



## Guide No. 12      Records equipment and suppliers

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Below is a list of specialist suppliers. All the material and equipment mentioned in the *Guidance for clerks and custodians of records* are available from them, but it is also worth checking out local good stationers and specialist arts materials shops.

### 1. Preservation and conservation materials and equipment

(archival quality paper, archive quality pens, environmental monitoring equipment, boxes, folders, etc.)

#### Conservation By Design

Timecare Works  
5 Singer Way  
Woburn Road Industrial Estate  
Kempston, Bedford, MK42 7AW

Telephone: 01234 846300  
Fax: 01234 852334  
Email: [info@conservation-by-design.co.uk](mailto:info@conservation-by-design.co.uk)  
Website: [www.conservation-by-design.co.uk](http://www.conservation-by-design.co.uk)

#### Preservation Equipment Ltd

Vinces Road  
Diss,  
Norfolk, IP22 4HQ

Telephone: 01379 647400  
Fax: 01379 650582  
Email: [info@preservationequipment.com](mailto:info@preservationequipment.com)  
Website: [www.preservationequipment.com](http://www.preservationequipment.com)

### 2. Archival boxes and folders

#### G. Ryder & Co. Ltd.

Denbigh Road  
Bletchley  
Milton Keynes, MK1 1DG

Telephone: 01908 375524  
Fax: 01908 373658  
E-Mail: [sales@ryderbox.co.uk](mailto:sales@ryderbox.co.uk)  
Website: [www.ryderbox.co.uk](http://www.ryderbox.co.uk)

Boxes for conservation and preservation.

#### Conservation Resources (U.K.), Ltd.

Unit 2, Ashville Way  
Off Watlington Road  
Cowley,  
Oxford, OX4 6TU

Telephone: 01865 747755  
Fax: 01865 747035  
E-mail: [ConservArts@aol.com](mailto:ConservArts@aol.com)  
Website: [www.conservationresources.com](http://www.conservationresources.com)

#### Shepherds Falkiners

76 Southampton Row  
Bloomsbury  
London, WC1B 4AR

Telephone: 0207 831 1151  
Email form:  
<http://store.falkiners.com/store/go/contact-us/>  
Website: <http://store.falkiners.com>

#### Secol Limited

Howlett Way  
Thetford  
Norfolk, IP24 1HZ

Telephone: 01842 752341  
Fax: 01842 762159  
Email: [sales@secol.co.uk](mailto:sales@secol.co.uk)  
Website: [www.secol.co.uk](http://www.secol.co.uk)

Polyester sleeves and sheet products.

### 3. Archival quality paper

#### **Atlantis European Ltd.**

Britannia House  
68-80 Hanbury Street  
London, E1 5JL

Telephone: 0207 3778855  
Fax: 0207 3778850  
Email: [atlantismailorders@gmail.com](mailto:atlantismailorders@gmail.com)  
Website: [www.atlantisart.co.uk](http://www.atlantisart.co.uk)

#### **Shepherds Falkiners**

76 Southampton Row  
Bloomsbury  
London, WC1B 4AR

Telephone: 0207 831 1151  
Email form:  
<http://store.falkiners.com/store/go/contact-us/>  
Website: <http://store.falkiners.com>

#### **Tullis Russell Papermakers**

Markinch  
Glenrothes  
Fife, KY7 6PB

Telephone: 01592 753311  
Fax: 01592 755872  
Email: [papermakers@trg.co.uk](mailto:papermakers@trg.co.uk)  
Website: [www.tullis-russell.co.uk](http://www.tullis-russell.co.uk)

#### **John Purcell Paper**

15 Romsey Road  
London  
SW9 0TR

Telephone: 020 7737 5199  
Email: [jpp@johnpurcell.net](mailto:jpp@johnpurcell.net)  
Website: [www.johnpurcell.net](http://www.johnpurcell.net)

### 4. Binders for minutes

#### **Spring Back Binders Ltd.**

Grange Farm  
Pinley Green  
Claverdon  
CV35 8NA  
Email: William Davenport  
[william.davenport1@btinternet.com](mailto:william.davenport1@btinternet.com)  
Telephone: 01926 484107  
Fax: 01926 484780  
Website: [www.springbackbinders.com](http://www.springbackbinders.com)

#### **Ryman Ltd.**

Ryman House  
Savoy Road  
Crewe  
Cheshire  
CW1 6NA  
Email: [sales@ryman.co.uk](mailto:sales@ryman.co.uk)  
Telephone: 0800 801 901 or  
01270 505 888  
Website: [www.ryman.co.uk](http://www.ryman.co.uk)

BYM library staff encourage best practice where possible. If clerks and custodians obtain the archive quality paper most reasonably available, and printers are in good condition, using reputable quality ink cartridges, you are reasonably attempting to make a permanent record.

### 5. Further advice

For further advice on managing records and archives you can either write to Friends House Library, Euston Road, London NW1 2BJ, telephone 020 7663 1135 or send an email to [library@quaker.org.uk](mailto:library@quaker.org.uk)

### Guides in this series

- Guide No. 1 The job of the Custodian of Records
- Guide No. 2 Meetings' records and their retention and disposal
- Guide No. 3 Legislation affecting records and record-keeping
- Guide No. 4 Creation to curation of records
- Guide No. 5 Minutes and supporting papers
- Guide No. 6 Electronic records
- Guide No. 7 Preservation and storage of records and archives
- Guide No. 8 Use and access to records and archives

Guide No. 9 Depositing archives with appropriate repositories  
Guide No. 10 Disaster preparedness  
Guide No. 11 Creating exhibitions and displays  
Guide No. 12 Records equipment and suppliers  
Guide No. 13 Glossary  
Guide No. 14 Frequently Asked Questions

All guides can be downloaded from the Britain Yearly Meeting website [www.quaker.org.uk/Library](http://www.quaker.org.uk/Library) on the Support for Meetings page or requested from the Library.

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