

**Historical Records Survey
United Grand Lodge of England
Conservation and Preservation Grants Scheme
2010**

The Library and Museum has a total of £2,500 to be awarded in grants of up to £250 to individual lodges and chapters towards the preservation and conservation of their historic records. This might include remedial or repair work or improving the conditions in which records are stored.

Applicants must meet the following criteria:

- The lodge or chapter must have completed an HRS return and reported on records that are the subject of any application
- The scheme applies to paper records, not published materials or artefacts
- Awards will not be made for digitisation or microfilming
- Applications must be made on the form supplied
- A full description must be given of proposed works
- A small number of photographs can be sent in support of applications
- Match funding is not required, but the grant can be used to augment resources from the lodge or chapter, or other sources
- Applications for projects where work is underway will not be accepted
- A report of works undertaken and copies of invoices/receipts must be supplied
- Works or goods must be to archival standards and support long-term preservation, so, for example:
 - Boxing, binding or packaging materials must be acid-free
 - Shelving must be 150 mm off the floor
 - Conservation work must be done by an accredited conservator

The hypothetical case studies on the following page might give guidance and inspiration. The sample costings are based on work recently commissioned by the Library and Museum and in general terms can be relied on. You are not required to get detailed or multiple quotations unless you think the work you want to do is very different from any of the categories listed.

Applications should be received by the Library & Museum by 30 November 2010; a decision will be made by 31 December 2010 and works must be completed by 30 April 2011.

Applications will be considered by a team including archive professionals at the Library & Museum. We aim to give feedback on each application. There will be a further two rounds in following years.

Successful applicants will be paid 50% in advance and 50% on receipt and approval of their final report and receipt of copy invoices/receipts for all expenditure.

Completed forms can be sent on paper or electronically to:

Len Reilly
Historical Records Survey, project manager
Library and Museum of Freemasonry
Freemasons' Hall
60 Great Queen Street
LONDON
WC2B 5AZ

0207 395 9256
lreilly@freemasonry.london.museum

Case Study 1 – Improve storage for records

Solution A: Obtain fire-proof safe, possibly second-hand, c.£400,
Lodge/Chapter funds used to supplement £250 application

Solution B: Obtain metal roll-edged shelving, possibly second-hand, c.£500,
Lodge/Chapter funds used to supplement £250 application

Case Study 2 – Records damaged as a result of previous poor storage

Solution A: Obtain acid-free boxes and folders to protect records

Obtain 10 acid-free boxes for minute books and other volumes; 50 acid-free folders and tape to manage loose papers eg correspondence and 25 A4 size and 50 A5 size inert melinex pockets for photographs. Application for £200.

Solution B: Commission preservation survey from accredited conservator to help implement future care and preservation strategy

Case Study 3 – Repair minute book

Solution A: For older records, obtain estimate for cleaning and rebinding fragile minute book from accredited conservator

Solution B: Where recent minute book has been overfilled and binding broken, obtain estimate from accredited conservator for repair and re-boxing as separate sheets

Case study 4 – Records dirty as a result of previous poor storage

Solution A: Seek advice from an accredited conservator, implement cleaning programme

Solution B: Seek training and health and safety advice from an accredited conservator, obtain archival document cleaning implements such as smoke sponges, soft brushes etc and set up volunteer team to clean records

The following costings, based on recent goods supplied or work undertaken for the Library and Museum, may help:

Goods:

- Acid-free archival quality boxes, each measuring 400 x 300 x 160mm. Can accommodate 3-4 smaller minute books or 1-2 larger ones. £10 per box plus post and packing
- Acid-free archival quality single crease die-cut folders; can contain correspondence, photographs, certificates, small volumes etc. 50 folders can be obtained for £60 plus postage and packing
- Unbleached cotton tying tape, used to wrap around folders to keep loose papers together, one roll of 50m = £5.00 plus postage and packing.
- Inert polyester melinex pockets, available in various sizes, are suitable for photographs and single documents such as older correspondence items. Do not use for painted, engraved and coloured prints etc as the static can 'lift' loose paint etc.
 - Pack of 25 A3 size = £20.00 plus postage and packing
 - Pack of 25 A4 size = £14.00 plus postage and packing.
 - Pack of 50 A4 size = £26.00 plus postage and packing.
 - Pack of 25 folio size = £13.00 plus postage and packing.
 - Pack of 50 folio size = £25.00 plus postage and packing.
 - Pack of 50 A5 size = £18.00 plus postage and packing.

All the above can be supplied at cost price plus postage by the Library and Museum

Remedial work:

- Dry cleaning, minor refurbishment, red rot consolidation – c.£30 - £60 per volume
- As above, but including removal of sellotape, rusty paperclips, transfer of loose papers into polyester melinex pockets - c.£80 - £100 per volume
- As above, but including binding and spine repair/refurbishment, melinex volume sleeve or box cover – c.£120 - £220 per volume
- Rebinding volume – c.£250 – £350 or more per volume depending on damage
- Preservation survey. A survey should take half a day but the cost will depend on the extent and complexity of the work and the travel involved. Expect to pay 'the going rate' for a freelance professional; possibly up to £200 per day

The following websites might be useful:

British Library's Preservation Advisory Centre
96, Euston Rd
London NW1 2DB
Tel: 202 7412 7612

<http://www.bl.uk/blpac/index.html>

And in particular:

<http://www.bl.uk/blpac/faqcomcon.html>

To find details of accredited conservators see the conservation register:

<http://www.conservationregister.com/index.asp>

Tel: 020 7785 3805

Staff at the Library & Museum are available to offer general advice and presentations on record keeping and record preservation, but can't enter into detailed discussion on individual applications. See also:

<http://www.freemasonry.london.museum/information/guidance.pdf>

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Lodge or Chapter name

Number

Province

Contact details: name, address, 'phone and e mail

Details of proposed work: please discuss the significance of the records, what you plan to do, how it will benefit the records and how it will benefit the lodge or chapter and its members. Please limit to 250 words.

Please indicate what sum you are applying for and how it will be spent

Furniture	£
Materials	£
Binding	£
Conservation	£
Other	£
Total	£

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