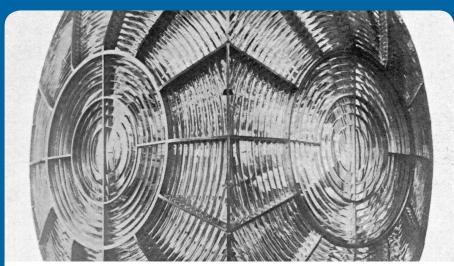


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Archive service helps with New Vic productionStaffordshire and Stoke-on-Trent Archive Service provide support, images and documents for a production of *Bleak House*



The Infinite Uses of GlassA project catalogues part of the archive of Chance Brothers, renowned glassmakers who manufactured this lighthouse lens



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Tip: Click on the coloured tabs to navigate your way through this newsletter

This issue of *Archive Sector Update* highlights the success of volunteers and volunteering in the archive sector. The public sector is facing a tough spending review and many archive services will have to do more with less in the coming years. Volunteers are part of the answer as to how that circle can be squared.

Fortunately, archive services are already well used to working with volunteers, can demonstrate their good practice in this area, and may have valuable experience to offer to other parts of their organisations.

For a volunteering programme to maximise its impact it should deliver benefits both to the institution, in terms of volunteers' contributions to a broad range of activities, and to the volunteers themselves, who should enjoy a rewarding experience of social, educational or recreational value.

The case studies in this newsletter show a wide range of different approaches to using volunteers in

the archive sector, from sorting and cataloguing, to translating and describing collections. In a recent Liverpool Record Office project, which is discussed in our **main feature**, volunteers even provided historical background to the collections. The case studies also highlight the benefits for communities and volunteers working together. I hope you find the examples useful and inspiring when designing future projects.

If you have anything you would like to share with the sector in a future issue of this newsletter, please contact **asd@nationalarchives.gsi.gov.uk**.

Nick Kingsley

Head of Archives Sector Development

The National Archives



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Volunteers help give invaluable insight

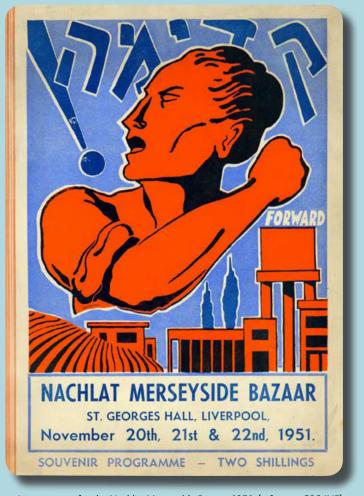
A year-long project has given researchers significant insight into the history of Liverpool's Jewish community, which was, in the 19th Century, one of the largest Jewish communities in the UK. Thousands of Jews fled to Liverpool in search of a better life during the late-19th Century after escaping persecution in Russia and Eastern Europe. As well as shedding light on their stories, the archive includes material dating back to 1722 from 197 boxes of records.

The project funded two archivists and around 10 volunteers. The weekly volunteers brought a great appreciation of the religious life, culture and customs of the community and helped to translate certain documents.

Helena Smart, Archivist in Liverpool Record Office, said: 'The collective knowledge of this group of volunteers was invaluable when it came to writing the administrative histories for the many different organisations which existed in the city.'

Arnold Lewis, chairman of Liverpool Jewish Historical Society of England, said the archive 'threw light onto events that even we in the Jewish community had forgotten and in some cases were not even aware of.

'By cataloguing these records they have provided a fascinating story, not just for the Jewish community to research and follow, but anyone around the world interested in social history.'



▲ A programme for the Nachlat Merseyside Bazaar, 1951, (reference 296 JNF)



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Councillor Warren Bradley of Liverpool City Council said: 'Thanks to this project we now have a fascinating insight into our Jewish community and one of the most vibrant periods in European history when millions of people passed through Liverpool seeking refuge and a better life.



Volunteers Mr Hessleberg, Mr Wolfman and Mr Lewis with Archivists Jo Robson and Helena Smart at the launch of the Jewish Archive Project

'This work also reveals the debt of gratitude Liverpool owes to them and the many diverse communities which have shaped it.

'It provides an important lesson in today's world, in that only through a culture of tolerance and acceptance can a society truly grow and develop.'

The project featured in an exhibition in Central Library, a travelling display, leaflets and talks. The story received good local media coverage and was covered by some international press. The publicity and raised awareness has led to further deposits and helped to form many useful new contacts.

The catalogues to the collection are available through the Liverpool City Council website:

liverpool.gov.uk/archives

Follow the link on this page to search the archives catalogue – the Jewish archives are catalogued at 296. Liverpool Record Office is currently closed for major redevelopment, but the archives will be available from their Satellite Service. See the website below for further details:

liverpool.gov.uk/Leisure_and_culture/Libraries_and_ archives/Whats_new/TemporaryCityService.asp



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What does Archives for the 21st Century mean to you?

On 24 November 2010 it will be one year since the *Archives for the 21st Century* policy was laid before Parliament. Since then, The National Archives and Museums, Libraries & Archives Council (MLA) have been working hard to turn the policy into a reality across England. Take a look at **our website** every so often to keep up to date with what's been happening and the resources that are available for archive services.

But we also want to know what you're doing. Over the next few months we want to talk to archive services to help them tell their stories about what they are doing to deliver the policy, the challenges they are facing, and the solutions and ideas they have for the future.

What you tell us will help shape activity over the next year and be part of how we report on the progress of the policy.

Email **asd@nationalarchives.gsi.gov.uk** to tell us what *Archives for the 21st Century* means for you and your archive service.

▶ nationalarchives.gov.uk/information-management/ policies/archives-century.htm

Tell your 2012 story

Hosting the 2012 Olympic and Paralympic Games and Cultural Olympiad is about so much more than just the Games themselves. From national cultural and sporting initiatives to local regeneration and community activities, a wealth of material is being generated. This material is in many formats but is mainly digital.

If you are an archive service, now is the time to talk to your parent organisation and local community about the role you can play in creating and preserving this unique point in history. It's one of the ways we can all work towards delivering *Archives for the 21st Century*. Archivists can help by engaging with their community and their parent organisation, and sharing their work across the sector. The capability of archives in handling, sustaining and providing access to digital information is crucial to safeguarding these emerging collections. Our team of regional liaison officers are on hand to discuss plans for 2012.

To find out who the regional liaison officer is for your region, **go to contacts.**



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Do you want to know more about digital preservation?

The National Archives has developed the first stage in a series of Frequently Asked Questions (FAQs) about digital preservation for archive services. Questions have been designed to assist archives in understanding the basic principles and processes of digital preservation.

Questions will be developed and expanded based on user feedback. To suggest a question or provide feedback on the existing information, please complete the form on our website and email it to rmadvisory@nationalarchives.gsi.gov.uk.

The form can be found here:

nationalarchives.gov.uk/information-management/ projects-and-work/digital-preservation-faqs.htm

New guidelines on digital continuity from The National Archives

The National Archives is producing a raft of guidance for the public sector to use as part of its digital continuity service. Digital continuity is about making sure that your digital information is complete, available and therefore usable in the way that you need, for as long as you need. If you do not actively work to ensure digital continuity, your information can easily become unusable.

Guidance on understanding digital continuity and a fourstage process for managing it is now available on The National Archives' website.

We're also producing further guidance to help those who have a mandate to manage information risk – such as Senior Information Risk Owners or Information Asset Owners. We are aiming to make this available by the end of December.

nationalarchives.gov.uk/information-management/ projects-and-work/digital-continuity.htm



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Equality and diversity celebrated at The National Archives

At the end of September, The National Archives organised a series of events for the public and staff to explore the importance of equality and diversity, and to highlight the diversity of our collections. Public events included exhibitions, talks, a new museum installation about the India and Pakistan partition in 1947 featuring original film footage, and a variety of global dishes served in the restaurant.

'Here at The National Archives we take diversity and equality seriously and last year we launched a new strategy and an action plan highlighting our commitment to put diversity and equality at the core of our organisational beliefs and behaviours,' said Equality and Diversity Manager Parveen Betab.

Email Parveen Betab at education@nationalarchives.gsi.gov.uk to find out more.

Religious Archives Survey completed

The Religious Archives Survey, which is being taken forward by a partnership of The National Archives, the Archives and Records Association and the Religious Archives Group, has now drawn to a close.

We are grateful to all those who responded: we have a wealth of information submitted by some 400 organisations. In addition, over 200 leading religious figures responded to a survey about the disposition of their personal papers. A report on the findings is now being prepared to inform future initiatives in this sector.

Improvements to our website

The National Archives has completed major changes to the way our website works. We would welcome feedback on how the new information management area of the site for archivists, conservators and information management professionals is working for you and how we can continue to improve it. Please email comments to webmaster@nationalarchives.gsi.gov.uk.

▶ nationalarchives.gov.uk/information-management



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Place of Deposit Instrument and Schedule

The National Archives has a statutory responsibility to maintain information about public records held in Places of Deposit in England and Wales. This is recorded in the Place of Deposit Instrument and Schedule.

We carry out nationwide surveys to collect details and much of our existing information about public records held outside the National Archives now requires updating. With this in mind each Place of Deposit will be contacted in the near future with a request for details of public records in its custody. Written guidance on how to complete this task will also be provided.

Three archives have agreed to participate in a trial survey to help improve the guidance we will send out with the full survey. As returns are gathered we will edit our existing information and make it available online via the **National Register of Archives.**

For further information, email asd@nationalarchives.gsi.gov.uk.

Proposed court closures

The Ministry of Justice has recently proposed the closure of a number of County and Magistrates' Courts. There is a wide geographical spread and potential consequences for Places of Deposit – some of which accession local court records – are under consideration.

Courts facing closure may be required to pass records on to the court acquiring its jurisdiction. It is possible that some courts will seek to transfer their records, through existing arrangements with appointed Places of Deposit, at an earlier date than expected. The National Archives is seeking clarification of procedures for implementing the proposals should the closures go ahead and will keep Places of Deposit informed.

A list of courts affected may be viewed on the Ministry of Justice's website:

www.justice.gov.uk/news/announcement230610a.htm

To tell us about approaches made by courts to Places of Deposit regarding the transfer of records, please contact asd@nationalarchives.gsi.gov.uk.



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Guidance to support the revised Records Management Code

The first four guides supporting the revised Records Management Code have now been published on The National Archives website:

nationalarchives.gov.uk/information-management/ projects-and-work/implementation-guides.htm

Each guide explains one of the good practice recommendations in the Code and gives guidance on how to apply it.

There will be ten guides in all: one for each good practice recommendation and an introductory guide. The four that have been published are:

Guide 1 What is records management?

Guide 2 Organisational arrangements to support records management

Guide 3 Records management policy

Guide 4 Keeping records to meet corporate requirements

The remaining guides are currently being developed. They'll be added to The National Archives' website when they are available.

Changes to the reading rooms at Kew

The reading rooms at Kew will be undergoing some essential redevelopment during autumn 2010. To allow for improvements to be carried out, the Map and Large Document Reading Room (MLDRR) will be closed from 27 November 2010 at 17:00 for two weeks. The room will reopen at 09:00 on 14 December 2010.

Visitors to the MLDRR, who know they are using large documents, maps or records dating from before 1688 are advised to avoid coming to The National Archives during the closure period as these records, and the finding aids from within the room, will be unavailable during this time. Visitors on the first floor may experience some noise from the MLDRR during the closure period and other reading rooms may also be busier.

We will also be making some changes to the layout of the Open Reading Room. Where possible, all work will be carried out while we are closed to the public on Sundays, Mondays and in the evenings. We will endeavour to minimise disruption. Visit our website for more information:

nationalarchives.gov.uk/visit/readingroom-changes.htm



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Archive service helps with exciting New Vic production

A recent adaptation of Charles Dickens' novel *Bleak House*, at the New Vic Theatre in Staffordshire, used historical images, documents and support provided by Staffordshire and Stokeon-Trent Archive Service.

The plot for *Bleak House* is based around a long-running and seemingly endless lawsuit in the Court of Chancery and an ingenious mystery unfolds around it. 'Theresa Heskings, the New Vic's Artistic Director, approached the Archive Service for images to support the main set design, the supporting walk-through scenes and the interpretation boards which provide the historical background to the story, as well as general advice about historic documents,' said County Archivist Thea Randall. 'As a result the team at the New Vic has created a stunning set and exhibition for this production, using a huge variety of images provided by the service.'

Ben Adams, Cabinet Member for Communities and Culture for Staffordshire County Council, said: 'This is a first for the Archive Service and an excellent example of how documents preserved from the past have been used really effectively to support the work of our major producing theatre in Staffordshire.'

> staffordshire.gov.uk/leisure/archives



A panel produced by the New Vic Theatre using historical documents supplied by Staffordshire and Stoke-on-Trent Archive Service



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Volunteering at the University of Reading

More than 20 volunteers working at least half a day a week at the University of Reading are helping to order and catalogue a collection of two of Britain's most famous publishing houses, Macmillan and Longman. The collection, dating back to the early 1840s, includes records of national and international importance. The catalogued material will be made available online giving access for the first time to fascinating material such as legal documents, contracts and over 60,000 letters.

The project, which began in January 2010, is funded by a grant from the National Cataloguing Grants Programme administered by The National Archives and will be running for two years.

A project Archivist, assisted by reading room staff and volunteers will sort 608 archive boxes previously stored randomly and manually indexed. Building on previous successful experiences using large numbers of volunteers to help catalogue collections, this is the first time that Reading University has used volunteers in a sorting process and Caroline Gould, Deputy University Archivist says that they are really pleased with the

progress of the project so far.



 Volunteers sorting the Macmillan Publishers Correspondence, University of Reading, August 2010



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National Cataloguing Grants and volunteers

Volunteers have been supporting projects around the country funded by National Cataloguing Grants. North Yorkshire County Record Office is using volunteers from the Northallerton University of the Third Age to undertake basic preparatory work and final shelving of the Quarter Sessions Cataloguing project. The Project will create web accessible catalogues of these core court records of the North Riding of Yorkshire dating from 1660 to 1971.

In Norfolk Record Office, a team of volunteers helped catalogue the vast archive of G. King & Son, stained glass restorers. The collection includes thousands of photographs, negatives and slides. Lucy Purvis from Norfolk Record Office said that: 'It was both enjoyable and successful work, so much so that the volunteers want to continue to support the archive, and although archivists believed that this wasn't a job volunteers would like to do, the project was successfully completed and this was done with great commitment and a fantastic team spirit.'

To find out more about National Cataloguing Grants, go to our website:

nationalarchives.gov.uk/information-management/ our-services/cataloguing-grants-programme.htm

World Archives Project

The Ancestry World Archives Project is an indexing program where thousands of contributors from around the world with a passion for genealogy and a desire to help others discover their roots help to create searchable indexes which are then made available for free to all on **Ancestry.co.uk**.

Starting in June 2008, the Ancestry World Archives Project has had over 59,000 contributors with 20% from the UK. The group has indexed over 71.5 million records and 64 projects including the England and Wales Criminal Registers, Convict prison Hulk Registers, 'Andrews' Newspaper collection, Gretna Green Marriage Registers and the Gateshead Roll of Honour.

▶ community.ancestry.co.uk/wap/download.aspx

Information legislation update: data protection

The Ministry of Justice has issued a call for evidence on current data protection law. This is not a consultation on proposals to revise data protection law but an attempt to find out how the current law is working. The information gathered will inform the UK position on negotiations for a revised Directive early next year.

www.justice.gov.uk/consultations/call-forevidence-060710.htm



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Review of the National Occupational Standards

Lifelong Learning UK (LLUK) are undertaking a review of the National Occupational Standards (NOS) for the libraries, archives and information services sector. As part of the review they are working with the sector to ensure that the standards meet the needs of those who use them.

The NOS are practical resource tools with the ability to support staff at every level of the workforce. They can be used to support the full range of human resource development activities including performance management, training and development, and recruitment and selection. Long-term benefits include increased effectiveness and a reduction in resource expenditure.

LLUK are seeking feedback on the revised draft of the NOS. They would like to encourage anyone from the libraries, archives and information services sector with an interest in developing the standards to take part.

For more information go to the website below, or email **nosproject@lluk.org**.

lluk.org/4757.htm

Hampshire Record Office helps tackle bullying and racism in local schools

Several primary and secondary schools in Hampshire participated in a project addressing issues including bullying and racism from 1914 to the present day. Pupils participated in a range of activities using Hampshire archive and museum resources including investigating community memorials, cleaning war graves and intergenerational projects. The outcomes were recorded and put onto DVD. These are available to all schools, free of charge, as exemplars.

enquiries.archives@hants.gov.uk

What do you think?

We want your feedback. Send your comments and suggestions about this newsletter to asd@nationalarchives.gsi.gov.uk



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The Infinite Uses of Glass

In 2009, Sandwell Community History and Archives Service received a grant from the National Cataloguing Grants scheme to catalogue part of the archive of Chance Brothers Ltd. Chance Brothers was an internationally important glassmaker: among their many great achievements was the glazing of the Crystal Palace in 1851.

The purpose of *The Infinite Uses of Glass* project was to make the collection more accessible. However, the project has also raised the profile of the collection – to the extent that even before the catalogue was completed and made public, enquiries about Chance counted for 20% of our total enquiries.

This interest was built up as a result of several activities including Sandwell's first ever blog:

chancearchive.blogspot.com

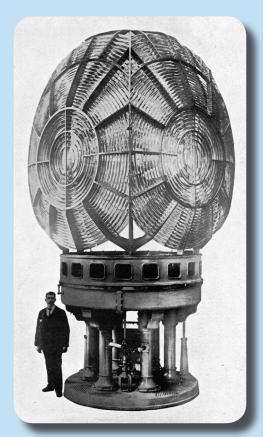
The blog was tremendously useful in allowing us to keep all interested parties informed with minimum effort. It also enabled us to be more entertaining and informal in our updates and use images to illustrate our findings from the expected (ledgers) to the bizarre (an 1860s knuckleduster). The press office and local press then used the blog to develop news stories which helped to widen our audience.

We also participated in a day school at the University of

Birmingham, focusing on the local glass industry. This brought us another audience – because the collection has never been fully accessible, the collection is under-researched. By working in partnership with the university we hope to bring about more academic use of the collection.

Now that the project is over, our challenge is to continue to employ the techniques we've learned to widen knowledge and increase use of this fantastic collection.

Sarah Chubb, Borough Archivist Sandwell Community History & Archives Service



▲ A lighthouse lens manufactured by Chance Brothers Ltd.



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Bealey family history revealed in new Bury project

Bury Archives Service received funding from the National Cataloguing Grants Scheme in 2009 to catalogue the papers of the Bealey family and bleachworks, Radcliffe, near Bury. There were about 37 boxes of papers, many of which did not appear to have been touched since they were wrapped in brown paper in the 19th century, but promised to uncover the history of the family and their bleaching works which continued to operate in Bury until it closed down in 1980.

Helen Lindsay, a volunteer at Bury Archive said; 'I've done a variety of projects here at Bury and the Bealey papers have given me an opportunity to see the cataloguing of a collection from the very beginning, something I will hopefully do myself one day. Many items are being revealed for the first time after years of being in storage so it's quite interesting to see them come out of their wrappers.'

The project is now well underway and a blog has been set up to track the project developments. The blog gives different perspectives on the project – from the archivist, volunteers and members of the public – all posting as they uncover information or share something they already know.

bealey.wordpress.com

 A bundle of bills and letters which have been sealed in their dusty brown paper wrapper and tied with string, just as Mary Bealey left them, for the past 150 years





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An inter-Institutional Model for Stewardship (AIMS)

The University of Hull is working with the Universities of Virginia, Stanford and Yale to create a framework for managing born-digital archives (archives of materials that originated in digital form) using the Fedora digital repository. This two-year project, funded by the Andrew W. Mellon foundation, runs until October 2011. Tools created will be open-source and available for other institutions to adopt.

'We are working with three depositors: the Mission to Seafarers, the Socialist Health Association and the novelist and screenwriter Stephen Gallagher,' Simon Wilson, Digital Archivist from Hull History Centre said.

'In applying traditional theory to the born-digital arena we have found that many professional skills and practices still apply. Working very closely with these depositors will allow us to provide clear guidance for future depositors. We have received our first two deposits of born-digital material amounting to 16GB representing over 27,000 digital files.

'We have also started to discuss with Axiell on how the Fedora repository and born-digital workflows can be integrated with CALM. We are of course liaising closely with colleagues across the profession but welcome opportunities for further discussions.'

The recent award of Archive Pace Setter status for the project

recognises its innovative nature and adherence to good practice in relation to project planning, management and evaluation.

For further information please contact s.wilson@hull.ac.uk.

born-digital-archives.blogspot.com



 Digital Archivist Simon Wilson (I) with novelist Stephen Gallagher looking at his paper archive





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Improving volunteering opportunities

Following the successful forum on volunteering in 2009, the Public Sector Quality Group (PSQG) has created a sub-committee on volunteering.

The aim of the group is to drive improvements in volunteering practice within the archive sector, to increase the number and range of volunteering opportunities and to ensure the contribution and impact of volunteering is evaluated and celebrated. It is also looking to monitor relevant public policy announcements, particularly relating to the 'Big Society', and consider how this agenda relates to, and impacts on, volunteering within the sector.

In its first action the group has created a virtual volunteer co-ordinators network. This list enables those overseeing the volunteers within archive services to ask questions and raise issues about volunteer management.

There are currently around 50 organisations signed up to the network and it is hoped that this discussion forum will also support the development of the Archives & Records Association good practice guidance in this area. The subcommittee is also looking at developing other activities to coincide with the European Year of Volunteering in 2011.

To join the volunteer co-ordinators network, email Louise Ray at asd@nationalarchives.gsi.gov.uk.

What's your story?

If you've got a great story to tell us about your archives, we want to hear about it!

Submit an article for a future issue of *Archive Sector Update* by emailing asd@nationalarchives.gsi.gov.uk



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Including conservation in funding bids (The British Library, London)

The workshop explains how to include conservation and preservation activities in funding bids. It covers the type of information to include, how to generate that information, and how to prepare briefs for external conservators and specify surveys. Guidance is provided on what funders are looking for in applications and discussion sessions draw on group experience to encourage fresh approaches to fundraising. The workshop is free, but places are limited so book early.

bl.uk/blpac/funding.html

7 December 2010

The British Records Association Annual Conference (London)

The theme of this year's conference is 'The Philanthropy Files: records of charities and their uses'. The conference will focus on the exciting and comparatively under-used collections of charities and philanthropic bodies and will be of special value to historians, archivists and anyone with an interest in the rich documentary record of British benevolence.

britishrecordsassociation.org.uk/pages/events.htm

19 January 2011

Applying for Heritage Grants Workshop (London)

The workshop, run by The National Archives, will be held at the Ministry of Justice, 102 Petty France, London. For more information please contact Louise Ray at asd@nationalarchives.gsi.gov.uk.



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If you would like to get in touch with us, or if you have ideas for inclusion in future issues of *Archive sector update*, email us at **asd@nationalarchives.gsi.gov.uk**. Please note that we reserve the right to edit articles.

Some key contacts in Archives Sector Development are given here, but for a full list visit our contacts page on The National Archives' website:

nationalarchives.gov.uk/information-management/ our-services/contacts.htm

Head of Archive Sector Development: Nick Kingsley

Public sector team leader: Richard Blake

Private archives team leader: Norman James

Development team leader: Amy Beeson

Strategic Collection Development team leader: Cathy Smith

The following people are the current lead roles for each region/country:

Northern Ireland Norman James Scotland Alex Ritchie Wales Jessamy Carlson Melinda Haunton South-Fast South-West **James Travers** Yorkshire and Humberside Andy Rowley East of England Liz Hart **Kevin Mulley** North-West East Midlands Dan Gilfoyle **Nick Coney** West Midlands Tim Callister North-East London locals north of river Malcolm Todd London locals south of river Rosie Logiudice Sam Velumyl and Fleur Soper London specialist

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