

## Using the Archive Service Accreditation Scalability Calculator

The scalability calculator is a straightforward method to help an archive service assess where it sits on the scalability scale. The scale can be found in Guidance on Scalability (<https://www.nationalarchives.gov.uk/documents/archives/archive-service-accreditation-scalability-june-2018.pdf>.)

The calculator asks a series of simple questions and provides a score for each answer. The scores are then added together and the total provides an indicator as to the scalability of the archive service

To use the calculator open the spreadsheet Scalability Calculator.

1. For each question select the answer that best applies to the archive service and then add the 'Score to apply' to the column 'Your service's score'. Add just one score for each question unless otherwise indicated. (Step 1 on the spreadsheet)
2. When all the questions are answered the total score can be found below the questions (Step 2 on the spreadsheet)
3. Select the type of archive service from the dropdown menu (Step 3 on the spreadsheet)
4. The service's scalability will then be displayed (Step 4 on the spreadsheet)

This is a very simple approach to looking at scalability and in some cases cannot accommodate the nuance of individual services. When looking at scalability, using your own judgment may be a more appropriate approach in many cases.

Scalability is to help set expectations about the complexity and scale of operations. It is should not create an additional hurdle for you to overcome. If you are unsure please speak to your assessor body.