

THE BARING ARCHIVE

Education and Learning Policy

10 March 2017

History of Changes

Version	Date	Author Reviewer	Changes
1	22 September 2009	Clara Harrow	Original policy
2	13 September 2010	Clara Harrow	Annual review
3	10 March 2017	Clara Harrow	Updated format

Issued by: The Baring Archive
Approved by: Trustees of The Baring Archive
Effective date: 10 March 2017
Next review date: March 2020
Contact details: Baring.archive@uk.ing.com

09/08/2017 15:31

Insert file reference here

Preface

The following policy has been framed in accordance with the charitable objects of The Baring Archive Limited as registered with the Charity Commission:

“The advancement of the education of the public, in particular by acquiring an interest in, holding, preserving, restoring cataloguing and maintaining the books, manuscripts, letters, accounts, financial records and other papers, together with historical portraits, paintings and other works of art which together form the historical archives of the banking business formerly carried on in the name of Baring Brothers & Co, Limited and which are together known as The Baring Archive and by making The Baring Archive available to scholars and such other persons as the charity shall consider appropriate for the purpose of viewing and research (and publication of the useful results of such research).

1. Aims

- 1.1. To promote the use of the archives in an educational context
- 1.2. To encourage lifelong learning
- 1.3. To raise awareness of The Baring Archive in the wider community

2. Objectives

- 2.1. Identify potential educational audiences within the Higher Education sector
- 2.2. Promote the existence, availability and relevance of the archive to individual educational users
- 2.3. Make the archive accessible to educational users for their research projects
- 2.4. Increase access to the collection via the archive’s website
- 2.5. Identify and provide a targeted resource for the school sector
- 2.6. Offer group visits for teachers, students and lifelong learners

3. Methodology

- 3.1. Assess possible educational audiences initially within the higher education sector and the school sector
- 3.2. Identify potential partnerships that can be used to reach wider audiences
- 3.3. Identify and make use of means to promote the existence, availability and relevance of the archive to individual educational users
- 3.4. Open the archive on request for a maximum of 3 days per week for individual educational users to conduct research
- 3.5. Respond to individual enquiries submitted by telephone, letter or e-mail, offering advice and guidance and resources available in the archive
- 3.6. Make information on the archive available on the website
- 3.7. Advertise possibility of group visits for teachers, students and lifelong learners

4. Monitoring and Evaluation

Progress will be regularly reported to the trustees at their bi-annual meetings in the following manner:

- 4.1. Updates on potential educational audiences and partners
- 4.2. Updates on methods used to promote and advertise the existence, availability and relevance of the archive
- 4.3. Summary of statistics on and feedback from individual users of the archive
- 4.4. Updates on development of website together with summary of statistics on use
- 4.5. Summary of statistics and feedback from group visits