ICA Committee on Archival Buildings and Equipment

Archive Building Case Studies: Introduction

The compilation of archive building case studies aims at developing a continuously evolving source of information on a representative variety of archive buildings, large and small; newly built, reconstructed or extended; local and national. The Committee began with a short study of the new Public Record Office at Kew, England. It is their intention to continue to approach colleagues in other archival institutions who have recently built new buildings and invite them to complete the survey form (which you will find below), as well as furnishing suitable illustrations.

The committee would appreciate it if any colleagues who can contribute material of this sort would get in touch with the chairman, secretary or any other committee member to enable them to develop this source of information for the benefit of all members of ICA who are approaching the daunting task of erecting an archive building.

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Archive Building Case Studies: SURVEY FORM

Please e-mail the completed form to ICA/CBTE chair Mr. Peter Anderson (peter.anderson@nas.gov.uk). A digitised or hardcopy image of the building or of a plan would also be appreciated.

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PLACE
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OPENING DATE
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ADDRESS
    Give address, telephone number and if available e-mail and web-
site addresses:
        >>


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CONTACT NAME
    Someone to contact with inquiries:
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COST OF PROJECT
>>

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TYPE OF BUILDING
New, renovated or extended:
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High thermal mass or high technology:
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Over ground or below ground:
>>

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SIZE, AS FLOOR AREA
Area of repositories:
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Area of offices:
>>

Area of public facilities (e.g. reading rooms, restaurant, shop etc):
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Other (e.g. storage, plant rooms, services, etc):
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Area overall:
>>

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READER SEATS
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LENGTH OF SHELVING
Mobile or static; type (eg for microfilm paper, digital, etc):
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BRIEF DESCRIPTION
To include any particular features of interest; not more than 100 words:
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