

Archives+ Memorandum of Understanding

This Memorandum of Understanding (MOU) is made 18 April 2011 (“Effective Date”).

Between:

- Greater Manchester County Record Office (Association of Greater Manchester Authorities), 56 Marshall Street, Manchester, M4 5FU.
- Manchester Library & Information Service (Manchester City Council), City Library, 151 Deansgate, Manchester, M3 3WD.
- North West Film Archive (Manchester Metropolitan University), Minshull House, 47-49 Chorlton Street, Manchester, M1 3EU.
- The University of Manchester, Oxford Road, Manchester, M13 9PL.
- Manchester and Lancashire Family History Society, Clayton House, 59 Piccadilly, Manchester, M1 2AQ.
- British Film Institute, 21 Stephen Street, London, W1T 1LN.
- Manchester Registration Service (Manchester City Council), Heron House, 47 Lloyd Street, Manchester, M2 5LE.
- Genealogical Society of Utah, FamilySearch Patron Services, 185 Penns Lane, Sutton Coldfield, B76 1JU.

Hereinafter also collectively and individually referred to as “partners” and “partner” respectively.

This Memorandum of Understanding establishes the principal terms and conditions agreed, and the next steps required, towards the creation of Archives+, a new partnership archive centre within Manchester Central Library.

This MOU is not exhaustive and is not legally binding on the partners.

1. Background

Manchester Central Library is Grade 2* listed and a world-class reference and lending library. When it first opened in 1934, it was a spacious, well-designed, ultra-modern flagship library; a statement of civic pride and a fitting home for the city's prestigious collections. In the intervening years, the role and content of libraries and customer expectations have changed.

The Manchester Central Library Transformation Programme will safeguard the building's future, through a tasteful and sensitive restoration of this beautiful building, and at the same time rethink how we deliver twenty-first century library and archive services inside. The new library will provide a combination of spaces and facilities to welcome and inspire people, providing customer-focused, leading-edge library and archive services within a historic building. It will cater for both the experienced user

and casual visitor and will become a key destination within the city and a great place just to "be".

The redevelopment of Central Library presents the opportunity to celebrate and showcase Manchester's original archive treasures, by bringing together two archive services based in the city centre (Greater Manchester County Record Office and Manchester Archives & Local Studies) and complementary partners into **Archives+**, a combined archive offer for Manchester and Greater Manchester, providing high quality customer services and access within the iconic Central Library. The main Archives+ partners are:

- Greater Manchester County Record Office (Association of Greater Manchester Authorities).
- Manchester Archives & Local Studies (Manchester Library & Information Service, Manchester City Council).
- Special Collections (Manchester Library & Information Service, Manchester City Council).
- North West Film Archive (Manchester Metropolitan University).
- Ahmed Iqbal Ullah Race Relations Resource Centre (The University of Manchester).
- Ahmed Iqbal Ullah Education Trust
- Manchester & Lancashire Family History Society.
- British Film Institute (Mediatheque)
- Manchester Registration Service (Historic Registers).
- Genealogical Society of Utah (FamilySearch International).

2. Purpose and Scope

This section states what we have agreed and what we intend to do next.

- All partners have made a strong commitment to be part of Archives+
- All partners have been consulted at every stage of the design process for Archives+ and Central Library.
- All partners are committed to the **Archives+** vision:

"To create an archive centre of excellence in the heart of Manchester, a one-stop resource centre providing a regional, national and international focus for community activities and learning from archive, library and other sources. The project brings together an innovative partnership of statutory, university and voluntary organisations to provide a holistic range of archive and heritage services from one location."

- All non Manchester City Council partners will retain their own identity and their parent bodies. A “collaborative working” model where partners remain separate organisations, but create a formal group structure to promote joint working and share resources, will be developed.
- Formal partnership agreements and where applicable lease agreements will be developed.
- Manchester City Council and the Association of Greater Manchester Authorities will continue to work together to integrate the Greater Manchester County Record Office and Manchester Archives & Local Studies into one management structure within Manchester Library and Information Service.

3. Responsibilities

The partners agree to the following tasks:

- Form an Archives+ Board to develop a collaborative working model. It will meet four times a year and its remit will be:
 - To develop the governance principals and formal group structure for the partnership.
 - To develop the partnership agreements.
 - Produce a policy and procedure for conflict resolution.
 - Create the Archives+ brand.
 - Undertake risk management for the partnership.
 - To devolve power and decision making to customers, communities and young people.
 - Fundraising.
- Each partner will supply a senior representative(s) to sit on this Board. These will be:

Association of Greater Manchester Authorities	A Representative from the AGMA Statutory Functions Committee
Manchester City Council	Neil MacInnes, Head of Libraries and Information Service Vicky Rosin MBE, Strategic Director (Neighbourhood Services)
The Manchester Metropolitan University	Phil Range, Director of Learning and Research Information Services
The University of Manchester	Peter Fell, Director of Business Relations
Manchester and Lancashire Family History Society	Robert Haynes, Chair

- Form an Archives+ Steering Group to sit below the board to look at operational issues. It will meet four times per year and its remit will be:
 - The customer offer and experience in Archives+.

- Day to day operational issues.
 - Customer care standards.
 - Engaging with young people.
 - Staff and volunteer training & development.
 - Office protocols.
 - Facilities management.
 - ICT provision.
 - Fees and charges for customers.
 - Preservation Policy.
 - Security Policy and procedures.
 - Data security and sharing.
- Each partner will supply a member of staff to sit on this steering group. These will be:

Greater Manchester County Record Office	Katharine Carter, County Archivist
Manchester Archives and Local Studies	Richard Bond, Heritage and Information Manager Kevin Bolton, Principal Archivist
Manchester Library and Information Service – Special Collections	Patti Collins, Special Collections and Cataloguing Manager
North West Film Archive	Marion Hewitt, Director Mark Bodner, Technical Officer
Race Relations Resource Centre	Chris Searle, Director Julie Devonald, Project Manager
Ahmed Iqbal Ullah Education Trust	Professor Lou Kushnick, OBE, Director Emma Brittain, Project Manager
Manchester and Lancashire Family History Society	John Evans, Secretary Graham Porter, Treasurer
Manchester Registration Service	Kevin Harmon, Team Manager
British Film Institute	Ann Griffiths, Head of Partnerships (Mediatheque)
Genealogy Society of Utah	Geoffrey Mawlam, Snr.Area Manager, Western Europe & Africa

- Where applicable partners will be expected to pay rent and service charges to Manchester City Council. Manchester City Council will work with such partners to develop lease agreements.
- Partners will also be expected to sign an Archives+ partnership agreement committing themselves to the partnership and the collaborative working

model. The Archives+ Board will work with partners to develop these agreements.

Manchester City Council agrees to the following tasks:

- Consult with the partners on the Archives+ and Central Library building design.
- Work with the partners to develop lease agreements and rent / service charges for Archives+.

4. Conditions

The proposed project and partnership is conditional on the following:

- Each partner being satisfied with the design of Archives+ and Central Library.
- Each partner being satisfied with the partnership agreement.
- Each partner being satisfied with the lease agreement and rent / service charges offered by Manchester City Council.

5. Conflict resolution

- In the event of a conflict or dispute over this MOU, the partners will work collaboratively to solve the dispute using informal methods.
- If this fails the dispute should be elevated to the Archives+ Board. The Archives+ Board may choose to appoint a neutral third party to act as a mediator.
- A conflict resolution policy and procedure for the wider partnership will be developed by the Archives+ Board (see Section 3).

6. Timescales

- Establish Archives+ Board: January 2011
- Establish Steering Group: January 2011
- Development of partnership / service level agreements and lease agreements 2011-2012.

7. General

The MOU will become effective on the Effective Date for a period of one year subject to annual review and written renewal.

The Archives+ Board will jointly review the MOU annually or when a partner requests a formal change. Any proposed amendment or modification to the MOU shall be submitted to all the partners.

Any partner may terminate this MOU upon ninety (90) days written notice without penalties or liabilities.