

Temple of Peace Archives & Collections

Risk Audit Report, Spring 2022



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Wales' Temple of Peace
Heritage Collections

**Risk Audit Assessment for the
Welsh Centre for International Affairs**

Scoping Report

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Contents

Executive summary	4
1. Introduction and aims	10
1.1 Background	10
1.2 Assessment aims	11
1.3 Methodology	12
1.4 Definitions – records, archives, and library materials	13
2. Context	14
2.1 Building background	14
2.2 History of building use	15
2.3 Overview of collections	15
2.4 Collections held elsewhere	18
2.5 Resources and strategy	18
2.6 Access and engagement	18
3. Assessment results	19
3.1 Significance of the collections to the building	19
3.2 Collection management grids	20
3.3 Summary of risks	25
4. Mitigation options	27
4.1 Short-term	27
4.2 Medium-term	28
4.3 Long-term	29
Appendix A: Cataloguing assessment - large archive collections	30
Appendix B: Detailed risk register	32



Executive summary

(i) Introduction and aims

The **Welsh Centre for International Affairs** (WCIA) are a small Charitable Incorporated Organisation coordinating Wales-wide projects on global learning, action, and partnerships, with roots in the Welsh League of Nations Union - founded in 1922 to coordinate civil society efforts on peacebuilding and international cooperation. It is based at the Welsh National Temple of Peace and Health (Temple of Peace).

The **Temple of Peace** was built as Wales' national memorial to the fallen of World War I and gifted to the nation by founder Lord David Davies of Llandinam, with a 999-year Lease guaranteeing occupancy of specific parts of the building and office spaces to Wales' leading bodies coordinating peace and health. The building opened in 1938 and was Grade II listed in 1975 (amended 1999). In 2017, Public Health Wales sold their ownership of the Temple of Peace to Cardiff University.

The Temple of Peace is home to several archives, library materials, and objects that relate to the building itself and the many organisations that have operated there over 80 years.

This risk audit assessment aimed to identify:

- The significance of the heritage collections in terms of the building.
- The risks to the heritage collections in terms of safeguarding and preservation.
- The options for the heritage collections to help mitigate these risks.

The heritage collections include:

- The archives and records.
- Library materials.
- Objects, artefacts, and heritage furniture.

The fabric of the building and the memorials were out of scope. The assessment was undertaken by Kevin Bolton, an archives and libraries consultant. The **methodology** included a documentation review, interviews with staff/volunteers/trustees, and a collections management audit.

(ii) Context

WCIA commissioned a research report on the heritage collections held at the Temple of Peace in 2018 (Lowe, 2018¹). Alongside the website², this gives an excellent description of the heritage collections, their size, and significance.

The **archives** are primarily made up of the papers and some photographs and prints of some of the key organisations, both health and peace bodies, that have been based in the Temple of Peace. These collections are housed in the attic and are approximately 144 linear metres in size.

The Council Chamber houses **library materials** relevant to the work of WCIA and its predecessors. Publications range from the early-20th century to the present day. This includes Lord David Davies' personal collection of books and original writings on peace and internationalism. The library materials are approximately 100 linear metres in size.

Various **objects and heritage furniture** are stored or on display in the building – particularly in the Council Chamber and Crypt. These can be placed in two categories: objects purchased or donated to WCIA and its predecessors and original furniture for the Temples of Peace.

Pre-World War II records from the Temple of Peace, as well as founders Lord David Davies of Llandinam and the first Organiser Gwilym Davies, are held at the **National Library of Wales** in Aberystwyth.

WCIA employs the Heritage Advisor (3 days per week). They are responsible for the collections. There are supported by several volunteers. One of the WCIA trustees, a cultural historian and academic, is responsible for heritage.

(iii) Assessment results – significance

The research report (Lowe, 2018) outlines the significance of heritage collection in terms of potential use and academic research. However, an aim of this assessment was to understand the significance of the collections to the building.

The **archives** consist of the records of organisations that have been based in the building. They include records relating to the history of the building. It could be argued that if they were moved from the building, it would not alter the significance of the building or the

¹ Lowe, M. L. (2018). *Archives and heritage objects at the Temple of Peace, Cardiff Initial research report*. <https://www.wcia.org.uk/wp-content/uploads/2019/03/Temple-of-Peace-Archive-research-report-May-2018-Mari-Lowe.pdf>

² See <https://www.wcia.org.uk/archives-and-collections>

archives. Similarly, some **objects** do not relate directly to the building (e.g. gifts to WCIA and its predecessors) and have no significance to the building. However, in some cases, collections could lose their value for engagement or interpretation if they left.

The **heritage furniture** is of significance to the architecture and aesthetic of the building. The furniture and fixtures in the Council Chamber, including the chairs and tables, are particularly significant – mainly because they survive in situ and appear relatively complete. The book of remembrance, painting, fixtures, and furniture in the Crypt also have high architectural significance, but also strong community value and social significance.

It should be noted that the furniture is not specifically mentioned in the listing of the building³. However, according to Cadw a listed building includes “objects and structures fixed to it” and “free-standing objects such as statues may also be fixtures if they were put in place as part of the overall architectural design”⁴. There is currently no Conservation Management Plan for the building.

The Council Chamber was originally designed to house the **library**. The opening brochure refers to the room as “The Council Chamber and Library”, and the library cabinets were in place at the opening, although they appear to contain no books. It is not clear when books were moved into the library, possibly after the opening or the end of World War II.

Some of the books such as the manuscripts (e.g. Women’s Peace Appeal) and those with significant annotations are rare or unique. Like the heritage furniture, it feels that the books, particularly those from Lord Davies Library and the 1930s/40s, add to the room’s architectural significance and help tell the story of that room. Similarly, housing the library materials in their original location adds to the significance of the collection. The library cabinets (Australian Walnut) themselves are fixtures and, therefore, likely to form part of the listing building status (see above). Other books are less rare and can be found in other libraries. However, researchers visiting the library have commented on how unusual it is to have books relating to peace and internationalism in one place in Wales and the United Kingdom.

³ See <https://cadwpublic-api.azurewebsites.net/reports/listedbuilding/FullReport?lang=&id=13740>

⁴ Welsh Government and Cadw (2017). *Managing change to listed buildings in Wales*.
<https://cadw.gov.wales/sites/default/files/2019-05/20170531Managing%20Change%20to%20Listed%20Buildings%20in%20Wales%2024303%20EN.pdf>

(iv) Assessment results – risks

Storage

The attic is a poor storage area for archive collections. There is a risk of deterioration of the collections due to poor environmental conditions and contamination. The poor-quality storage, lack of policies/procedures, lack of good quality packaging, lack of cleaning and pest control, and the existence of non-collection materials in the space also increases the risk of damage to the collections due to fire, water infiltration or infestation. Most of the library materials in the Council Chamber are not particularly rare, and the current storage is suitable. However, some rare items such as the manuscripts should be stored in better quality storage.

Security

The external security of the building is ok, although it would benefit from a 24-hour alarm response service. Within the building, the security of the attic is poor. The cabinets and CCTV in the Council Chamber offer a level of security to the library materials. The exhibition cabinets are not locked or alarmed.

Selection, appraisal, and documentation

Archives are records selected for permanent preservation because of their long-term historical value. Very little selection has been undertaken on the archives. Parts of the archive may be of low historical value and not be worthy of permanent preservation. Without selection, there is a risk that resources to manage the collection is misused. This, in turn, presents risks to those collections with high historical value.

Good documentation and cataloguing allow organisations to manage their collections effectively and mitigate risk. The archive collections are partially catalogued, but the quality of the catalogue is mixed. For example, the date field only captures the start date, and it can be difficult to ascertain which boxes are part of which collection. 60% of the library materials are catalogued to a good standard. The heritage furniture and objects are listed briefly in the research report (Lowe, 2018), but there does not appear to be an inventory.

Resource and responsibilities

There is a lack of resources and expertise to manage the heritage collections – especially the archive collections. The lack of resources makes it difficult to put mitigation in place for the risks to the collections and deliver good collections management. In addition, the lack of

clear roles and responsibilities between WCIA (the tenant) and Cardiff University (the landlord) over building management presents some risks to the collections.

(v) Mitigation options

Section 4 of the report outlines options for mitigation of these risks. These include some 'quick wins' that could be delivered in the **short term**, such as introducing new procedures, cataloguing, and transferring the health body records to an archives service. In terms of the building, a Conservation Management Plan is needed to describe the significance of the building and examine how any future use, management, alteration or repair will be carried out in order to retain that significance.

There are also some **medium-term** options that will require more resources, such as creating policies/procedures, improving security, defining roles/responsibilities, and developing external funding bids.

Finally, some **long-term** options will require significant capital investment or external funding. These include:

- Selection/appraisal, repackaging, and cataloguing of the archives.
- Creating specialist storage for the archives OR look at depositing them with the National Library of Wales.
- Installing specialist exhibition cabinets or spaces for displaying archives, objects, or rare items.

From an access point of view, it would make sense to bring the archives collections together at the National Library of Wales. A small 'handling' collection of duplicates, objects, or copies of important items could be retained by WCIA. WCIA may also be able to loan items back.



1. Introduction and aims

1.1 Background

The Welsh Centre for International Affairs (WCIA) are a small Charitable Incorporated Organisation coordinating Wales-wide projects on global learning, action, and partnerships, with roots in the Welsh League of Nations Union - founded in 1922 to coordinate civil society efforts on peacebuilding and international cooperation.

The Welsh National Temple of Peace and Health (Temple of Peace) was built as Wales' national memorial to the fallen of World War I and gifted to the nation by founder Lord David Davies of Llandinam in 1938, with a 999-year Lease guaranteeing occupancy of specific parts of the building and office spaces to Wales' leading bodies coordinating peace and health. Legal ownership was vested in the 'health' body' and approximately one-third of

the building - including the key 'heritage' spaces of public interest in the 'peace' body (now the WCIA).

The Temple of Peace is home to several archives, library materials, and objects which relate to the building itself, and the many organisations which have operated there over 80 years.

In 2017, Public Health Wales sold their ownership of the Temple of Peace to Cardiff University. WCIA is currently in discussions with the University's Estates department around the co-occupancy. Possible options could include reorganisation of the spaces or relocation.

1.2 Assessment aims

WCIA has had a range of discussions with teams from The National Archives, the Welsh Government's MALD division, the Pilgrim Trust, and the National Library of Wales over the heritage collections at the Temple of Peace. As a result of these discussions, WCIA felt they required an archives and heritage consultant to undertake a risk audit assessment of the heritage collections. This included identifying:

- The significance of the heritage collections in terms of the building.
- The risks to the heritage collections in terms of safeguarding and preservation.
- The options for the heritage collections to help mitigate these risks.

The heritage collections include:

- The archives and records.
- Library materials.
- Objects, artefacts, and heritage furniture.

The fabric of the building and the memorials were out of scope. The Garden of Peace is home to memorial objects sponsored by various organisations from 1988 onwards. The WCIA are caretakers of the memorials, although they do not hold legal ownership of the garden. There are also several other memorials throughout the building.

1.3 Methodology

The assessment was carried out by Kevin Bolton, an archives and libraries consultant, and took place between April and May 2022. The methodology for the assessment was as follows.

1. Project initiation
Meeting with Craig Owen, Heritage Advisor, at WCIA to review the methodology and agree on the project plan.
2. Review of background documentation
Review any background documentation, including scoping reports, website, catalogues, and strategy documents. There were also discussions with Craig Owen (Heritage Advisor), Susie Ventris-Field (WCIA Chief Executive), and Dr Emma West (Trustee).
3. Visit
A visit to the Temple of Peace to view the heritage collections and their current storage. A preservation/security risk assessment using the collection management grid from Reviewing Significance 3.0 (Caroline Reid, 2018) was carried out for the two main storage spaces. An assessment of the broader risks for the collections was also undertaken, including governance and resource.
4. Report
Following stages 1-3, this draft report was created. A final report was created following feedback from WCIA.

1.4 Definitions – records, archives, and library materials

Records are the documents that are generated by the work of organisations. These documents are used for the current day-to-day running of an organisation. Collectively, records should reflect the work of an organisation. They might be organised by the functions or activities of different departments and directorates. They can be in any medium (Voluntary Sector Archives Toolkit, 2020)⁵.

Archives are records selected for permanent preservation because of their long-term historical value. They have several characteristics (International Council on Archives, 2016)⁶:

- They are only retained if they are considered to be of long-term historical value. This can be difficult to assess but what it means is that archive collections do not and cannot hold every document ever created.
- Documents do not have to be 'old' to be an archive, just no longer required for the use for which they were created.
- They come in a wide range of formats - not just paper documents. Archives encompass written documents, electronic resources (including websites and email), photographs, film, and sound recordings.

The selection of records for permanent preservation in accordance with an agreed set of criteria to assess their value is often called appraisal. These criteria may be a series of primary values, such as their administrative, legal, or financial usefulness, or secondary values, such as their historical, informational, evidential, and research values (Metataxis, 2019)⁷.

Library materials are usually published or printed. They can include books, articles, periodicals, newspapers, ephemera, and reports.

⁵ Voluntary Sector Archives Toolkit. (2020). <https://toolkit.voluntarysectorarchives.org.uk>

⁶ International Council on Archives. (2016). *What are archives?* Retrieved from <https://www.ica.org/en/what-archive>

⁷ Metataxis. (2019). *Management framework for retention and transfer: charity records and archives*. The National Archives.

2. Context

2.1 Building background⁸

The Temple of Peace has a unique architectural legacy: the only public building, in Wales and worldwide, dedicated to the twin causes of peace and health - gifted as a legacy to future generations, by the generation who survived World War 1.

It was originally the vision of David Davies of Llandinam – whose experience serving as a soldier in the trenches of France with the Royal Welch Fusiliers so horrified him, as with so many of his generation, that he committed his whole life to peacebuilding. But it was Pembrokeshire and Cardiff Architect Percy Thomas who rose to the challenge of turning this vision into bricks and mortar: to ‘create a peacebuilding, for peacebuilding’.

It was a challenge that would earn Percy Thomas a Knighthood, and the Royal Gold Medal for Architecture; and would bequeath to Wales a unique legacy of Art Deco era, Neoclassical architecture that has galvanised generations since in the pursuit of the mission for peace and health.

The building is in the form of the letter T, with two wings (a Peace Wing and Health Wing) and is built of Portland stone. The wings contain offices and rooms on three levels. Some of the key rooms are the Entrance Vestibule, Hall of Nations, The Crypt and the Welsh National Book of Remembrance, and the Council Chamber.

The building was Grade II listed in 1975 (amended 1999). The listing describes it as “a striking building by South Wales' leading architect of C20, a rare example of this style in Wales. Group value with other listed buildings in Cathays Park.”⁹

⁸ This section is largely based on <https://www.wcia.org.uk/wcia-news/wcia-history/temple-architecture> and <https://www.wcia.org.uk/templetours/>

⁹ <https://cadwpublic-api.azurewebsites.net/reports/listedbuilding/FullReport?lang=en&id=13740>

2.2 History of building use

To understand the collections, it is important to understand the history of the use of the Temple of Peace. Most of the archive collections consist of the records of organisations that have been based in the building. Some are also predecessors of WCIA. This section summarises these organisations.

Peace bodies

- 1938-1946. Welsh National Council of the League of Nations Union, founded in 1918 as a voluntary organisation that supported the League's work to preserve peace worldwide. Transitioned into United Nations Association Wales, in 1946¹⁰.
- 1946-2014. United Nations Association Wales. Formed to continue the work of the Welsh National Council of the League of Nations Union. Merged into WCIA in 2014¹¹.
- 1942-2014. Council for Education in World Citizenship Cymru. Led efforts to advance global education in Wales from 1942 onwards. Merged into WCIA in 2014¹².
- 1973-present. UNA International Youth Service. Founded in 1973. Becomes known as UNA Exchange in 2000. Merged WCIA in 2020¹³.
- 1973-present. WCIA (founded 1973)¹⁴.

Health bodies¹⁵

- 1938-1946. King Edward VII Welsh National Memorial Association, a health organisation founded in 1912 with the aim of eliminating tuberculosis in Wales. In the aftermath of World War II, it became the NHS Transitional Authority in Wales, and was tasked with overseeing the merger of existing health provisions and services to create Wales National Health Service.
- 1946-1973. The Wales Hospitals Board.
- 1973-2006. South Glamorgan Health Authority.
- 2006-2016. Public Health Wales.

Cyfanfyd, the Development Education Association for Wales, was also based at the Peace Hall for a period in the c.1997-2010.

2.3 Overview of collections

¹⁰ See <https://www.wcia.org.uk/wcia-news/wcia-history/leagueofnations/>

¹¹ See <https://www.wcia.org.uk/wcia-news/wcia-history/leagueofnations/>

¹² See <https://www.peoplescollection.wales/collections/643636>

¹³ See <https://www.wcia.org.uk/peace-heritage/international-volunteering-heritage>

¹⁴ See <https://www.wcia.org.uk/about-us/where-we-come-from>

¹⁵ See <https://www.wcia.org.uk/wnma/>

WCIA commissioned a research report on the heritage collections held at the Temple of Peace in 2018 (Lowe, 2018¹⁶). Alongside the website¹⁷, this gives an excellent description of the heritage collections, their size, and significance. An overview of the collection, based on the research report, is outlined in this section.

Archives

The archives are primarily made up of the papers and some photographs and prints of some of the key organisations that have been based in the Temple of Peace. The large collections (over one linear metre of shelving) include:

- The United Nations Association, International Youth Service (40 linear metres).
- Welsh Centre for International Affairs (66 boxes / 27 linear metres).
- The Welsh National Memorial Association, including Welsh Regional Hospital Board, ledgers (20 linear metres).
- The Council for Education in World Citizenship Cymru, 1960s-2000s (41 boxes / 17 linear metres).
- UNA Exchange (36 boxes / 12 linear metres).
- Cyfanfyd, the Development Education Association for Wales (24 boxes / 10 linear metres)
- The United Nations Association (UNA) Wales (9 boxes / 4 linear metres). Including the Welsh League of Nations Union, Welsh National Council. 1910s-2000s.
- United Nations Association, Montgomeryshire Branch (4 linear metres).
- Freedom from Hunger Campaign (Wales), 1960s-1990s (3 linear metres).

There are also some small collections (one linear metre or less) for:

- United Nations Association, Cardiff Branch.
- UNICEF (Wales).
- One World Week.
- Cynefin y Werin/Common Ground material
- Cymdeithas y Cymo material.
- Audio and video collection.
- Folios and albums.

¹⁶ Lowe, M. L. (2018). *Archives and heritage objects at the Temple of Peace, Cardiff Initial research report*. <https://www.wcia.org.uk/wp-content/uploads/2019/03/Temple-of-Peace-Archive-research-report-May-2018-Mari-Lowe.pdf>

¹⁷ See <https://www.wcia.org.uk/archives-and-collections>

These collections are housed in the attic¹⁸ and are approximately 144 linear metres in size. There are 8 linear metres of 'miscellaneous items' stored at Cardiff University. There are also several 'large-format' paper/archival items stored in various parts of the building, including postcard/photograph albums, prints, maps, and scrapbooks.

Library materials

The Council Chamber houses library materials relevant to the work of WCIA and its predecessors. Publications range from the early-20th century to the present day. This includes Lord David Davies' personal collection of books and original writings on peace and internationalism. It also appears to include some of the books of the journalist Gareth Richard Vaughan Jones. The attic houses some books, DVDs and posters, some of which have been published by the WCIA. The library materials are approximately 100 linear metres in size.

Objects

Various objects and heritage furniture are stored or on display in the building – particularly in the Council Chamber and Crypt. These objects can be placed in two categories:

- Objects purchased or donated to WCIA and its predecessors such as a Russian doll (1966), land mine replicas and UN flag (?1999), a League of Nations framed map, and the painting War by Kevin Sinott in the Crypt (1987). It is assumed that WCIA owns these items.
- Original furniture for the Temples of Peace such as memorial plaques, tables/chairs, coat stands, silver inkwell, the Welsh Book of Remembrance and other furniture in the Crypt. Ownership of these items is less clear.

¹⁸ A small number of collections are also stored in the Council Chamber.

2.4 Collections held elsewhere

Pre-World War II records from the Temple of Peace, as well as founders Lord David Davies of Llandinam and the first Organiser Gwilym Davies, are held at the National Library of Wales in Aberystwyth – following accessions made in the 1960s, 1970s, 1980s and 2012.

These includes:

- Welsh League of Nations Union and United Nations Association Wales records (106 boxes).
- Lord Davies of Llandinam Papers (180 boxes, Peace campaigning 1900s-1944, Temple of Peace, League of Nations, and the Welsh National Memorial Association).
- Gwilym Davies Papers (12 boxes, Welsh League of Nations Union, Urdd, Peace & Goodwill Message, UNA).
- George M Ll Davies Papers (10 boxes, Conscientious Objection, Peace campaigning, WNMA, League of Nations and Cymdeithas y Cymod).
- CND Cymru Archives (58 boxes).

2.5 Resources and strategy

WCIA employs the Heritage Advisor (3 days per week). They are responsible for the collections. There are supported by several volunteers. One of the WCIA trustees, a cultural historian and academic, is responsible for heritage. WCIA have developed a *Heritage Strategy & Work Plan 2021-22*. The strategy is built around four pillars of heritage work: academic research, venue interpretation, digital accessibility, and community heritage.

2.6 Access and engagement

WCIA has a very strong record of using the heritage collections for engagement. Between 2014-2019 they ran the WW100 'Wales for Peace' programme, consisting of 92 individual projects supported by the Heritage Lottery Fund (HLF) and several co-funders. This included heritage projects with schools, young people, communities, and volunteers. There is also a strong online presence for the heritage collections, and many of the collections have been digitised.

Archives access for the public is currently by appointment/enquiries through the Heritage Advisor, via the contact form on the WCIA website.

3. Assessment results

3.1 Significance of the collections to the building

The research report (Lowe, 2018) outlines the significance of the heritage collection in terms of potential use and academic research. However, an aim of this assessment was to understand the significance of the collections to the building.

The **archives** consist of the records of organisations that have been based in the building. They include records relating to the history of the building. It could be argued that if they were moved from the building, it would not alter the significance of the building or the archives. Similarly, some **objects** do not relate directly to the building (e.g. gifts to WCIA and its predecessors) and have no significance to the building. However, in some cases, collections could lose their value for engagement or interpretation if they left.

The **heritage furniture** is of significance to the architecture and aesthetic of the building, although some of it may no longer be in its original place, and some furniture has not survived. We know from correspondence and reports that Percy Thomas was involved in the design and selection of furniture, fixtures, and fittings¹⁹. The furniture and fixtures in the Council Chamber, including the chairs and tables, are particularly significant – mainly because they survive in situ and appear relatively complete. The book of remembrance, painting, memorials, fixtures, and furniture in the Crypt also have high architectural significance, but also strong community value and social significance.

It should be noted that the furniture is not specifically mentioned in the listing of the building²⁰. However, a listed building includes “objects and structures fixed to it” and “free-standing objects such as statues may also be fixtures if they were put in place as part of the overall architectural design”²¹. There is currently no Conservation Management Plan for the building.

The Council Chamber was originally designed to house the **library**. The opening brochure from 1938 refers to the room as “The Council Chamber and Library”, and the library cabinets were in place at the opening, although they appear to contain no books (see

¹⁹ See <https://flic.kr/s/aHsmirxsLQ>

²⁰ See <https://cadwpublic-api.azurewebsites.net/reports/listedbuilding/FullReport?lang=&id=13740>

²¹ Welsh Government and Cadw (2017). *Managing change to listed buildings in Wales*. <https://cadw.gov.wales/sites/default/files/2019-05/20170531Managing%20Change%20to%20Listed%20Buildings%20in%20Wales%2024303%20EN.pdf>

photograph below). It is not clear when books started to be moved into the library, possibly shortly after the opening or the end of World War II.

Some of the books such as the manuscripts (e.g. Women's Peace Appeal) and those with significant annotations are rare or unique. Like the heritage furniture, it feels that the books, particularly those from Lord Davies Library and the 1930s/40s, add to the **room's architectural significance** and help tell the story of that room. Similarly, housing the library materials in their original location adds to the significance of the collection. The library cabinets (Australian Walnut) themselves are fixtures and, therefore, likely to form part of the listing building status (see above). Other books are less rare and can be found in other libraries. However, researchers visiting the library have commented on how unusual it is to have books relating to peace and internationalism in one place in Wales and the United Kingdom.



Photograph of the "Council Chamber and Library" from Welsh National Temple of Peace and Health. (1938). Opening ceremony and service dedication. <https://www.peoplescollection.wales/items/879966>

3.2 Collection management grids

The collections management grid in *Reviewing Significance 3.0* (Caroline Reid, 2018)²² was used to review current collections management, and collections care procedures for the two main storage areas. The results can be found below.

²² See <https://collectionstrust.org.uk/resource/reviewing-significance-3-0/> and <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcollectionstrust.org.uk%2Fwp-content%2Fuploads%2F2018%2F01%2FRevSig3-CollRevCollManGrid.doc&wdOrigin=BROWSELINK> for the criteria.

Archives (attic). Note – a small number of archives are also stored in the Council Chamber.

F STORAGE + DISPLAY - SECURITY + EMERGENCY PLANNING	G STORAGE + DISPLAY – SPACES + RACKING etc.	H STORAGE + DISPLAY - PACKING & DISPLAY MOUNTS	I STORAGE + DISPLAY - ENVIRONMENTAL MONITORING + MANAGEMENT	J COLLECTION ITEMS - CONDITION ASSESSMENT	K COLLECTION ITEMS – OWNERSHIP	L CATALOGUING / DOCUMENTATION
<p>Score: 5</p> <ul style="list-style-type: none"> • Building is alarmed but not linked to Cardiff University security/response. • CCTV is available on entrances/exits to the building. • Storage space is not locked. Checks of the area are undertaken occasionally. • No material stored on the floor, which is good. • Fire extinguishers and fire detection in place. • Strong threat of water penetration from roof/drains. • No emergency plan for building/collections. 	<p>Score: 4</p> <ul style="list-style-type: none"> • Wooden shelves (not ideal). • Shelf aisles are numbered. • Dedicated storage space, but other material is stored in the space (equipment etc.). • Parts of space are overcrowded. • Some space for sorting/inspection but limited. • Some health and safety risks for working in the space. 	<p>Score: 5</p> <ul style="list-style-type: none"> • Some collections are boxed but in non-archival quality boxes. • A lot of loose/unpackaged material. 	<p>Score: 5</p> <ul style="list-style-type: none"> • No environmental monitoring. • Temperature held as far as possible within a range acceptable for stored material. RH uncontrolled. • Very little daylight (some windows). • Use of artificial light controlled (lights turned off when not used). • No cleaning regime. • No pest control or monitoring. 	<p>Score: 3</p> <ul style="list-style-type: none"> • No monitoring of the condition, but material condition generally appears ok. • Some dust/dirt, especially on the old ledgers. • Some basic cleaning of materials may be required. • Small amounts of audio-visual material may be a high preservation risk, but the significance of this material is unknown. 	<p>Score: 4</p> <ul style="list-style-type: none"> • No accessioning procedures. • Further work on selection and appraisal to identify material worthy of permanent preservation is required. • It is assumed that WCIA owns the archives of its predecessor organisations. However, for some organisations that still exist (e.g., Cymdeithas y Cymo etc.), it may be the owner of the records. Ownership is also less clear for the records of the health bodies. • Very little documentation relating to the acquisition. • Some boxes have box numbers, but large amounts have no identifiers. 	<p>Score: 4</p> <ul style="list-style-type: none"> • The Temple archives stored in the attic were catalogued in 2019 by research students. The catalogue can be downloaded from the website as an Excel Spreadsheet. It lists the box number, year (start year only), creator organisation, a general description (e.g., title), further detail, and some indexing terms. • However, it only covers a proportion of the material (see Appendix A). The quality of some of the cataloguing is mixed. • Over 5,000 digitised documents from the Temple of Peace and Wales' Peace Heritage 'story' project were digitised by volunteers between 2014-2019 and continue to be added. These can be found at People's Collection Wales, Flickr, and the WCIA website.



Attic storage (archives)

Council Chamber (library materials). Note – also includes a small number of archives and objects.

F STORAGE + DISPLAY - SECURITY + EMERGENCY PLANNING	G STORAGE + DISPLAY – SPACES + RACKING etc.	H STORAGE + DISPLAY - PACKING & DISPLAY MOUNTS	I STORAGE + DISPLAY - ENVIRONMENTAL MONITORING + MANAGEMENT	J COLLECTION ITEMS - CONDITION ASSESSMENT	K COLLECTION ITEMS – OWNERSHIP	L CATALOGUING / DOCUMENTATION
<p>Score: 4</p> <ul style="list-style-type: none"> • Building is alarmed, but no link to Cardiff University security/response. • CCTV is available on entrances/exits to the building. CCTV is also in the library space. • Space can be locked (but it is not always). Checks of the area are undertaken regularly. • Space is used by external users regularly. This can cause issues sometimes with the library materials. • No material stored on the floor, which is good. • Fire extinguishers (in the corridor next to the room) and fire detection in place. • No emergency plan for building/collections. • Exhibition cabinets in the corridor are not locked/alarmed. 	<p>Score: 4</p> <ul style="list-style-type: none"> • Original 1930s wooden cabinets. • Cabinets/shelves are numbered. • Room is used for events and meetings, but cabinets can be locked. • Relatively little overcrowding. • Good space for sorting/ inspection (when space is not in use only). • Limited health and safety risks for working in the space. 	<p>Score: 3</p> <ul style="list-style-type: none"> • Most of the material are books and bound. The cabinets also protect them. Some loose material is in boxes or folders. • The archives in the room are generally boxed or well packaged. • Some objects are also in the room and may require packaging. 	<p>Score: 5</p> <ul style="list-style-type: none"> • No environmental monitoring. • Temperature held as far as possible within a range acceptable for stored material. RH uncontrolled. There are radiators in the room – directly below the cabinets. • Some daylight, but blinds are in the room. Cabinets offer limited protection. Also, some daylight from the ceiling. • Use of artificial light controlled (lights turned off when not used). • Cleaning of the space is undertaken regularly. Food and drink can be consumed in space. • No pest control or monitoring. • Note – exhibition cabinets in adjacent corridor do not protect against the light? 	<p>Score: 3</p> <ul style="list-style-type: none"> • No monitoring of the condition, but the material condition generally appears ok. • Some basic cleaning of materials may be required. 	<p>Score: 4</p> <ul style="list-style-type: none"> • Very little documentation relating to the provenance of the material. Bookplates etc., sometimes give clues. • Assumed WCIA owns the library materials. • No identifiers (shelf number used to locate items). 	<p>Score: 3</p> <ul style="list-style-type: none"> • Volunteers have recently catalogued the library materials. • The catalogue captures title, author, ISBN/ISSN, publication date, publication, language, shelf location, and physical description. The quality of the catalogue is good. • About 60% of the books have been catalogued, and there is a plan to catalogue the remainder.



Library cabinets in the Council Chamber

3.3 Summary of risks

This section summarises the main risks to the heritage collections. A more detailed risk register can be found in Appendix B.

Attic storage

The attic is a poor storage area for archive collections. There is a risk of deterioration of the collections due to poor environmental conditions and contamination (e.g. dirt/dust). The poor-quality storage, lack of policies/procedures, lack of good quality packaging, lack of cleaning and pest control, and the existence of non-collection materials (e.g. equipment) in the space also increases the risk of damage to the collections due to fire, water infiltration or infestation. Given the space is directly below the roof, the risk of water infiltration is particularly high. There is also no disaster plan for the building or the collections.

Council Chamber

Most of the library materials in the Council Chamber are not particularly rare, and the current storage is suitable. They are also generally quite well protected or packaged. However, it does contain some objects, rare items or archive collections that should be stored in better quality storage. The lack of policies and procedures for this space, particularly for external users, also poses some risks to the collections.

Security

The security of the building is ok – it has an alarm and CCTV on the main entrances/exits. The building would benefit from a 24-hour response service. Within the building, the security of the attic is poor. The cabinets and CCTV in the Council Chamber offer security to the library materials. The exhibition cabinets are not locked or alarmed.

Selection and appraisal

Archives are records selected for permanent preservation because of their long-term historical value. This process of selecting the records in accordance with an agreed set of criteria to assess their value is often called appraisal (see Section 1.4). Very little selection and appraisal have been undertaken on the archives. Parts of the archive may be of low historical value and not be worthy of permanent preservation. Without selection and appraisal, there is a risk that resources to manage the collection is wasted or misused. This, in turn, presents risks to those collections that have high historical value.

Documentation

Good documentation and cataloguing of collections is important. It allows organisations to understand what collections they hold and where they are located, identify any conservation or preservation needs, and better exploit them for use or engagement. The archive collections are partially catalogued, but the quality of the catalogue is mixed. For example, the date field only captures the start date, and it can be difficult to ascertain which boxes are part of which collection. About 60% of the library materials are catalogued to a good standard. The heritage furniture and objects are listed briefly in the research report (Lowe, 2018), but there does not appear to be an inventory/catalogue.

Resource

There is some dedicated resource, including the Heritage Advisor, Trustee support, and volunteers. There is very strong expertise in using the heritage collections and the building for engagement and interpretation with the local community. However, there is a lack of resources and collections management expertise to manage the heritage collections – especially the archive collections. The lack of resources makes it difficult to put mitigation in place for the risks to the collections and deliver good collections management.

Roles and responsibilities

In addition, the lack of clear roles and responsibilities between WCIA (the tenant) and the Cardiff University (the landlord) over building management presents some risks to the collections. For example, who is responsible for managing the heritage furniture and fixtures? Who is responsible for the security of the building? Who is responsible for pest management?

4. Mitigation options

4.1 Short-term

Description	Resource required
Transfer the health archives held in the attic to Glamorgan Archives or the National Library of Wales.	WCIA staff time to liaise with archive services.
Create an inventory of the loose heritage furniture, which captures a reference/identifier, a description of each item, its location, ownership (if known), condition (if known), whether it may form part of the listing, and a photograph. Memorials could also form part of the inventory ²³ .	WCIA staff or volunteer time (2-3 days).
Introduce environmental monitoring in the Attic and Council Chamber ²⁴ .	£600 for equipment. WCIA staff time to monitor data.
Introduce simple pest management in the Attic and Council Chamber ²⁵ .	£300 for insect/pest traps. WCIA staff time to monitor (as part of weekly checking – see below)
Introduce regular (monthly) cleaning of floors and surfaces in the attic.	WCIA staff time (0.5 day per month)
Introduce a system for regularly (e.g. weekly) checking collection storage spaces for signs of any disaster (e.g. water ingress, infestation, fire risks). This is especially important for the attic.	WCIA staff time (1 hour per week)
Start to liaise with the National Library of Wales over archive collections – try to understand whether they would be interested in taking them on deposit and the terms. OR liaise with Cardiff University over creating improved storage conditions for the archives (see long-term options).	WCIA staff time

²³ For an inventory template see <https://www.english-heritage.org.uk/siteassets/home/learn/conservation/collections-advice--guidance/drawing-up-collections-management-plan.pdf>

²⁴ For example, two TinyView loggers in each space. Cost £160 each. <https://www.preservationequipment.com/Catalogue/Instruments/Dataloggers-TinyTag/Tiny-view-temperature-logger>

Continue using volunteers to catalogue the library materials.	WCIA staff and volunteer time.
Look at ways of improving security to the attic e.g. can any of the doors to the space be locked/made secure.	WCIA staff time.
Create a Conservation Management Plan for the building to describe the significance of the building and examine how any future use, management, alteration or repair will be carried out in order to retain that significance.	Cardiff University resource.

4.2 Medium-term

Description	Resource required
Develop external funding bids to undertake work on the collections e.g. selection, cataloguing and repackaging of archives. Possibly a bid to the National Lottery Heritage Fund for £100,000-£250,000.	WCIA staff time.
Look at removing/disposing of any equipment etc., from the attic that is no longer required.	WCIA staff time.
Work with Cardiff University to define roles and responsibilities over building management e.g. security, heritage furniture, pest management.	WCIA staff time. May require additional resources to implement?
Work with Cardiff University to improve the security of the building e.g. alarm response.	WCIA staff time. May require additional resources to implement?
Create preservation policy and procedures for the heritage collections.	WCIA staff time. It may require external resources.
Create a disaster plan for the heritage collections.	WCIA staff time. It may require external resources.
Deliver training in the preservation and disaster policies/procedures to staff and stakeholders.	WCIA staff time. It may require external resources.

Consider depositing branch records with local archive services. For example, the records of the United Nations Association, Montgomeryshire Branch, with Powys Archives and the Cardiff Branch with Glamorgan Archives.	WCIA staff time to liaise with archive services.
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4.3 Long-term

Description	Resource required
Select/appraise, repackage, and catalogue the archives ²⁶ .	Will require significant staff resources and volunteer support – assumes external funding bids are successful.
Create specialist archive storage ²⁷ for the archives and the rare books. Or look at depositing the archives with the National Library of Wales (if they are interested). Note – from an access point of view; it would make sense to bring the collections together. A small ‘handling’ collection of duplicates, objects, or copies of important items could be retained by WCIA. WCIA may also be able to loan items back.	The creation of specialist storage would require significant capital investment.
Specialist exhibition cabinets ²⁸ or spaces for displaying archives, objects, or rare items.	Capital investment.

²⁶ Catalogues could be made available online on [Archives Hub](#) or [Manage Your Collections](#).

²⁷ Buildings and rooms intended for the storage of archive materials should be in accordance with *Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collection* (BS EN 16893:2018). See also sections 5.1 (environmental conditions) and 5.2.4 (pest management) of *Conservation and care of archive and library collections* (BS 4971:2017).

²⁸ Showcases should confirm to *Conservation of cultural heritage. Guidelines for design of showcases for exhibition and preservation of objects. General requirements* (BS EN 15999-1:2014).

Appendix A: Cataloguing assessment - large archive collections

Collection	Catalogued?	Notes
The United Nations Association, International Youth Service (40 linear metres).	No	-
Welsh Centre for International Affairs (66 boxes / 27 linear metres).	Yes - Temples Archives Spreadsheet WCIA 01 – 55 + Finance/HR boxes.	Note – a lot of material catalogued just have the reference “Welsh Centre for International Affairs” (but no box number)
The Welsh National Memorial Association, including Welsh Regional Hospital Board, ledgers (20 linear metres).	No	-
The Council for Education in World Citizenship Cymru (41 boxes / 17 linear metres).	Yes - Temples Archives Spreadsheet CEWC 01-30.	What about the other 11 boxes? Also, boxes with references “History of global education in Wales”.
UNA Exchange (36 boxes / 12 linear metres).	No	-
Cyfanfyd, the Development Education Association for Wales (24 boxes / 10 linear metres)	No	-
The United Nations Association (UNA) Wales (9 boxes / 4 linear metres). Including the Welsh League of Nations Union, Welsh National Council)	LNU 01-09, UNA 01-09 and UNA Wales	-
United Nations Association, Montgomeryshire Branch (4 linear metres).	No	-
Freedom from Hunger Campaign (Wales) (3 linear metres).	Yes - Temples Archives Spreadsheet FFHC 01-06	-

Appendix B: Detailed risk register

Risk category	Description	Probability level	Impact level	Existing mitigation	New possible mitigation options
Storage	Fire. Lack of fire resistance and integrity for the attic represents a risk of damage to collections by fire. Old electrical equipment stored in the attic could be a fire risk.	Low	High (depending on the level of disaster)	Fire detection and alarms for buildings (including attic). Fire extinguishers. Some archives are packaged in records management boxes.	Short-term: <ul style="list-style-type: none"> Regular inspection of spaces. Transfer health records to another archives service Medium-term: <ul style="list-style-type: none"> Collections preservation policy and procedures. Disaster plan. Long-term <ul style="list-style-type: none"> Repackage archive collections. New archive-quality storage or transfer collections to other archives.
Storage	Presence of water pipes in the attic and lack of flood detection .	Medium	Medium (depending on the level of disaster)	Some archives are packaged in records management boxes.	Short-term: <ul style="list-style-type: none"> Regular inspection of spaces. Transfer health records to an archives service. Medium-term: <ul style="list-style-type: none"> Collections preservation policy and procedures.

				No collections are stored on the floor.	<ul style="list-style-type: none"> Disaster plan. Long-term: <ul style="list-style-type: none"> Repackage archive collections. New archive-quality storage or transfer collections to other archives.
Storage	Lack of controlled environment and any environmental monitoring for the archive and library collections means they are at risk of deterioration and contamination (e.g. dirt/dust).	Medium	Medium	<p>Some archives are packaged in records management boxes.</p> <p>Books are bound. Some packaged. Held in cabinets.</p>	Short-term: <ul style="list-style-type: none"> Regular inspection. Environmental monitoring. Medium-term: <ul style="list-style-type: none"> Collections preservation policy and procedures. Disaster plan. Long-term <ul style="list-style-type: none"> Repackage collections. New archive-quality storage or transfer collections to other archives. New exhibition cases or spaces.
Storage	Lack of pest management and cleaning, particularly in the attic, means collections are at risk of infestation. Storage of equipment etc. in the attic could be an infestation risk.	Medium	Medium	Some archives are packaged in records management boxes.	Short-term: <ul style="list-style-type: none"> Introduce pest management in the attic and Council Chamber. Introduce monthly cleaning of floors in the attic. Regular inspection. Medium-term:

				Books are bound. Some packaged. Held in cabinets.	<ul style="list-style-type: none"> • Collections preservation policy and procedures. • Disaster plan. <p>Long-term</p> <ul style="list-style-type: none"> • Repackage collections. • New archive-quality storage or transfer collections to other archives. • New exhibition cases and spaces.
Storage	Damage to collections due to light , particularly archives and library materials.	Low	Medium	Very little daylight in the attic. - Curtains in Council Chamber. Library cabinets in Council Chamber. - Books bound / packaged. - Some archives are packaged in records boxes.	<p>Short-term:</p> <ul style="list-style-type: none"> • Regular inspection. <p>Medium-term:</p> <ul style="list-style-type: none"> • Collections preservation policy and procedures. <p>Long-term:</p> <ul style="list-style-type: none"> • Repackage collections. • New archive-quality storage or transfer collections to other archives. • New exhibition cases and spaces, including lighting.
Security	Risk of theft of or damage to the collections by staff, volunteers, external users and contractors.	High	High	Building alarm. External CCTV. CCTV in Council Chamber.	<p>Short-term:</p> <ul style="list-style-type: none"> • Create an inventory of the heritage furniture. • Look at ways of improving security in the attic. <p>Medium-term:</p>

				<p>Door lock to Council Chamber.</p> <p>Library cabinets are locked.</p>	<ul style="list-style-type: none"> • Collections preservation policy and procedures. • Work with Cardiff University to improve the security of the building. <p>Long-term:</p> <ul style="list-style-type: none"> • New archive-quality storage or transfer collections to other archives. • New exhibition cabinets or spaces.
Selection and appraisal	<p>There has been little selection or appraisal undertaken on the archive collections. Some materials may be of low historical value and not be worthy of permanent preservation. Without selection and appraisal, there is a risk that resource is wasted or misused. This, in turn, presents risks to those collections with high historical value.</p>	High	Medium	-	<p>Long-term:</p> <ul style="list-style-type: none"> • Undertake selection/appraisal of the archive collections.
Documentation	<p>For some archive collections, they have not been catalogued. In addition, the existing catalogue is poor in parts (e.g., date spans). - 60% of the library materials are catalogued.</p>	<p>High (for uncatalogued collections)</p> <p>Medium (for those already catalogued)</p>	High	<p>Excel catalogue for part of the archive collections.</p> <p>Excel catalogue for library</p>	<p>Short-term:</p> <ul style="list-style-type: none"> • Continue with volunteer cataloguing of library materials. • Create an inventory of the heritage furniture. <p>Long-term:</p> <ul style="list-style-type: none"> • Catalogue archive collections.

	<p>- There is not an inventory for the heritage furniture.</p> <p>Without a catalogue, there is a risk that you do not know what you have or their locations.</p>			<p>materials (good quality).</p> <p>Research Report lists objects/heritage furniture.</p>	
Resource	<p>Resource is required to manage the collections and mitigate the risks described in this register.</p> <p>Without resources, there is risk mitigation will not be put in place.</p>	High	High	<p>Heritage Advisor</p> <p>Trustee support</p> <p>Volunteers</p>	<p>Short-term</p> <ul style="list-style-type: none"> Identify existing resources to deliver mitigation. <p>Medium-term:</p> <ul style="list-style-type: none"> Develop funding bids for resources to deliver some of the long-term mitigation.
Roles and responsibilities.	<p>The lack of clear roles and responsibilities between WCIA (the tenant) and the Cardiff University (the landlord) over building management presents some risks to the collections. For example, who is responsible for managing the heritage furniture and fixtures? Who is responsible for security of the building?</p>	High	High	Lease agreement	<p>Medium-term:</p> <ul style="list-style-type: none"> Work with Cardiff University to define roles and responsibilities over building management e.g. security, and heritage furniture. Collections preservation policy and procedures. Disaster plan.