



Durham County Record Office

Learning and Outreach Policy

2021 to 2024

Author	Owner	Approval body
Liz Bregazzi, County Archivist	Liz Bregazzi, County Archivist	Head of Transformation

Version	Version date	Summary of changes	Review date
1.0 approved	March 2018	None	
2.0 approved	May 2021	Review for Archive Service Accreditation Additions to online provision	May 2024

Table of Contents

- 1. Purpose**
 - 2. Context**
 - 3. Scope**
 - 4. Policy Principles**
 - 5. Policy Requirements**
 - 6. Standards**
 - 7. Roles and responsibilities**
 - 8. Communication**
 - 9. Audit**
 - 10. Risk Management**
 - 11. Review**
 - 12. Contacts**
- Appendix 1: Glossary**
- Appendix 2: Statutory Position and Relevant Standards**

Durham County Record Office

Learning and Outreach Policy

1. Purpose

- 1.1 Our learning and outreach policy exists to raise awareness of the value of archives in formal and informal learning, and personal enrichment for everyone.
- 1.2 It illustrates our commitment to providing learning and outreach opportunities for all, based on the written and photographic heritage of County Durham and Darlington.
- 1.3 It should be read alongside our other policies, in particular our Access Policy and our Collections Information Policy.

2. Context

- 2.1 Durham County Record Office (DCRO) is the statutory local authority archive service for County Durham. We also act under agreement as the archive authority for Darlington Borough Council and as the Durham Diocesan Record Office for Parish Records. DCRO is an Accredited Archive Service, appointed as a place of deposit for public records by The National Archives.
- 2.2 Our mission statement:

Durham County Record Office collects, conserves, secures and makes accessible historical records relating to County Durham and Darlington to enable learning and education, business operations, local accountability, and personal enrichment.

3.0 Scope

- 3.1 This policy applies to learning and outreach activities onsite, off-site and online.

4.0 Policy Principles

- 4.1 We aim to provide innovative and effective learning and outreach activities for a wide and diverse audience.
- 4.2 We aim to create an inspiring and accessible learning environment to support schools and communities.
- 4.3 We will form effective partnerships to enhance our learning and outreach offer.

5.0 Policy requirements

5.1 Our learning and outreach opportunities fall into three categories:

- onsite
- off-site
- online

5.2 Onsite

We offer:

- Staff guidance and a range of finding aids.
- An expert enquiry service.
- A regular talks programme based on our archives.
- Family history and palaeography courses.
- An introduction to the archives for community groups.
- Bespoke archive workshops for community groups.
- Bespoke training in archive research skills.
- Training for community heritage groups in collections care and digitisation.
- Support for community heritage groups and schools in funding applications.
- Archive workshops for schools, universities and colleges, tailored to their requirements.
- CPD opportunities for teachers in using archives.
- Training sessions for library and heritage colleagues.
- Familiarisation visits for Council staff and elected members.
- Partnership opportunities with regional learning and outreach colleagues.
- Work experience placements for school, college and university students and graduates.
- Volunteering opportunities.
- Events to celebrate or commemorate regional, national and community history.
- Exhibitions based on our collections.

5.3 Off-site

We offer:

- An introduction to the archives for community groups.
- Talks on family and local history.
- Family history and palaeography courses.
- 'Ask an Archivist' roadshows.
- Bespoke archive workshops for community groups.
- Bespoke training in archive research skills.
- Training for community heritage groups in collections care and digitisation.
- Support for community heritage groups and schools in funding applications.

- Archive workshops for schools, universities and colleges, tailored to their requirements.
- Arts Award workshops for schools and youth organisations.
- Resource packs and boxes for loan to schools, in partnership with Durham Learning Resources.
- CPD opportunities for teachers in using archives.
- Family activities in libraries or at events.
- Partnership opportunities with regional learning and outreach colleagues.
- Volunteering opportunities.
- Events to celebrate or commemorate regional, national and community history.
- Exhibitions based on our collections.
- Exhibitions in collaboration with internal and external partners.

54 **Online**

We offer:

- Information on access and services.
- Information guides and advice on family, local, mining and military history.
- Online catalogue of our collections.
- Images from our collections, especially the Durham Light Infantry archives.
- The Learning Zone: information about archive workshops, resources for schools, and Web Units based on the archives with good quality images, interpretation and curriculum links.
<http://www.durhamrecordoffice.org.uk/article/10524/Learning-Zone>
- Home learning resources, on The Learning Zone section of our website.
- Arts Award workshops and online resources, including Arts Award Discover at Home:
<http://www.durhamrecordoffice.org.uk/article/25320/Arts-Award-Discover-at-Home>
- Talks and courses via Teams / Zoom.
- Durham at War, mapping the story of County Durham and its People in the First World War: www.durhamatwar.org.uk , including substantial contributions from volunteers.
- Partnership opportunities with regional learning and outreach colleagues.

6.0 **Standards**

6.1 See Appendix 2 for statutory position.

6.2 The policy is underpinned by:

- the requirements of the Archive Service Accreditation Standard, 2013
- current government policies on archives, Archives for the 21st century 2009 and Archives Unlocked 2017

7.0 Roles and responsibilities

- 7.1 DCC Corporate Management Team is responsible for approving the corporate framework for the preservation of archival records as set out in this policy.
- 7.2 DCC Corporate Directors are responsible for developing service guidance for the preservation of archival records.
- 7.3 DCC Heads of Services are responsible for ensuring that appropriate resources are in place to enable compliance with the Learning and Outreach Policy.
- 7.4 Individual Employees are responsible for the records they create and will follow service guidance for the preservation of archival records. DCC owns the information that individual employees create.
- 7.5 The County Archivist is responsible for DCC's Learning and Outreach Policy, and will provide guidance and support to services and elected members in order to support its aims.

8.0 Communication

- 8.1 The Learning and Outreach Policy will be published on the DCRO website.

9.0 Audit

- 9.1 DCRO will develop procedures to enable the effective monitoring of the Learning and Outreach Policy.

10.0 Risk Management

- 10.1 Risks to our learning and outreach programme arise from:
- lack of dedicated learning space onsite
 - high demand overstressing staff capacity to deliver learning and outreach activities

11.0 Review

We will review this policy every three years.

12.0 Contacts

Liz Bregazzi, County Archivist, Durham County Record Office, County Hall, Durham, DH1 5UL. Tel: (03000) 267619. E-mail: liz.bregazzi@durham.gov.uk

Appendix 1

Glossary

Archive: a group of records created by an organisation or individual in the course of daily activities but no longer needed by them for regular reference. The individual records in an archive can vary in format but each is a combination of a medium and the information recorded on or in it; for example single sheets of paper with typed or handwritten text, maps, bound volumes, photographic negatives and prints, audio-visual recordings and digital documents/files.

Finding aids: enhanced means of accessing relevant collections, such as detailed catalogues, indexes, information leaflets.

Appendix 2

Statutory Position and Standards

Durham County Council has a statutory duty to provide an archives service, to preserve and make accessible archives in whatever format they may be created.

Relevant legislation:

- Public Records Act 1958
- Local Government (Records) Act 1962
- Local Government Act 1972
- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations Act 2004
- Parochial Registers and Records Measure 1978
- The Law of Property (Amendment) Act 1924
- The Manorial Documents Rules 1926
- The Tithe (Copies of Instruments of Appropriation) Rules 1960

Standards that are relevant to the management of all archives:

- Archive Service Accreditation Standard 2013
- British Standard for archive storage BS 4971:2017
- Information and Records Management Society Retention guidelines for Local Authorities 2003