



ARCHIVES & LOCAL STUDIES

Barnsley MBC Place Directorate

Culture, Housing and Regulation

Culture and Visitor Economy Service

Barnsley Museums

Barnsley Archives and Local Studies

Collections Development Policy

March 2017

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1. Introduction

- 1.1 Barnsley Archives and Local Studies (hereinafter referred to as Barnsley Archives) is part of Barnsley Museums, within the Culture and Visitor Economy Service of Barnsley Metropolitan Borough Council (hereinafter referred to as Barnsley MBC).
- 1.2 This *Collections Development Policy* should be read in conjunction with the service's *Collecting Policy* and *Access Policy*, and with *Barnsley Museum's Collecting Policy*.

2. Collections profile

- 2.1 Barnsley Library Service has been collecting secondary material of local interest since the 1890s. This included a small amount of archival material, which was added to the local studies collections.
- 2.2 Barnsley Archives was formed in 1987 following the cessation of South Yorkshire County Council. It merged with the local studies library in 1998 to form Barnsley Archives and Local Studies.
- 2.3 The service aims to acquire material relating to Barnsley's many and diverse communities and organisations, ensuring all communities are represented in the collections.
- 2.4 All date periods are acquired – from the earliest times to the present day. The original archive collections currently date back to the mid-12th century.
- 2.5 All formats are collected – paper, parchment, audio-visual, photographs etc.
- 2.6 All geographic parts of the Metropolitan Borough of Barnsley are covered.
- 2.7 The main record types in the collection are:

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- Local authorities: Barnsley Metropolitan Borough Council and its predecessors, urban and rural district councils and parish councils
- Public Records: National Health Service and the Magistrates Court
- Barnsley Police
- Non-conformist churches and chapels: Methodist, Baptist, Congregational, Independent.
- Businesses
- Charities and Trusts
- Groups
- Schools
- Societies and voluntary groups
- War-related records
- Family and estates
- Electoral registers
- Local newspapers
- Photographs
- Local maps

3. **Limitations of the Collections**

- 3.1 The collections are strong in the area of schools, businesses, parish councils, families, estates, and non-conformist places of worship.

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3.2 Areas where the service is weaker are non-official organisations such as voluntary groups and minorities (such as disabled, minority ethnic groups and sexual minorities).

3.3 Digital records are not held in a large quantity and that remains an area for development. However, Barnsley Museums are developing a Digital Strategy during 2017-18 and that will detail the plans and procedures for managing digital records, including our film and sound collections.

4. **Collections Development**

4.1 The collections will be developed in the following areas:

- Modern records of Barnsley MBC: Continue to ensure main Council minutes are routinely transferred. Discuss arrangements for the transfer of other material from the Council's Records Management Service.
- School records: Continue to liaise with local schools to ensure that any remaining historical material is transferred. Discuss arrangements for the transfer and preservation of more recent digital admissions information.
- Political groups: Encourage politicians, political parties, trade unions and pressure groups to deposit their records. In Barnsley, ensuring the long-term survival of the National Union of Mineworkers archive (not currently in our custody) is a priority.
- Local communities: Provide advice and support to community groups, encouraging them to deposit collections with us.
- Books and secondary resources: Continue to seek out and acquire new publications relating to the history of the Borough.

4. **Dissemination and Review**

4.1 This policy will be made publicly available in Barnsley Archives' searchroom, and on the service's website. A copy will also be sent to the National Archives.

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- 4.2 This policy will be reviewed after a period of 4 years, or earlier if legislation and guidance necessitates it.