

GNM Archive Preservation and Conservation Policy

This policy directs how the GNM Archive strives to ensure the long term preservation of material in its care

The Guardian Foundation will strive to preserve material held in the Archive through:

- Appropriate storage in a controlled and secure environment;
- Repackaging of material in acid-free folders and boxes removing any packing materials likely to have a long-term detrimental effect on the archival material;
- The transfer of data onto media more likely to ensure its long-term preservation (i.e. recording mini-disc interviews onto CD);
- The production of surrogate copies where the original may be damaged due to overuse;
- Supervised access to the material for research in line with the reading room rules;
- Appropriate housing for any material displayed in exhibitions;
- When material requires conservation work it will be sent to specialist conservators on the MLA's register of conservators: www.conservationregister.com

While the Foundation own all material in the archive collection, the day-to-day management of the archive is directed by the Archivist.

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