

**United Grand Lodge of England
Historical Records Survey
Conservation and Preservation Grants Scheme
2011**

The Library and Museum has a total of £2,500 to be awarded in grants of up to £250 to lodges and chapters towards the preservation and conservation of their 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 Historical Records Survey return and reported on the records that are the subject of the application
- Applications are welcome from a consortium of lodges or chapters. These should be presented as a single application. Each member of the consortium can apply for up to £250, to a maximum of £1000 for the full claim. Each applicant must have completed the HRS
- A full description must be given of the items in question and their current condition, the items' historical significance, why the proposed works are the most effective (and cost-effective) solution and how the work will benefit the lodge or chapter.
- 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
 - Repair and binding work must be done by an accredited conservator
 - Shelving must be 150 mm off the floor
- The scheme applies to paper records, not published materials, artefacts or warrants
- Awards will not be made for digitisation or microfilming
- Awards will not be made for alterations to private property
- Applications must be made on the form supplied
- 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
- Successful applicants will have to report on works undertaken and supply copies of invoices/receipts.

The hypothetical case studies on the following page might give guidance and inspiration.

Applications should be received by the Library & Museum by 31 October 2011; a decision will be made by 30 November 2011 and works must be completed by 30 April 2012.

Applications will be considered by a team including archive professionals at the Library and Museum. We aim to give feedback on each application. Depending on the extent of interest, consideration will be given to further funding rounds in future 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
reilly@freemasonry.london.museum

The examples below are designed to inspire and guide, but the solutions are not the only possibilities, as each situation will be different.

Informal pre-application discussions, by e mail or phone, are very welcome, but please note that Len Reilly only works two days per week (usually Monday and Tuesday).

Case Study 1 – Records stored loose or in bankers' or plastic boxes

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 2 – Records in suitable boxes, but stored on the floor or on joists in a loft

Solution A: Obtain metal roll-edged shelving, possibly second-hand, c.£500,

Lodge/Chapter funds used to supplement £250 application

See also Case study 5, below.

Case Study 3 – 1970s minute book has weak, strained, overfilled or insecure binding

Solution A: Obtain estimate for cleaning and rebinding from an accredited conservator

Solution B: For overfilled bindings, 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 and obtain archival document cleaning implements, such as smoke sponges, soft brushes etc and set up volunteer team to clean records

Case Study 5 a consortium – Records in brethren's homes in rooms with fluctuations of temperature, or subject to intense daylight or near water pipes. OR The records of a number of lodges or chapters are dispersed in various storage spaces in a masonic hall in rooms with uncontrolled access, insecure doors or subject to temperature, sunlight or stored near water pipes.

Solution A: Move to a suitable, single location. Clear previously unused (dry and dark) space in a masonic hall, fit with shelves, make secure and move records from brethren's homes/other spaces in the hall.

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 £4 per box 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.
 - o Pack of 25 A3 size = £20.00 plus postage and packing
 - o Pack of 25 A4 size = £14.00 plus postage and packing.
 - o Pack of 50 A4 size = £26.00 plus postage and packing.
 - o Pack of 25 folio size = £13.00 plus postage and packing.
 - o Pack of 50 folio size = £25.00 plus postage and packing.
 - o 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. It is strongly advisable to obtain a full vat-inclusive estimate for work of this sort.
- 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>

**United Grand Lodge of England
Conservation and Preservation Grants Scheme
2011**

Lodge or Chapter name

Number

Province

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

Details of proposed work: please identify the items in question (record type and dates) and discuss their current condition, the items' historical significance, why the proposed works are the most effective (and cost-effective) solution and how the work will benefit the lodge or chapter and its members. Please try to limit to 250 words. Photos welcome.

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

Furniture	£
Materials	£
Binding	£
Repair	£
Other	£
Total	£

Applications should be received by the Library and Museum by 31 October 2011; a decision will be made by 30 November 2011 and works must be completed by 30 April 2012.

Forms should 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
reilly@freemasonry.london.museum