

# Cheshire Archives & Local Studies

A Preservation Survey would include assessing the site as a whole, the rooms where documents are stored and consulted, current practices in place regarding retrieval, packaging and copying of documents.

**Packaging Survey**  
We can assess the current packaging and storage of a collection or all of your holdings. A written report will provide you with suggestions and recommendations for improvements.

**Conservation Survey**  
We can assess the conditions and current packaging of the collection and carry out sampling of your collections to assess their general condition. We will provide a written report of our findings giving recommendations for action. This report may help you apply for grants to carry out the recommendations.

**Training Sessions**  
We can provide training sessions for your staff and volunteers in the correct way to handle archives, package and store archives and how to gain copies of archives without causing damage. These sessions can be carried out at your site or here at Cheshire Archives and Local Studies.

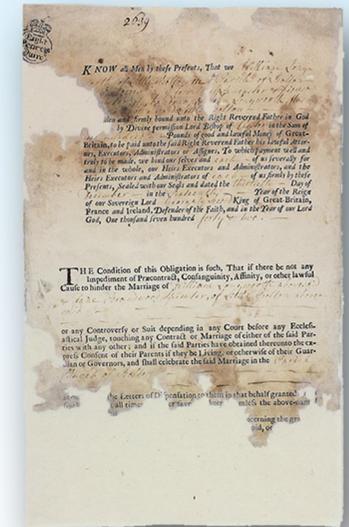
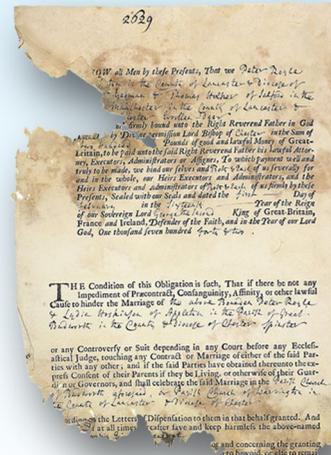


## Prices

- Conservation treatments £32 per hour plus costs of all materials used
- Packaging of Collections } £252 per full day (7 hours)
- Surveys } £126 per half day (3 1/2 hours)
- Training Sessions }

Please contact a member of the Conservation staff to discuss your requirements. (01244 977190/973398).  
Our Conservation team are always happy to help and advise.

## Conservation Service



**Cheshire Record Office**  
Duke Street, off Lower Bridge Street, Chester, Cheshire, CH1 1RL  
Tel: 01244 972574

Email: [recordoffice@cheshiresharedservices.gov.uk](mailto:recordoffice@cheshiresharedservices.gov.uk)  
Website: [www.cheshirearchives.org.uk](http://www.cheshirearchives.org.uk)



**Cheshire Archives and Local Studies**  
Duke Street, off Lower Bridge Street, Chester, Cheshire, CH1 1RL  
Tel: 01244 972574 (Searchroom), 01244 973398 (Conservation Unit)

## Conserving your family's archives

Our qualified, experienced conservation staff carry out repairs to our holdings dating from the 12th Century. Paper and parchment documents, maps, plans and volumes are all repaired and packaged according to the guidelines set out in BS 4971 and PD 5454. As a result, all repairs are sympathetic, durable and reversible with our protective packaging made from high quality archival materials. All repair processes and materials are recorded.



We can now offer this facility to you. A report on the repair processes and materials used will also be provided.

## Conservation Treatments

### Basic Remedial Treatment

Basic remedial treatment includes cleaning, repairing small tears and removal of pressure sensitive tape.

### Paper Repair

Paper repairs will be carried out by a qualified, experienced Conservator. Tissue and handmade Japanese paper will be used to support weak areas and infill missing areas. A reversible paste will be used to adhere the repairs.



### Parchment Repair

Repairs to parchment documents will be carried out by a qualified, experienced Conservator. After being cleaned, the document will then have support material applied to any weak areas and new parchment will be used to infill any missing areas.



### Photographs

Repairs to photographs will be carried out by a qualified, experienced Conservator. A suitable conservation treatment will be carried out depending upon the photographic process used.



### Protective Packaging

We offer a range of custom made protective packaging for your documents conforming to the guidelines set out in PD 5454.

### Cloth Covered Boxes

Made from archival quality millboard and covered in bookcloth, these more elaborate boxes are suitable for items of high value.

### Phase Box

A custom made phase box is ideal for packaging rare or fine bindings or volumes that are in poor condition. Made from archival quality boxboard, the simple cruciform shape is folded to wrap around the volume providing solid protection. It is then tied using a linen thread and washer fastening.

### Four Flap Folder

A 4-flap folder is the perfect choice for protecting flat documents. Made from archival quality board and manila, the flaps are folded in on themselves and tied using cotton tape.



## Encapsulation

Encapsulating items between two sheets of polyester film is an ideal way of protecting paper maps and plans or paper items in regular use. An acid free card can be used to give items extra support if necessary.

## Map Packaging

Large maps and plans can be stored rolled on a lined cardboard tube (the tube will have a minimum diameter of 3"/75mm) and put into a protective calico bag. The tube prevents the map or plan being crushed and the calico bag keeps out dust and dirt.

## Packaging of Collections

Using acid-free storage products, we can package your archive or photographic collections for you.



## Surveys and Training

### Preservation Survey

We can assess the current storage of your holdings and provide you with a written report giving recommendations for improvements or changes to improve the situation. This survey would cover the site, shelving, boxes etc. This report may help you apply for grants to carry out the recommendations.