

LERRYNN HISTORY SOCIETY

POLICY DOCUMENT

Lerryn History Society

Policy Document

1. Purpose

This document sets out the principles, guidelines and ground rules that govern how The Society works.

2. Scope

The policy covers the Society's:

- Organisation and structure
 - Aims
 - Membership
 - Management committee
 - Standards and Competence
- Research
- The archive
 - Collection
 - Acquisition
 - Cataloguing and information retrieval
 - Conservation
 - Access
 - Loan
 - Enquiries
- Meetings

3. Organisation and structure

The Society was formed by volunteers in 2010 to provide a community-based focus of interest in the history and heritage of Lerryn village and its surrounding area in the County of Cornwall.

The Society is a not-for-profit organisation.

The Society comprises its members and a committee elected by them to direct and manage its affairs.

3.1. Aims

The Society aims to:

- research and preserve the history of Lerryn and surrounding area.

- preserve, maintain and continue the Lerryn Village Archive in a variety of media formats.
- hold meetings and exhibitions for the benefit of members and the local community.

3.2. Membership

Membership is open to the general public within and without the local community. It is subject to a nominal annual subscription to cover expenses.

Guests are welcome at open meetings for which a charge may be made.

3.3. Management committee

The committee is elected by the membership at the annual general meeting. It comprises the three executive offices of Chairperson, Treasurer and Secretary and the constitution allows for other appointments to enhance the skill base and work force as required.

The Society has appointed an Honorary President from the community, recognising her pre-eminence in local history studies.

3.4. Competency and Standards

The Society shares experience and expertise with a broader community of local archive practitioners through its membership of:

- The Community Archives and Heritage Group
- The Cornish Archive Network
- The Cornwall Museums Group

The Society strives to implement best practice. Pre-existing knowledge, skills, competencies and enthusiasms within the membership make significant inputs but critically in the matter of establishing and maintaining the village archive the Society is informed and guided by the international standards and good archival practice through the programme of training, advice and coordination of local community archives at the Cornwall Records Office.

4. Research

Research is undertaken by the committee and by members and the results donated to the Society. Each year a list of suitable projects is agreed through consultation and discussion with participants.

5. Archive

5.1. Collection policy

The Society accepts material relevant to the Lerryn area which for this purpose is within the boundary of St Veep Parish and including the settlement at Couch's Mill. Also that part of St. Winnow Parish which is bounded by the River Lerryn to St Winnow Point and then the River Fowey as far as the Civil Parish Boundary leading to Tredethick and Downend and following the unclassified Hartswell and Couch's Mill. (Ref. OS map sheet SX 05/15 Pathfinder Series)

5.2. Acquisition

The Society seeks to acquire items that meet the collection policy.

The Society has a duty of care for items given into its keeping and may refuse items which do not meet its collection policy.

The Society gives donors reasons for not accepting items and advises on more appropriate repositories.

When items are accepted, the Society seeks to establish current ownership, whether or not ownership is to be transferred to the Society, copyright status and any other conditions that the donor wishes to attach. This negotiated understanding is recorded onto a New Accession Form which is signed by both parties.

The completed form provides the starting point for catalogue data collection.

5.3. Catalogue and information retrieval

The Society is striving to implement best practice in constructing the archive catalogue and in particular:

- Conformity with The International Standard of Archival Description (General) – ISAD(G)
- A standard of indexing and information retrieval that is fit-for-purpose in a community archive
- Web publishing standards for presentation and use over Internet by the general public.

5.4. Preservation

The Society is aware that adequate preservation measures need to be applied to items and uses professional quality storage materials that are fit for purpose and within the Society's means. When items appear to need extraordinary measures to protect them the Society may refer to specialist advice which may lead the Society to refuse items for example on the grounds of cost.

5.5. Access

5.5.1 The archive catalogue

The archive catalogue is available for use by members and by the general public. The Society publicises the means of access by printed documents and the village website.

5.5.2 The archive collection

Access to the actual items in the collection depends on the conditions set upon them by the owner. In any case the Society ensures the security of items which measures may include supervising access.

The conditions attached to each item are clearly indicated in the catalogue and the Society complies strictly with them.

The Society publishes the means of access such as location, opening times and procedure by printed documents and the village website.

6. Loans

The Society does not normally loan items from the collection.

The Society may allow copies to be made depending on the conditions set and may make a charge to cover costs.

7. Enquiries

The Society welcomes enquiries about its activities and enquiries about the history of Lerryn that can be answered with existing resources.

The Society may decline enquiries requiring extensive research or make a charge for any such enquiries that are accepted.

8. Meetings

The Society delivers a programme of open meetings relevant to the local history of Lerryn which is informative, educational and entertaining featuring invited speakers, guided visits of discovery and joint activities with other groups that have interests in common with the Society. The Society hopes that these activities engender and support further local history research within the community.

9. Demise

In the event of the Society disbanding the Society will strive to ensure the continued existence of the archive. It will seek suitable caretakers in the local community or if necessary in the broader community of Cornwall's archives and museums.

