**APPENDIX A**

**BACKGROUND INFORMATION**

The Archive and Local Studies Library Collections are diverse, comprising a wide range of materials, shapes, sizes and weights. The condition and fragility of individual items within a particular collection category will also vary. A variety of packing methods and materials will be required to ensure that each collection and each item is packed and moved in the most appropriate way.

The volume of collections to be moved consists mostly of boxed archives in four standard sizes, as well as books in a range of sizes from very small to exceptionally large. It also includes oversize material such as rolled or flat maps and documents or larger boxes and volumes requiring plan chests and larger static racking. Additionally, there is a collection of framed images and a small museum collection including ceramics, metal, glass, fabric and some oversized objects.

At origin the collections are stored in different parts of the building. 80% of the collection is in the basement. Access to the basement involves steps, although there is a lift, this is not in a very convenient location. There is also a lending library and home visit service located in the building which will be in operation and open to the public during the move.

The whole collection occupies approximately 330 cubic metres of records and just over 2,400 linear metres of shelving. Lambeth Archives holds the records of the council and its predecessors from the sixteenth century onwards, as well as the records of local businesses, institutions, societies, families and individuals. Other collection elements include over 16,000 property deeds and the records of numerous Surrey manors dating from the thirteenth century. Lambeth Archives holds the records of the council and its predecessors

The Local Studies Library consists of printed books, periodicals, newspapers, a visual collection of over 50,000 items, 2,500 maps, cuttings and ephemera. It also includes microform copies of sources held elsewhere notably census returns, local press, parish registers and civil registration indexes. There is a small museum collection of 6 cubic metres of Lambeth related objects, of which the most significant element is the Woolley bequest of locally manufactured Doulton pottery.

In Appendix 2 there is a spreadsheet with more detail. Where cubic metres are not available for a collection/format either linear metres or the quantity of drawers/boxes has been provided. These measurements are a guide only and the awarded contractor will be expected to have accessed the collection as part of their submission.

**TIMETABLE**

The building handover date is provisionally the end of February 2023. The move is to take between 10-12 weeks, with a pause between each move to check what has been moved and to refine the next phase’s plan. It is expected that the relocation should be completed by June 2023 unless the relocation is delayed by the building environmental conditions. The contractor will need to allow for periods of non-attendance on site(s) and for revisions to the moving timetable.

**SHELVING**

Shelvingis a mix of rolling and static shelving with manually operated mobile shelving in the basement strong room both with open shelves and drawers. The search room on the ground floor have library depth bookshelves.

**LAYOUT AND LOCATIONS**

Plans, as they currently stand, for the location of collections within the shelving at origin and for their location destination are provided in Appendix 1 and 2. The layouts may be subject to slight change when more detailed mapping for shelf location from origin to destination is carried out.

**UNLOADING**

It is important to note that the loading bay in destination basement will be the main point for all deliveries. Although the contractor can make the decision to use the front door for items going to ground floor. A clear schedule of deliveries must be supplied ahead of the move to allow for coordination.

**ACCESS TO SITES**

Minet Library and the new location can be accessed between the hours of 9am to 5pm Monday to Friday.