forums, notably ARA-Wales and Conservation Matters (Welsh Museums Federation).

Indicative costing:

Description	Estimated cost	Notes
Coordinator (2 days per week) (e.g. publicity, fund-raising, coordinating significance assessments, coordinating skills exchange programme.	£10,500	Based on NLW salary band 3
Coordinator office space, contribution to overheads and administrative expenses	£4,200	Estimated at 40% of full salary costs
2 x ACR conservator; 1 x non-ACR	£30,712 £30,712 £25,732	Based on NLW salary band 4 (ACR) and band 3 (non-ACR)
Materials costs	£4,000*	
Skills exchange programme	£3,000*	Trainers; Networking events; Publicity
Citizen engagement – significance assessments	£2,000*	Volunteer expenses; Publicity

Total	£110,856	Per annum
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* NB: not fully costed

Targets for incoming resources, years 1-2:

Description	Estimated cost	Notes
Seed-funding e.g. from trusts and foundations	£10,500 £3,000 £2,000	Coordinator salary, skills exchange, significance assessments
50% income generation **	£45,578	Conservation posts and materials
50% external seed funding national conservation strategy conservator posts	£45,578	Conservation posts and materials
Office / studio space	£4,200	In-kind contribution from hosting organisations (i.e. cancels out cost above)
Total	£110,856	Per annum

Targets for incoming resources, years 3 onwards:

Description	Estimated cost	Notes
Crowd-funding and sponsorship **	£10,500 £3,000 £2,000	Coordinator salary, skills exchange, significance assessments
50% income generation **	£45,578	Conservation posts
50% externally raised funds for collaborative projects in line with identified significant collections	£45,578	Conservation posts and materials
Office / studio space	£4,200	In-kind contribution from hosting organisations
Total	£110,856	Per annum

** NB: no market research carried out to test feasibility

6 Conclusion

The development of a national conservation and preservation strategy for Wales' analogue documentary heritage would provide a framework for addressing the conservation/preservation issues identified in this report.

Support for a national conservation and preservation strategy exists amongst the sector, although there is a need for greater engagement from libraries as part of a future phase of publicity and stakeholder engagement.

The research found strong support for collaborative working, both in the development and implementation of the strategy. The interviews and surveys indicate that the most popular mechanism for delivering a national conservation and preservation strategy would involve building on geographically dispersed centres of existing conservation/preservation service provision and would involve working alongside existing networks which already provide good opportunities for skills sharing and knowledge exchange.

It is recommended that a national conservation and preservation strategy is developed in collaboration with other interested parties in Wales. This report identifies six potential strategic principles which could be used as a starting point for the development of a strategy.

Indicative costings for the first three years of development and implementation of a strategy have been provided, but much is dependent on the form that the strategy takes and which organisations are able to contribute to its development and implementation. A critical first step will be to obtain agreement from supporters of a national strategy on the organisation to lead its coordination through the early development phase and to identify a named person within that organisation with responsibility for driving the strategy forward.

Appendix 1 – Survey questions

About this project

Survey to establish resources to support the conservation of analogue documentary heritage in Wales

As a follow-up to the report 'Surveying the Conservation Landscape' produced by Jane Henderson of Cardiff University for CyMAL and the National Library of Wales*, the National Library of Wales has commissioned Preservation Matters Ltd to map resources, (including people, organisations and professional bodies) offering support for the conservation of analogue documentary heritage** in Wales.

This mapping exercise is one of several recommendations made in the report as necessary to inform the development of a national conservation strategy for analogue documentary heritage in Wales. It focuses on facilities, skills and conservation needs.

The survey takes approximately 20 minutes to complete. Your answers will help to build a picture of what already exists and the areas in which resources could be developed to provide better support through a national conservation network. Throughout the survey, where approximate figures are requested, you are not expected to provide a precise figure – an estimate is perfectly adequate. If you can't estimate a figure, please record 'unknown'.

Your participation is greatly appreciated. If you would prefer to discuss these questions on the telephone, or you have any questions about the survey please contact Caroline Peach, caroline.peach@preservationmatters.co.uk.

The survey questions are available in Welsh as a pdf. Please email Caroline to receive a copy of the survey in Welsh.

Your answers will be treated anonymously. The data collected will be used for the compilation of a report to be submitted to the National Library of Wales.

* Surveying the Conservation Landscape, available at: <http://wales.gov.uk/topics/cultureandsport/museumsarchiveslibraries/cymal/researchandevidence/surveying-conservation-landscape/?lang=en>

Definitions

Based on Edmondson, UNESCO, 2002 "Memory of the world: General guidelines to safeguard documentary heritage" <http://unesdoc.unesco.org/images/0012/001256/125637e.pdf>

** **Analogue documentary heritage** – items of a non-digital nature which can be moved, preserved and migrated and result from a deliberate documenting process. Includes textual items such as manuscripts, books, newspapers and posters; non textual items such as drawings, prints, maps and music; and audiovisual items such as films, tapes and photographs.

Conservation – actions involving minimal technical intervention that are required to prevent further deterioration to original materials and enhance long-term use.

Preservation – an umbrella term to encompass the activities (such as environmental management, handling and storage procedures) necessary to slow deterioration and minimise the risk of damage in order to facilitate long-term access to them.

The term 'preservation' is widely used in the library and archive sectors. The term 'preventive conservation' is more commonly encountered in the museum sector.

Section A: About your organisation

Your answers to this section will help us with the mapping element of the work by identifying the type of organisation the answers for this survey response come from and whereabouts in Wales the resources are to be found. You do not have to provide your name and email address unless you would like to.

* 1. Name of organisation:

***2. Location of organisation (county):**

***3. Primary type of organisation:**

- Library
- Archive
- Museum
- Independent conservation business
- Other (please specify)

4. What is the approximate percentage of collections that are 'analogue documentary heritage' for this organisation?

5. Are you happy to be contacted to discuss your answers in more detail?

- Yes
- No

If yes,

6. Your name:

7. Your email address:

Section B: In-house resources

Your answers in this section will help us to build up a picture of the skills and resources within Wales for the conservation and preservation of Wales' analogue documentary heritage collections, and map the location of different levels and types of resource and expertise across the country.

8. Do you have a dedicated work space for carrying out conservation/preservation activities?

- Yes
- No

9. If yes, how many staff are employed full time to carry out conservation/preservation activities (please enter a number)

Conservator, accredited	<input type="text"/>
Conservator, not accredited	<input type="text"/>
Technician	<input type="text"/>
Trainee	<input type="text"/>

10. If yes, how many staff are employed part time to carry out conservation/preservation activities? (please enter total number of people and total hours (for all people in that category) per week)

Conservator, accredited	<input type="text"/>
Conservator, not accredited	<input type="text"/>
Technician	<input type="text"/>
Trainee	<input type="text"/>

11. Does your organisation use volunteers for conservation/preservation activities?

- Yes
 No

12. If yes, how frequently do you use volunteers? (if you are able to indicate an average total number of hours per week that would be helpful, otherwise please describe)

13. About your conservation work space

How many people is your conservation work space designed to accommodate?

How many people currently use that space?

If the space is not being used to capacity, is this a short- or long-term situation?

14. Which areas of (interventive) conservation expertise does your in-house conservation team cover?

	Paid staff	Volunteers
Books	<input type="checkbox"/>	<input type="checkbox"/>
Paper	<input type="checkbox"/>	<input type="checkbox"/>
Parchment / vellum	<input type="checkbox"/>	<input type="checkbox"/>
Photographs (print)	<input type="checkbox"/>	<input type="checkbox"/>
Gold finishing	<input type="checkbox"/>	<input type="checkbox"/>
Film-based material	<input type="checkbox"/>	<input type="checkbox"/>
Prints and drawings	<input type="checkbox"/>	<input type="checkbox"/>
Conservation assessments / condition surveys	<input type="checkbox"/>	<input type="checkbox"/>
Digitisation preparation work	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) or comment		
<input type="text"/>		

15. What areas of preservation (preventive conservation) expertise does your in-house team cover?

	Paid staff	Volunteers
Environmental monitoring	<input type="checkbox"/>	<input type="checkbox"/>
Pest management	<input type="checkbox"/>	<input type="checkbox"/>
Boxing / housing	<input type="checkbox"/>	<input type="checkbox"/>
Exhibition mounts / supports and advice	<input type="checkbox"/>	<input type="checkbox"/>
Handling guidance	<input type="checkbox"/>	<input type="checkbox"/>
Emergency planning and response	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping and cleaning of collections	<input type="checkbox"/>	<input type="checkbox"/>
Collection assessments or preservation surveys	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify)

16. Does your organisation create microfilm of its collections?

- Yes
 No

17. If yes, is this specifically a preservation activity?

- Yes
 No

18. Do you have the facility to create microfilm on your own site?

- Yes
 No

Comment

19. Does your organisation create digital copies of its collections?

- Yes
 No

20. Is this specifically a preservation activity?

- Yes
 No

21. Do you have a dedicated studio/area for digitisation within your organisation?

- Yes
 No

Comment

22. Does your organisation have any of the following conservation or scientific equipment? (please indicate number of items and whether or not you have staff trained to use the equipment)

Leafcaster	<input type="text"/>
Box cutting machine	<input type="text"/>
Mount cutting machine	<input type="text"/>
Suction table	<input type="text"/>
Fume cupboard	<input type="text"/>
Electronic guillotine	<input type="text"/>
Book cleaning machine	<input type="text"/>
Vacuum pack machine (e.g. for anoxia treatment)	<input type="text"/>
Freezer (e.g. for pest treatment or emergency response)	<input type="text"/>
Microscope	<input type="text"/>
Environmental monitor (temperature/relative humidity)	<input type="text"/>
Light monitor	<input type="text"/>
Ageing oven (for Oddy testing)	<input type="text"/>
Spectroscopy equipment	<input type="text"/>
Cold storage facilities (e.g. for film)	<input type="text"/>
Other (please describe)	<input type="text"/>

Section C: Buying and delivering services

This section is about using external services to treat or manage collections, or providing services to help others. Your answers will help to identify gaps in provision, and to map supply and demand of the additional services organisations are using.

23. Do you have a dedicated conservation/preservation budget?

- Yes
 No

Comment

24. Do you use external conservation/preservation services?

- Yes
 No

25. If yes, which services do you purchase and how do you use them? (chosen answers can apply to individual items or batches of collections - the information collected here is indicative rather than precise)

	Bring in / Send out	Frequency of use	Approximate % of annual budget
First time binding	<input type="text"/>	<input type="text"/>	<input type="text"/>
Book conservation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paper conservation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bespoke boxes / enclosures	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cleaning of collections	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reproduction - microfilm	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reproduction - digitisation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Conservation consultancy (advice on condition and/or treatment needs of collection items)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preservation consultancy (advice on the conditions in which collections are kept and measures to ensure long-term use)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training (relating to preservation or conservation)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Input into conservation/preservation funding applications	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment (please provide any other relevant information, for example if you use a 'package' service which makes it difficult to split up services as described above).

26. If you send material out for external treatment/services, do you use companies outside Wales?

- Yes
 No

If yes, why?

27. Does your organisation provide services to others, and if so to what type of organisation and do you charge for it?

	Yes	To libraries	To archives	To museums	To other heritage organisations	To private owners/ collections	Yes this is an income generating service
First time binding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bespoke boxes / enclosures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning of collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reproduction - microfilm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reproduction - digitisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation consultancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation consultancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training (related to preservation or conservation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Input into conservation/preservation funding bids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General advisory services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add any comments here:

28. If you provide services, do you provide them:

To organisations with which you have an agreement set up, or existing relationship?

On request?

As advertised services?

Where do you provide services? (please specify counties, or 'all Wales')

Section D: Your organisation's use of standards and guidelines

Your answers here will help us to identify how far organisations across Wales have been able to apply recognised standards to the care of their collections and reveal areas where more support might be useful.

29. If your organisation is a museum or archive, is it Accredited?

- Yes
- No

30. Is your organisation planning on attaining Accreditation?

- Yes
- No

If yes, over what approximate timescale? If no, why not?

31. Does your organisation have a documented policy covering any of the following areas?

	Policy?	If yes, how frequently is the policy reviewed?	If no, do you need support to develop a policy?
Conservation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency planning and response	<input type="text"/>	<input type="text"/>	<input type="text"/>
Storage	<input type="text"/>	<input type="text"/>	<input type="text"/>
Environmental monitoring	<input type="text"/>	<input type="text"/>	<input type="text"/>
Handling and use	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preservation copying	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pest management	<input type="text"/>	<input type="text"/>	<input type="text"/>
Loans	<input type="text"/>	<input type="text"/>	<input type="text"/>

32. Please indicate which, if any, of the following standards or guidelines you have used to inform the development of your policies?

- PAS 197: 2009
- PD 5454: 2012
- PAS 198: 2012
- Benchmarks for Collection Care
- Museum Accreditation standards and guidance
- Archive Service Accreditation standards and guidance
- Other (please specify)

Section E: Your collections and their conservation/preservation needs

Please tell us a little bit more about the analogue documentary heritage collections in your care. This will help us to build up a picture of the status of collections and conservation need; and where more resource is needed.

33. Has a survey of the collection or part of the collection been carried out?

- Yes - condition survey
- Yes - preservation needs assessment
- No
- Don't know

If yes, when was the survey carried out?

34. If yes, was it a:

- Sample survey
- Item-by-item survey

If only part of the collection was surveyed, which part and what proportion of the total does this represent?

35. About the levels of damage of your organisation's collections

Approximately what percentage of the collection is damaged?

Approximately what percentage of the total collection (damaged and undamaged) shows SEVERE damage (damage which compromises use)?

Approximately what percentage of the total collection (damaged and undamaged) shows MINOR damage (damage that does not affect use)?

What type of material shows most extensive damage?

Is severely damaged material still accessible to users (yes/no/comment)

36. How do you prioritise the conservation needs of your collection?

Section F: Sharing and collaborating

Answers to this section will help us to gauge how a conservation network could be developed to support the conservation of documentary heritage in Wales.

37. If your organisation is in a position to, would you consider sharing any of the following resources with other heritage organisations within Wales?

	Yes, freely	Yes, for a monetary charge	Yes, for some type of reciprocity	No	Maybe
Conservation studio space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interventive (treatment) conservators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preventive conservators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold storage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use this space for comments / elaborations on the above

38. From the list above (or other identified needs), which resources do you need access to to better conserve or preserve the collections in your care?

39. Which forums or networks do you take part in that provide support for the care of analogue documentary heritage in Wales?

Section G: Planning for the future

40. Of the following operations, how would you rate your organisation's ability, currently, to respond appropriately given the size and expertise of your workforce and the nature and condition of your collections?

	Excellent	Good	Adequate	Poor	Unable to respond
Conserve most material types appropriately and in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carry out preservation activities as the need arises (e.g. boxing, preservation copying, pest management)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide emergency response on demand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide preservation advice within your organisation (staff and users) on handling and use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create funding bids for conservation/preservation activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carry out collection surveys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/details:

41. Thinking about your collection and its condition, your current staffing levels and skills and your typical user profile, what three things would you most like to have access to that would enable you to conserve your collections and make them accessible in the way that is relevant to your organisation, and why?

42. Based on your current situation and any forward planning done for the next five years, what do you identify as the top three issues faced by your organisation relating to the conservation/preservation of analogue documentary heritage?

That's it! You've finished.

Thank you very much for your time and help in providing this information.

Kind regards
Caroline Peach

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Appendix 2 – Acknowledgements

The author gratefully acknowledges the contributions made from the following organisations towards this research. This list is not comprehensive but includes those organisations that are happy to be acknowledged as having contributed to this research.

Amgueddfa Cymru National Museum Wales
Anglesey Archives
ARA-Wales
Bangor University
Cardiff University
Carmarthen Museum
Ceredigion Archive
Conwy Archive Service
CyMAL
Denbighshire Archive
Flintshire Record Office
Glamorgan Archives
Gwent Archives
Gwynedd Archives
Merthyr Tydfil Public Library Services
Monmouthshire Museums Conservation Service
National Library of Wales
National Trust
Pembrokeshire Archive
Welsh Museums Federation
West Glamorgan Archives

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