

## Announcement regarding the Partial Closure of the Harrow Local History Collection & Archive

The London Borough of Harrow and Headstone Manor & Museum have made the joint decision to partially close the Harrow Local History Collection & Archive and museum collections to public enquiries and in-house appointments from the period of 02 October 2023 until 02 June 2024.

During this period, thanks to external funding from the UK Shared Prosperity Fund, the research room and the archive store will undergo significant changes to improve public access, the care of the collection, and future preservation. In addition, the future management of the collection will be prioritised through the creation of policies and procedures that will be in line within current sector guidelines supported by the National Archives, with the eventual aim of achieving accreditation. A collections freeze will also be maintained during this time. The freeze will allow us to maintain a collection that is manageable and also take anything that the Collections Team deems as high-risk or essential to collect.

During the initial stages of this process records and collections will be moved and re-categorized several times, which will restrict public use of the collection. Despite this, we will still be able to answer certain enquiries via email, post and/or phone depending on the collections involved. It may be that we are not able to answer some enquiries due to some collections being moved off site for treatment.

These changes will require the full attention of the staff and volunteers and therefore response times may be affected. The demand for use of the archive can be quite intensive. We will therefore aim to respond to enquiries within our normal 14-day response period during this period where possible. In addition, we will continue to add to our digital catalogue which can be accessed on our website. The digital catalogue will allow students, scholars, and members of the public to discover the types of records held by the Collection, anytime, anywhere.

We apologise for any inconvenience caused during this period but by undertaking this work now we will be improving the cultural service to the public in the future.

If you have any particular enquiries or concerns regarding this closure, please email [collections@headstonemanor.org](mailto:collections@headstonemanor.org).