

Appendix 1

**Culture and City Development**

**Archives Development Policy 2016 - 2020**

**1. Introduction**

**1.1** Portsmouth's archive collections are magnificent resources that we hold for the people of Portsmouth and for visitors to our city. They contribute to current council policies and strategies and will continue to make major contributions to the cultural life of the city.

**1.2** The Library and Archive Service maintains comprehensive collections of published books, pamphlets, maps, newspapers and periodicals on both local and naval history to complement the archive collections and support research.

**1.3** The archives are accessed through Portsmouth History Centre. Portsmouth History Centre's mission statement is:

*Inspiring everyone to explore Portsmouth's archive heritage by collecting and preserving the records, stories and collective memory of the people of Portsmouth and enabling access to these unique records locally, nationally and internationally.*

The archive collections are key to the delivery of this mission statement.

**1.4** The Archives Development Policy informs the acquisition, rationalisation and disposal of items from the archive collections in the care of the city council.

**1.5** The Archives Development Policy ensures that items are accepted according to a recognised strategy with due regard to constraints upon the service, and it serves as a reference document to guide decision making.

**1.6** The Archives Development Policy establishes relationships with other Archive services and archive-holding institutions in the area, with regard to the acquisition of material for the collection and for the transfer of items. It also encourages public confidence that the Library and Archive Service is a suitable repository for archives.

**1.7** This document outlines how Portsmouth City Council intends to develop its archive collections over the next five years, in its role as guardian of the city's archive heritage.

## 2. Strategic Context

2.1 This section of the policy briefly describes some of the ways in which the archive collections are and will be used to deliver corporate objectives.

2.2 Culture and City Development (CCD), of which the Library and Archive Service is part, has the following vision:

*For Portsmouth to be a great waterfront city, unique in its cultural identity, generating opportunities for economic prosperity and improving quality of life, developing an attractive sustainable destination for visitors and investors.*

2.3 The Culture and City Development Business Plan 2014- 2017 identifies 6 Strategic Outcomes:

1. **A city where all residents have opportunities to enhance their health and wellbeing, to be involved in building healthy and happy local communities.**

### **How we contribute:**

- Partnership with FindMyPast to digitise and index archives
- 'Explore Your Archives' week talks and workshops
- Exhibition outside Portsmouth History Centre for Disability Month
- Partnership with the Good Mental Health project
- Talks to local groups, university students, etc.
- Facilitate visits to Portsmouth History Centre to encourage further engagement and use
- Support and continue to train existing volunteers
- Recruit, train and support new volunteers
- Providing free access to relevant websites at Portsmouth History Centre and other libraries in the city

2. **To be a city where all residents have access to high quality formal and informal learning and skills opportunities to improve their quality of life**

### **How we contribute:**

- Ensure that Portsmouth History Centre is an inclusive space
- Promote engagement with, and use of, the resources and services of Portsmouth History Centre
- Work with school and university groups and with individuals seeking experience of archives and related sources

- Work with individuals who are seeking to gain work experience as a path to employment

**3. Enhance Portsmouth's reputation as a city of innovation and enterprise and stimulate economic, social and physical regeneration to generate investment and business growth**  
**How we contribute:**

- Promote volunteering as a path to work, and support volunteers using volunteering to this end
- Promote awareness of Portsmouth's history and historic buildings, and of the local environment

**4. A city with a distinctive culture established as a national and international destination**

**How we contribute:**

- Enriching awareness of Portsmouth - especially the many aspects of Portsmouth's history -, locally, nationally and internationally
- Promote our services to users of Portsmouth History Centre from outside Portsmouth

**5. To create a high quality urban environment to regenerate our city and spaces, encouraging sustainable development and economic and social regeneration**

**How we contribute:**

Work with PCC staff and outside agencies engaged in new buildings and the redevelopment of existing buildings and sites.

**6. An innovative service that engages in the challenges of developing quality, affordable and sustainable services that effectively meet the needs of residents and visitors**

**How we contribute:**

- Staff development meetings
- Staff training (both internal PCC and specific 'Archives' training)
- Use the Accredited status of the Archive Service to develop our services in conformity with the Accreditation Standard

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**How we contribute:**

- Staff development meetings

- Staff training (through PCC and off-site)
- Use the Accredited status of the Archive Service to develop our services in conformity with the Accreditation Standard
- Partnership with FindMyPast to digitise and index archives
- Provide free access to relevant websites at Portsmouth History Centre and other libraries in the city

### **3. History of the Archive Collections**

- 3.1** The archive service was established in 1960. The archive service operated independently until the archive and museum services amalgamated in 1994 to form the Museums and Records Service. In 2013 the archive service transferred to the Library Service, creating the Library and Archive Service. Public access to the archive collections is through Portsmouth History Centre in Portsmouth Central Library. Portsmouth History Centre gives access both to the archive collections and to the library local and naval history and Charles Dickens collections.
- 3.2** The archive collections began with records of Portsmouth City Council and predecessor bodies. The archive service is formally designated as a Diocesan Record Office for Anglican records. In this capacity it acquires records of Anglican parishes in the Portsmouth, Gosport, Havant and Fareham deaneries of the Diocese of Portsmouth. The archive service is also designated as an approved place of deposit for public records (as defined under the 1958 Public Records Act), including records of Portsmouth hospitals. Records of local businesses, individuals and organisations have also been acquired.
- 3.3** In 2004 the bequest of the Arthur Conan Doyle Collection - Lancelyn Green Bequest established Portsmouth as a major repository of archives, books and objects relating to the life and work of Arthur Conan Doyle.

### **4. Overview of the Archive and Conan Doyle Collections**

#### **4.1 The Archive Collections**

- 4.1.1** The archive collections chart the history of Portsmouth, the place and the people, from 1313 to the present day.
- 4.1.2** The archives consist of the records of Portsmouth City Council and predecessor bodies; records of local churches (Anglican, Roman Catholic and Non-Conformist); public records held locally under the provisions of the 1958 Public Records Act; and records of local businesses, organisations, families and individuals. The material exists in several forms: handwritten and printed records, maps, plans, photographs and digital/tape media.

- 4.1.3 The geographical range for the archive collections covers the City of Portsmouth. In addition, the service is designated by the Anglican Bishop of Portsmouth as the Diocesan Record Office for church records from parishes in the deaneries of Portsmouth, Havant, Fareham and Gosport.
- 4.1.4 The archive collections contain a number of important documents. There is a series of civic charters, covering the period from 1313 until the present day. The Quarter Sessions papers (including plaintiff and witness statements), covering the period 1670 - 1781, is very unusual for its completeness and in its relevance for researchers and historians; this is a nationally important group of material.
- 4.1.5 The records of Treadgolds, iron founders and ironmongers of Portsea, 1704 - 1988, constitute a rare record of the development and activity of a local firm throughout its existence.
- 4.1.6 The records of Portsmouth men applying for exemption from military service in the First World War are important as they have survived in only a very few other places.
- 4.1.7 The archive includes a collection of some 1700 oral history recordings spanning the 20<sup>th</sup> century which capture personal accounts of the more recent history of Portsmouth. These are a fascinating and important resource. They include 450 interviews with former dockyard worker, on deposit from the Portsmouth Royal Naval Dockyard Trust.

## **4.2 Conan Doyle**

- 4.2.1 The Conan Doyle Collection is of international significance and the largest of its kind in the world. The Arthur Conan Doyle Collection - Lancelyn Green Bequest brought the largest amount of material in 2004, and since that time other smaller collections have been acquired, including items relating to the trial of George Edalji.
- 4.2.2 The archive section of the collection includes correspondence between Arthur Conan Doyle, his wives and children, family photograph albums, records of the administration of the estate after Conan Doyle died; photographs of Spiritualist phenomena and mediums in trance; scripts, photographs and publicity material relating to some 400 stage, screen and radio adaptations of the stories; records of Sherlockian groups around the world; and evidence of the worldwide Sherlock Holmes phenomenon.

## **4.3 Library Collections**

### **4.3.1 Local Studies Collection**

Portsmouth Library Service was established in the 1880s with published material on the local area being collected from the outset. The coverage of the collection altered during the period 1974 to 1997 when the library service was administered by Hampshire County Council to cover material published on the whole of Hampshire but the heart of the collection covers the geographical area of Portsmouth and the surrounding area.

### **4.3.2 Naval Collection**

The Naval Collection was first brought together in the 1950s and now contains more than 13,000 volumes. Many duplicates are available for loan. The Lily Lambert McCarthy Collection, which consists of 1000 volumes, was presented to the Library in 1984 by Mrs J G McCarthy, an American citizen and lifelong friend of the Royal Navy and its history. The rarer items are housed in glass cases. There are also files of pamphlets, cuttings and photographs.

The stock of printed books dates from the mid-seventeenth century onwards. New books continue to be added to stock. Major subject areas include ships (construction and history), biography, battles, voyages and exploration, and the First and Second World Wars. Marine forces and naval aviation are also important sections.

### **4.3.3 Charles Dickens Collection**

The Charles Dickens Collection at Portsmouth Central Library originated at the Dickens Birthplace Museum in Mile End, Portsmouth, after the house was acquired by the Borough Council (as it then was) in 1903. Successive librarians developed the collection there until 1967, when a separate Museums Department was formed and the books were transferred to the Central Library, then located behind the Guildhall. The present Dickens Room was opened in the new Central Library in 1976 and the collection continues to develop by acquisition of old and new items. There are now some 1500 volumes and 100 reels of microfilm.

## **5. Sites**

**5.1** Archive storage is split between the Central Library and Southsea Archive Repository.

## 5.2 Central Library

The Central Library is the location of Portsmouth History Centre, which provides public access to the archives collection. Access on demand during opening hours is possible for a large number of archives; others require 72 hours' notice. The Conan Doyle archive collections are available by appointment here as well.

- 5.2.1 There are small areas for display within the Central Library, including an alcove and dedicated case adjacent to Portsmouth History Centre where small exhibitions featuring items from the archive and local studies collections are mounted.
- 5.2.2 The library book collections are held within Portsmouth History Centre, mostly on open access but with some in locked cases. There is additional material in the basement store.

## 5.3 Southsea Archive Repository

- 5.3.1 Southsea Archive Repository, on the floor above Southsea Library, is the location of an archive store, a document reception area (where incoming items can be examined, cleaned and repackaged), and a volunteer work area.
- 5.3.2 Documents stored at Southsea Archive Repository which are required by users of Portsmouth History Centre are sent from, and returned to, the repository by a bespoke van run several days a week.

## 6. Themes and priorities for future collecting

### 6.1 Themes and criteria

The Archive Service recognises its responsibility to only acquire items that can be adequately cared for, and takes into account factors such as staffing, storage and conservation requirements before accepting items. Items are considered for acquisition where they:

- Originate from the Portsmouth area: produced, collected, or used by people and organisations having a substantial connection to Portsmouth
- Represent, document or illustrate the lives, cultural activity and aspirations of the people of Portsmouth
- Relate to Portsmouth's role in national and international events
- Originate from elsewhere, but which have a relevance to the Portsmouth area, including items relating to city twinning and sister-city links
- Items which supplement and extend existing significant groups of archives already in the collections

## **6.2 Date range**

From the earliest times up to and including the present day

## **6.3 Geographical range**

For Anglican records: records from and relating to parishes in the deaneries of Portsmouth, Gosport, Havant and Fareham. For all other records: the area within a 15 mile radius of the Guildhall.

# **7. Collecting policies and plans of other archive services**

## **7.1 Collecting policies of other archive services**

Portsmouth Library and Archive Service will take account of the collecting policies of other repositories and other organisations collecting in the same or related areas or subject fields. We will consult with these organisations where conflicts of interest may arise, where there is a common interest, or to define areas of specialism, in order to avoid unnecessary duplication and public confusion.

Specific reference is made to the following organisations:

- Hampshire Archives and Local Studies
- Isle of Wight Record Office
- Southampton Archives
- West Sussex Record Office
- The National Archives

## **7.2 Acquisitions not covered by the policy**

Acquisitions outside the current policy will only be made in very exceptional circumstances, and then only after proper consideration, with regard to the interests of other archive repositories.

# **8. Priorities for future collecting**

**8.1** The parameters and constraints on acquisition are described above. This section describes how the collections will be proactively developed in order to deliver corporate priorities and objectives. We will also take into account the interests of relevant national and regional agencies and local stakeholders, including users, to inform collecting.

**8.2** The Archive Service will continue to collect records of Portsmouth City Council and its predecessors to ensure that as full a record as possible is maintained. Records of other local authorities and statutory bodies pertaining to Portsmouth will also be acquired as will local public records offered under the terms of the Public Records Act.

**8.3** Records which fall within the function of the Diocesan Record Office, for Anglican parishes in the deaneries of Portsmouth, Gosport, Havant and Fareham, will continue to be added to join the existing archive for these parishes.

**8.4** Archives will seek to acquire material which documents:

- Under-represented (or missing) histories of local communities and minority groups
- Sporting activities and events in the city
- Portsmouth's contribution to the production of advanced technologies (such as the space industry and telecommunication)
- Life in Portsmouth since 1995

Periodically we will agree how best to acquire material in these categories, including liaison with local community groups, organisations and businesses, and monitor progress over the term of this policy. This material may include born digital records and oral history recordings.

### **8.5 Literary history**

We will seek to acquire material relating to the life, activities and works of Sir Arthur Conan Doyle including: manuscripts and printed editions of works, derivative fiction relating to characters created by Conan Doyle, especially Sherlock Holmes, and material relating to Doylian and Sherlockian groups and societies. Material relating to adaptations of works by Conan Doyle for stage, screen, television, film, radio and other media will be collected, subject to the availability of resources to store and care for it adequately.

Initiatives such as developing a Literary Centre and the proposed Sherlock Holmes attraction will need directed collecting to supplement and extend existing collections.

### **8.6 Local Studies Collection**

The Library and Archive Service will purchase newly published printed material: books, pamphlets and maps on all aspects of Portsmouth and the immediate surrounding area. We will accept donations, particularly of self-published material when possible. We will collect literary works by local authors and seek to fill gaps in the collection of older novels, poetry and plays.

### **8.7 Naval Collection**

The purchasing policy for the Naval Collection has been 'any navy, anytime, anywhere'. As the language of most of the books is English, however, this tends to mean the Royal Navy and the navies of other

English-speaking countries, but not exclusively. There are sections on the French and Russian navies, for example, with some books in French and Russian. The current collecting is more restricted to the Royal Navy with major works on foreign navies purchased as funds allow.

The subjects covered most thoroughly are:

- Naval administration
- Mutinies
- Courts Martial
- Life at sea
- Badges and uniforms
- Ship histories
- Shipwrecks
- Strategy and tactics
- Naval battles
- Naval dockyards and establishments
- Royal Marines and similar special forces
- Naval flying
- Reserve and volunteer forces
- Marine art
- Biography

### **8.8 Dickens Collection**

The Library and Archive Service will purchase major biographies of Dickens, collections of letters and works on his illustrators. We will not buy new editions of his works or books of literary criticism.

## **9. Loan**

**9.1** Loan agreements document and regulate the loan of archive items to other institutions and to the individual or organisation which deposited them.

### **9.2 Loans in**

Items may be loaned to the Library and Archive Service so that a copy can be made (to be held by the Library and Archive Service, and the original returned to the lender).

Items may be deposited as a long-term/indefinite loan, the ownership remaining with the depositor. This is agreed and recorded when the items are deposited. (See also the Archive Information Policy).

### **9.3 Loans out**

Items may be loaned to depositors (if the item(s) were deposited as a long-term/indefinite loan) for research, exhibition, etc.

Items may be loaned to institutions for inclusion in exhibitions. All details of the loan, including display conditions, the length of the loan, etc., are agreed with the borrower before the loan takes place.

## **10. Themes and priorities for rationalisation and disposal**

**10.1** All rationalisation and disposal of items will be in accordance with the Disposal Procedures in section 13 of this Policy. Disposal might include, for example, return to the depositor, or rehousing by transfer to another archive or appropriate organisation.

**10.2** Items will not be acquired and will be considered for disposal under these criteria:

- Where they do not meet the criteria of the Archive Development Policy
- Where they cannot be conserved, documented, stored, displayed or insured to an acceptable standard and transfer to another archive service or institution would be beneficial to their preservation
- Where, although the item(s) meet the criteria of the Archive Development Policy, there is/would be excessive duplication of items
- Where they are in poor condition and beyond repair
- Where they pose threats to other parts of the collection or to health and safety

**10.3** Disposal of duplicate items, and of items not assessed to be worthy of permanent preservation will be undertaken as archive collections are catalogued.

## **11. Limitations on collecting**

The Library and Archive Service recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements, and the use of collections, will meet the requirements of the Accreditation Standard. The service will take into account limitations on collecting imposed by such factors as staffing and arrangements for the storage and care of collections.

## **12. Acquisition procedures**

**12.1** Portsmouth Library and Archive Service will exercise due diligence and make every effort not to acquire items to which no valid title can be acquired.

**12.2** Acquisition of items for the archive collections can be made by donation, purchase, bequest or long-term/indefinite loan. Acquisition is carried out in accordance with a statutory framework which includes:

- *Local Government (Records) Act 1962*
- *Local Government Act 1972* (section 224)
- *Public Records Acts 1958 and 1967*: the service is recognised as a 'Place of Deposit' under these Acts and has acquired Public Records under the authority of the Acts
- *Manorial Document Rules 1959 and Tithe (Copies of Apportionment) Rules 1960*: the service is a designated place of deposit for manorial and tithe records
- *Parochial Registers and Records Measure 1978* (amended 1992): the service is designated by the Anglican Bishop of Portsmouth as the official place of deposit for records of parishes located in the deaneries of Portsmouth, Gosport, Havant and Fareham
- *The National Archives Standards for Record Repositories (2004)*: the service has adopted the policies set out in this Standard
- *PD5454:2012 Recommendations for the Storage and Exhibition of Archival Documents*

**12.3** Procedures for archive acquisition are set out in the Archive Information Policy.

### **13. Disposal**

**13.1** The disposal of much archive material - particularly Public Records and Anglican Church records - is governed by legislation and legal agreements, and by two national standards (see 12.2 above).

**13.2** Disposal of archive material is handled either at the point of receipt or later on as the material is documented, and as sanctioned by power of disposal obtained when the material is deposited.

**13.3** The National Archive Standards for Record Repositories (2004) requires the archivist to seek the authority of the depositor at the time of deposit (or subsequently for older deposits) for any destruction or transfer of material.

**13.4** Documents held on long-term/indefinite loan will normally be returned to their depositor if disposal is agreed.

**13.5** Procedures for archive disposal are set out in the Archive Information Policy.

**13.6** Items purchase for the Library and Archive Service book collections are to be retained permanently.

**14. Review**

- 14.1** The Archive Development Policy will be published and reviewed at least once every five years. The date when the plan is next due for review is noted below.
- 14.2** The previous document (then titled 'Acquisition and Disposal Policy') was last reviewed and approved under Culture and Leisure Executive Committee minute 27/05, 22 December 2005, amendments approved under MIS28/13 July 2007.

The policy will be due for review in 2021.