



# ARCHIVES & LOCAL STUDIES

Barnsley MBC Growth and Sustainability Directorate

Regeneration and Culture

Culture and Visitor Economy Service

Barnsley Museums

**Barnsley Archives**

**and**

**Local Studies**

**Collecting Policy**

November 2023

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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 Barnsley Archives collects, preserves and makes accessible the documentary heritage of the Metropolitan Borough of Barnsley from the 12<sup>th</sup> century to the present day.
- 1.3 As well as documenting the past, Barnsley Archives aims to collect material relating to Barnsley's diverse communities and organisations, ensuring all communities are represented in the collections.
- 1.4 This policy was drawn up under the set guidelines laid down by the National Archives in their *Standard for Record Repositories* (2004).
- 1.5 Barnsley Archives aim to store their holdings in accordance with British Standard PD 5454:2012 *Guide for the storage and exhibition of archival materials* and BS EN 16893 *Buildings for the Storage and Use of Collections*.
- 1.6 The services provided by Barnsley Archives and Local Studies are within the framework of the Local Government Act, the UK General Data Protection Regulation (UK GDPR), the Public Libraries Act, the Freedom of Information Act, the Data Protection Act and the Environmental Information Regulations. All material in the care of Barnsley Archives will be made available for research in strict accordance with the Acts.

## 2. Acquisition remit

- 2.1 The primary purpose of the Archive service is to preserve and make accessible for research the historical records of the Metropolitan Borough of Barnsley, its predecessors and other bodies whose powers and duties have been transferred to

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Barnsley Metropolitan Borough Council. Their common factor is that they are unique, of historical significance and worthy of permanent retention, and therefore require high standards of security, storage and handling to ensure preservation.

- 2.2 Privately-owned records are also sought by the Archive service. The policy is to collect any records from whatever sources – non-conformist chapels, societies, businesses, families, solicitors, individuals, etc – which contain significant information which can contribute to a better understanding of Barnsley's past. The age of such records, and the medium in which they exist – paper, parchment, film, photograph, digital etc. - are not criteria for selection.
- 2.3 Barnsley Archives has been appointed by the Lord Chancellor as a place of deposit for local public records. The categories of public records held by Barnsley Archives are National Health Service/Healthcare and Court Service.
- 2.4 Barnsley Archives would **not** normally seek to collect records which are not primarily related to the Barnsley Borough, or which are of a particularly specialist nature, requiring skills or equipment beyond the office's resources to preserve, exploit or interpret. In such cases the office would advise of a more suitable repository or institution to take care of the collection.
- 2.5 As part of Barnsley Museums, records offered to Barnsley Archives are submitted to the monthly acquisitions panel, where they are assessed alongside three-dimensional objects and artwork offered for the museum collections. If it is decided that an archival item is not to be added to the archive collections, an alternative is for it to become part of the museum's handling collections or used in an art installation.
- 2.6 The Local Studies service aims to provide a comprehensive library of secondary information resources relating to the Barnsley district and the lives of inhabitants.
- 2.7 The Barnsley Collection is the primary focus of the collecting activities of the Local Studies service. The collection relates solely to the area covered by Barnsley MBC and as such has the highest priority for acquisition over the rest of Yorkshire. The

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collection contains books, journals, leaflets, printed ephemera, local newspapers, local maps, cuttings files, electoral rolls, and other documents relating to the Barnsley area.

- 2.8 The Yorkshire Collection is also an important part of the Local Studies service. It relates to the rest of South Yorkshire and the districts bordering Barnsley. It also contains a limited collection of general history books dealing with the main towns in Yorkshire. Books and other materials may be acquired if they contain information about Barnsley or cover subjects which are highly relevant to the history and culture of Barnsley.
- 2.9 The Local Author Collection, which is amongst the resources of the Local Studies service, includes works written by individuals who were either born in the borough, educated in the borough or spent a significant amount of time working in the borough. These are reference only and can be consulted by customers in the public searchroom. They are also frequently used as part of museum exhibitions and outreach activities.
- 2.10 Non-book and electronic resources are also available in the department, selected on the basis of the above criteria. In some cases, national resources will be collected if they are deemed to be of particular appeal to users. The service holds a limited number of publications giving guidance on the use of archival and local studies material. This includes publications and material relating to the field of genealogy.
- 2.11 Barnsley Archives will not normally accept three-dimensional objects, but will signpost and facilitate contact with Barnsley Museums' Collections team for further discussion.

## 3. **Acquisition and Management principles**

- 3.1 The service generally takes archival material from individuals and families as an outright **GIFT**. This means that ownership of the material passes to Barnsley Metropolitan Borough Council.
- 3.2 In a small number of cases, records are taken on **DEPOSIT**, i.e. permanent loan. This includes records from bodies such as the Barnsley Court Service and the Methodist Church. Depositors

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placing records in the custody of Barnsley Archives for permanent loan do not lose the ownership of their records. The depositor is required to notify the Archives and Local Studies Manager of any change of address.

- 3.3 Deposited records are covered against all reasonable costs arising from their repair or restoration after damage from whatever cause while in the Council's custody. In the event of damage by fire, this cover is provided by the Council's fire insurance policy; in the event of damage from any other cause whether accidental or deliberate, cover is provided by the service's own internal arrangements. However, in the event of total loss, from whatever cause, where repair or replacement is impossible, the Council can offer no compensation.
- 3.4 Barnsley Archives also receives records by **TRANSFER** from within Barnsley MBC. Most pre-1974 Council records are in the custody of Barnsley Archives, whereas the majority of later records are held by the Council's Records Management Service.
- 3.5 Occasionally items are acquired by **PURCHASE** by Barnsley Archives or on behalf of the service by one of our affiliated groups if they are deemed to be of particular historical value. The service, along with our supporters, monitor online auction sites frequently to highlight items of interest. Items purchased in recent years include maps, postcards, books and manuscripts.
- 3.6 The records will be stored in conditions not less favourable than those considered acceptable for the storage of the Council's own records. The records will undergo such conservation and restoration as deemed necessary by the Archives and Local Studies Manager. Records in a fragile condition will be withheld from public access. Records may be numbered with a reference code for their own safety and for the purposes of identification.
- 3.7 Barnsley Archives will seek to catalogue and index the records in accordance with the service's ongoing programme. A free copy of the catalogue can be supplied by request to the donor or depositor on completion. Catalogues are also routinely added to the service's online catalogue, accessible at [www.explorebarnsleycollections.com](http://www.explorebarnsleycollections.com).

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- 3.8 Records are open for public inspection free of charge in the public searchroom, in accordance with the service's guidelines for the use of records.
- 3.9 Barnsley Archives may photograph, photocopy, microfilm or digitally scan records for purposes of private study. For purposes of publication, the consent of the depositor will be sought. Copyright in all catalogues, lists, finding aids and reprographic copies remains with Barnsley MBC.
- 3.10 Those records on deposit may be permanently withdrawn at any time after giving two months' notice. During this period of notice the department reserves the right to copy records in order to make the copies available for private use. A depositor withdrawing records permanently may be required to contribute towards the cost invested by the service in the collection's storage, conservation and cataloguing. Where records are withdrawn for sale, Barnsley Archives requires the first option to purchase the collection.
- 3.11 The Archives and Local Studies Manager reserves the right to confidentially dispose of any items which have been donated to the department. Where items are on long-term loan, the approval of the depositor will be sought before disposal, and they will be given the opportunity to take back the item(s).
- 3.12 The Archives and Local Studies Manager reserves the absolute right to refuse to accept a donation, either from a private individual, organisation or from within Barnsley MBC, if adequate space is not available for storage or if the item(s) is/are not of great historical value.

## **4. 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.
- 4.2 This policy will be reviewed after a period of 5 years, or earlier if legislation and guidance necessitates it.