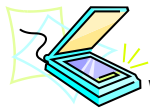




Freshwater & Totland Archive Group

... What we do and how we do it ...

What you see in displays and in files is the result of many hours work by Group members.



We aim to scan items as quickly as possible in order to return originals material.



The donor is asked to read and sign the appropriate form and to make any stipulations as to the use of their donation.



Copies of material are then printed off and recorded in an accession book, with each donor allocated an individual donor number.



With each item in the accession numbered separately material is carefully examined for details, to be recorded under the specific categories on an Index card and entered to the data base



To aid this task a time line is continuously added-to with reference points for dating, location etc. The Index card is filed for use in the library as the laptop database is not generally available there..



Currently only basic information can be recorded in order to keep up with accessions; ideally more detail will be added at a later date when hopefully more 'hands-on' members have been recruited. Material labelled with a unique catalogue number is then filed by accession number in cabinets.



Where possible and if appropriate images are cleaned with items for display captioned, enlarged, printed and laminated.



Copies of material can be produced for educational purposes or for private research, when a copyright declaration is required to be signed and an appropriate donation is appreciated.



While time is freely given materials are costly, requiring funds raised mainly by car boot sales, public displays and occasional cash donations



In order to mount displays the Group have purchased and been donated display boards, which are complemented with a certain amount of innovative skill, cardboard and felt...



With limited space restricting work opportunities a great deal of work is carried out in members' homes on personal equipment, with thousands of hours going in to establishing a Group that we hope will be an asset to the community.

What we lack in expertise we make up for with enthusiasm and what we learn more than compensates for the effort... if you would like to learn more about our villages and help the Group flourish please do get in touch... our local history is fascinating, free and *fun*...

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