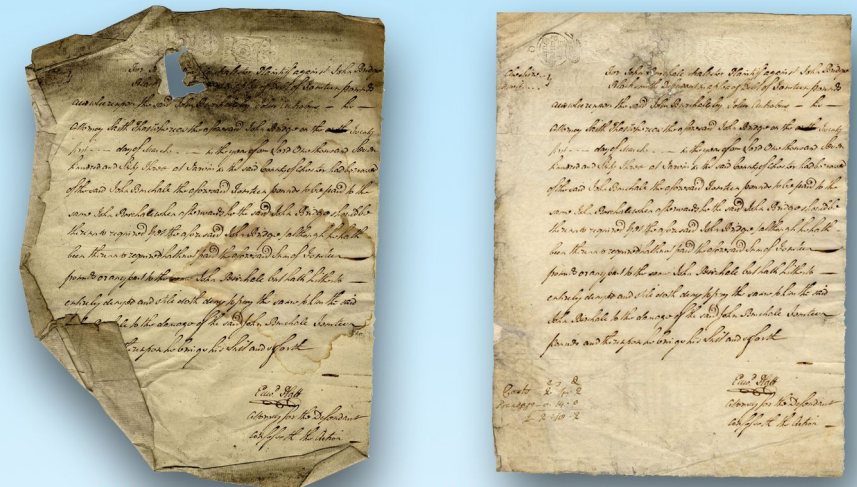


Cheshire Archives & Local Studies



Conserving your family's archives



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

Email: recordoffice@cheshiresharedservices.gov.uk
Website: www.cheshirearchives.org.uk

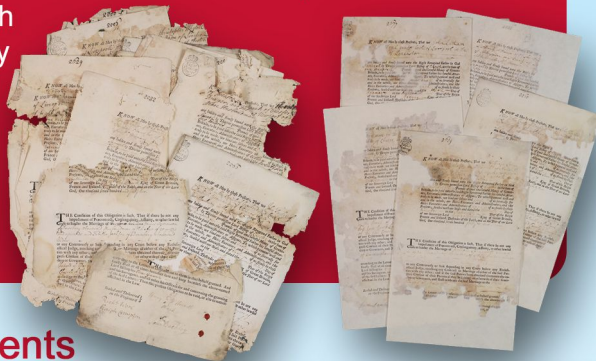


Cheshire Archives and Local Studies
Duke Street, off Lower Bridge Street, Chester, Cheshire, CH1 1RL
Tel: 01244 972574 (Searchroom), 01244 973398 (Conservation Unit)

Conserving your family's archives

Our qualified, experienced conservation staff preserve and conserve a wide range of archives dating from the 12th Century held here at Cheshire Archives and Local Studies. Guided by British Standards 4971 and 5454, they carry out repairs to paper and parchment documents, maps, plans, bound volumes and photographs to prolong the life of the documents.

Protective packaging prevents damage to documents and custom made boxes and folders can be made in several formats. All work carried out is fully documented.



Conservation Treatments

Paper and Parchment Conservation

The Conservation staff can carry out repairs to your paper and parchment documents, maps and plans. Basic treatment includes cleaning and removal of pressure sensitive tape. Repairs will be carried out by a qualified, experienced Conservator. Archival quality materials will be used to support weak areas and infill missing areas. The repair processes used conform to British Standards 4971 and are sympathetic, durable and reversible.

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 processes used.



Protective Packaging

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

Cloth Covered Boxes

Made from archival quality board 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 family bibles, rare or fine bindings or volumes that are in poor condition. Made from archival quality board, the simple cruciform shape is folded to wrap around the volume providing solid protection.



Four Flap Folder

A 4-flap folder is the perfect choice for protecting flat documents. The folders can accommodate several items. Made from archival quality materials, 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.



Conservation treatments and protective packaging is charged at £32.00 an hour, plus the cost of all materials used. An estimate of time and cost will be provided.

A report on the repair processes and materials used will also be provided.

For small quantities of storage products, see the Record Care price list on our website.

Please contact a member of the Conservation staff to discuss what we can do to help you preserve your records on 01244 977190 or 973398.

Our Conservation staff are always happy to help and advise.