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and 5 The College. These are of historic and research interest and have special preservation needs. The general collecting policy is available at via the link at:

<https://www.dur.ac.uk/library/about/policies/> That for the Local Studies collection is at <http://www.dur.ac.uk/library/resources/heritage/local/> Included in these collections are materials in many formats such as paper and parchment manuscripts, printed books, photographs, maps, prints, moving images, museum artefacts etc. The policy covers all of these. The long-term preservation of all these items is of paramount concern to the staff who care for these collections. To achieve this they:

- x preserve the collections in the care of Durham University for current and future access.
- x ensure that collections are stored in the optimum environmental conditions within the limitations imposed by historic buildings.
- x pursue preservation and conservation strategies that serve the long-term purpose of Durham University to support educational opportunities and the pursuit of research and scholarship for the academic and wider community.

To achieve these objectives conservation staff

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PRESERVATION POLICY ARCHIVES AND SPECIAL COLLECTIONS

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- x The Head of Archives and Special Collections reports on preservation matters within archives and special collections in regular meetings with the Director of Culture and the Senior Culture Management Team.
- x A Conservation Planning Group meets regularly and a report on the work of the

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For other formats

- x acid-free boxes, folders and other wrappings are used for packaging.
- x items are stored within packaging of an appropriate format and specification size and are not overcrowded within boxes.
- x items are stored on appropriate sized shelves.
- x all archival collections are stored on powder coated metal racking.
- x artefacts are stored on static padded shelves or in padded containers.
- x photographs and films are stored in appropriate containers on static shelving.

4.5. Handling and access

Guidelines for the care and handling of books and documents conform to PD 5454:2012, PAS 197 and IFLA Principles for the Care and Handling of Books (i46.(e a)-66 (12.9 (s)-1.w)12n6.em)2.5 (k)- (

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All items are photographed before the start of treatment and during treatment, if necessary. All details of condition and treatment of the items are recorded in the conservation database base.

6. Reprographics

6.1. Surrogates

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object type in accordance with the recommendations of PD5454:2012 and the National Preservation Office's Guidance for exhibiting library and archive materials.

7.1. Exhibitions and environmental conditions

- x Continuous environmental monitoring is carried out with radiologgers.
- x Galleries are air conditioned and all display cases are passively controlled with the use of Prosorb gel.
- x Lighting in cases is fibre optic from LED light source and gallery lighting is LED, to eliminate UV.

External institutions requesting the loan of items for exhibition are required to meet the requirements of Durham University and to sign a condition of loan agreement. If the conditions provided by the requesting institution do not meet these requirements, it may be possible to provide a reproduction of an item for display.

8. Emergency planning and response

- x Culture Durham recognises that advance planning, training and up-to-date plans are crucial for a competent response to any man made or natural disaster that might occur.
- x Culture Durham has an emergency plan for archive and special collections, which is regularly updated and provides information to prepare staff for emergencies. There are also stores of disaster equipment in various parts of the two buildings with archives and special collections.
- x A subscription is paid annually to Harwell Drying Services who specialise in disaster recovery.

References

British Standards Institution. BS5454:2000. Recommendations for the storage and exhibition of archival documents. London: BSI, 2000.

British Standards Institution. BS4971:2002. Repair and preservation of books (BSI 2002-6.6)