

“Preserving the past, informing the future”

Collections Management Procedure

Statement of Purpose and Mission Statement

The National Meteorological Archive (NMLA) is part of the Met Office Public Weather Service (PWS). The NMLA is managed by the Library and Archive Manager who regularly reports to the PWS Secretariat via the Head Citizen and Media. This role focuses on co-ordinating delivery of the PWS Customer Service Agreement.

The National Meteorological Archive is required by the Public Weather Service Customer Group to provide collections (both published and archival) which enable the research community and the general public to learn about the UK's weather and climatology and to access information that helps them to understand the science and history of meteorology. There is also a legal requirement handed down to the Public Weather Service from the Ministry of Justice (under the Lord Chancellor) to archive meteorological data on behalf of the UK Public in accordance with the Public Records Act 1958.

The archive seeks to preserve, in perpetuity, records relating to the national memory of the weather in both paper and also digital formats. It exists to collect, catalogue and preserve in accordance with national and international standards, and make publicly available documents, both physical and electronic, relating to the collection of meteorological data concerning the surface, marine and upper air environments of the British Isles and the wider world as created by the Meteorological Office and its antecedents. In addition the archive collection of the Royal Meteorological Society is held within the archive under a memorandum of understanding.

Purpose of the Collections Management Policy

This Collections Management Policy (the "Policy"), is intended to reference the policies that guide the development and care of the NMA collections consistent with the mission of the NMA and with professional archive standards. Detailed work instructions on implementing this policy and those associated with it may be found by staff on the NMLA team's internal servers.

Through this suite of policies the NMA ensures that:

- our collections are accessioned and catalogued to relevant standards
- our collections are protected, secure, cared for, and preserved
- our acquisitions conform to the NMA mission, and meets the criteria detailed in both the NMA Archive Register and related acquisition policy
- our loans are managed in accordance with our relevant loans policy in line with archive standards and good practice
- access to the collections in the reading rooms is permitted and appropriately regulated
- access to collection information and our digital content is made available to the public across the internet

Managing the Implementation of the Collections Management Policy

The day-to-day activities and longer-term goals are managed and coordinated through the Performance Management Process which is described in the Met Office Performance Management Policy (held on Met Office internal servers).

The aims within our collections management policy form part of the archive team's individual objectives and these are set each year and monitored regularly throughout the year to ensure that our aims and objectives are coordinated across the team and kept on track. Co-ordination is further assisted by priorities lists which are cascaded down into individual objectives.

1. Related Collection Management Policies

- NMA Archive Collections Acquisition Policy
- National Meteorological Library Collections Development and Management Policy
- MetS collection Memorandum of Understanding