

“Preserving the past, informing the future”

National Meteorological Library and Archive Outreach Policy

Policy or Standard Control	
Authority	Head Services Strategic Change
Version	1.1
Link to Controlled Document Register for validation: https://metoffice.sharepoint.com/sites/MetOfficeLibrary&ArchiveCommsSite/Lists/MODocumentRegiser/AllItems.aspx	

Mission Statement

"The National Meteorological Library and Archive (NMLA) seeks to preserve, in perpetuity, records relating to the national memory of the weather in both paper and also digital formats. It exists to collect, catalogue and preserve in accordance with national and international standards, and make publicly available documents, both physical and electronic, relating to the collection of meteorological data concerning the surface, marine and upper air environments of the British Isles and the wider world as created by the Meteorological Office and its antecedents. Our collections (both published and archival) enable the research community and the general public to learn about the UK's weather and climatology and to access information that helps them to understand the science and history of meteorology."

The NMLA aims to support all bona fide researchers. We serve a wide-ranging community including students and academics, private researchers, historians, authors, artists, members of Met Office staff from all departments and members of the global meteorological community. Other key stakeholders include other national archive services (National Records of Scotland and Public Records Office Northern Ireland); the Public Weather Service Customer Group and related institutions, in particular the Royal Meteorological Society with whom we actively engage with throughout the year.

Aims and Objectives

- To promote and increase access to the archives and to extend the community of archive users both locally and at a distance
- To raise awareness of the archives with the widest possible community both externally and internally to the Met Office
- To support the Met Office's aims of improving knowledge and awareness of

weather and climate and of improving openness and transparency

- To support specialist and non-specialist researchers and improve the quality of learning of all customers through support in appropriate use of archives and provision of Met Office data and information
- To provide a subject specialist body of information within the library collection that is able to inform all areas and levels of research into weather and climate
- To build partnerships with external bodies in order to develop the above aims
- To support national and international Data Recovery initiatives in order to increase access opportunities.

Methodology

Exhibitions and events:

- Creating rolling displays of archival material in the climate controlled cabinet within the library exhibition space
- Maintaining and periodically refreshing the dedicated permanent exhibition in the publicly accessible library
- Responding to requests by Met Office departments for displays and support at events
- Loaning items for external exhibitions
- Responding to requests for group visits to the library and archive by provision of tours and displays of appropriate material
- Promoting the archive through social media and on television
- Collaborating on physical and digital displays with other heritage organisations
- Creating digital stories and other content via our Google Cultural Institute partnership.

Learning:

- Provision of a free-at-the-point-of use enquiry service to assist with all bona fide research
- Maintaining an up to date library collection and adding to the collections in response to requests from both scientists and the wider user community
- Creating factsheets on aspects of weather and climate which can be used to support all levels of learning (available both online and in hard copy)
- Providing a learning resource with information on a range of subjects through our web pages
- Providing access to physical records through our public library provision and via our archive searchroom facility.

Online access:

- Providing access to the NMLA catalogue online through our pages on the Met Office website
- Continuing our digitisation programme and providing online access to scanned historical content through our Digital Library and Archive
- Creating guides to our collections and services (available both online and in hard copy)
- Working with the Media and Campaigns Team to exploit Social Media opportunities for reach and engagement (Met Office Blog, Podcasts, Facebook and Twitter Accounts)
- Using our Google Cultural Institute platform to reach a range of new audiences
- Maintaining the Archive and Library area of the Met Office website by providing access to the following:
 - Online catalogue
 - Guides and factsheets
 - Digital Met Office publications including the Annual Report, Daily Weather Summary and Barometer Magazine
 - Digital Library and Archive
 - Archive Treasures pages

Document Control		
	Role Title	Name
Document Owner	Library and Archive Manager	Catherine Ross
Author	Archivist	Mark Beswick
Reviewer	Library & Archive Manager	Catherine Ross

Document location	Document identity and published location:
Controlled Document Register location	Link to Controlled Document Register for validation: https://metoffice.sharepoint.com/sites/MetOfficeLibrary&ArchiveCommsSite/Lists/MODocumentRegister/AllItems.aspx

Version	Date published	Review due	Change description
1.00	01/2022	01/2024	First Publications
1.1	08/2025	08/2030	Updated to reflect structure changes