

Conservation Plan

Document Control

Document Ref. No.: -

File Name: Conservation Plan-v5.doc

Location: North East Lincolnshire Archives

Version No: 5

Author(s): Adrian Wilkinson

Owner(s): Adrian Wilkinson

Version Date: 4th May 2025

Distribution

Adrian Wilkinson, Tracey Townsend, Claire Fraser, Sue Wells.

Version	Date	Description/ Reason For Change
1	Mar 2017	New document
2	Mar 2018	Updated
3	Jun 2020	Updated
4	Jun 2023	Updated
5	May 2025	Updated

North East Lincolnshire Archives

Collections Care and Conservation Plan, 2025-2027.

The Conservator will carry out preventative and remedial conservation work in order to protect the collections in the custody of North East Lincolnshire Archives (henceforth abbreviated to NELA), and to make fragile and damaged items available to researchers. Many of the tasks are on-going or reactive, so timescales are not included in this plan. The following tasks have been identified as core elements required to deliver the conservation needs of the service:

On-going tasks

- Regularly monitor temperature and humidity levels within the repositories at NELA's main site and the out-store at Grimsby Central Library.
- Take remedial steps to maintain conditions as close as possible to BS 4971:2017 by adjusting the air handling settings and using de-humidifiers.
- Monitor for any evidence of mould and treat any affected items to prevent the risk of spores spreading.
- Carry out an annual check of the contents of NELA's disaster kit.

Background Projects

- Cleaning of the repository shelves.
- Re-package oversize maps in Tyvek.
- Create custom boxes for oversized documents or those requiring special protection.
- Bind electoral registers annually.
- Encapsulate fragile paper items.

Reactive Projects

- Carry out remedial repairs to a suitable level as and when relevant items are identified.
- Carry out external commissions as they arise.
- Carry out binding and paper repairs for Library Service as and when identified.
- Undertake conservation work on items selected for temporary exhibitions.

Advice and Training

- Provide advice to staff, members of the public, and organisations on correct handling methods, document storage and preventative conservation techniques.
- Make recommendations to the archivist and management relating to improvements in the storage of collections, including reconfiguration of storage areas, movement of collections and the potential to store more maps flat in cabinets.
- Assist the archivist with updating the Collections Care and Conservation Policy and NELA's Emergency Manual.

Collections requiring specific work

- Building plans from the planning files of Grimsby Borough Council. A substantial number of these are drawn on tracing paper, which is folded several times. In cases where the tracing paper has become brittle, damage is caused when unfolding the plans. When these items are requested for consultation by the public they are flattened and treated for damage.
- Rare books and documents from the Local History Library at Grimsby Central Library. The conservator has been packaging and boxing this material, as the items in question are being moved into temporary storage to allow essential maintenance work to be carried out at the Central Library. The repackaging work began in April 2025 and is scheduled for completion in June 2025.

North East Lincolnshire Archives – Updated May 2025.