



**Archives & Records
Association**
UK & Ireland

February 2012

No: 270

ISSN: 1745-2120

ARCmagazine

archives • records management • conservation

www.archives.org.uk

International Engagement Special Issue



7

**The Joy of the
Archive**

12

**Cultural Organisation
Collaboration in
Scandinavia**

14

**News from the
International
Council on
Archives**

24

**Reflective Practice:
The Society of
American Archivists
Annual Meeting, 2011**



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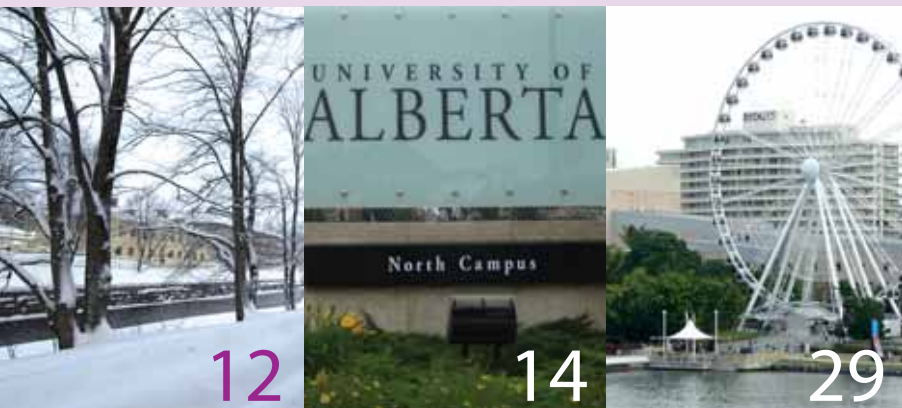
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contents

WELCOME **ARC**



EDITORIAL

Welcome to February's edition of ARC.

This year is of course a leap year. But in some parts of the world, leap days aren't in February. In the Islamic calendar for example, leap days are added to the last month of the year. The Chinese calendar has leap months about once every three years, and the timing of these can vary from year to year. In the western world, although leap years were introduced way back in the time of Julius Caesar, the European Union only officially adopted 29 February as Leap Day as late as 2000. What this all goes to show is that different parts of the world do things very differently, and that, because of different cultures, religions and traditions, international agreement is not always straightforward.

However, as Deborah Jenkins points out, it is what we do differently that we learn from, and international relations in the archive community are thriving. In this International Engagement issue, our articles cover the globe from Canada to Australia, the US to Spain. One recurring point which is echoed throughout all the articles is that there are great pleasures and benefits to be obtained from making connections and sharing knowledge with our international colleagues. Long may it continue.

Our features this month also have an international flavour. Jim Ranahan tells us of his travels to Rome's Catholic archives; Catherine Dhanjal looks at the collaborative work going on in Sweden and Denmark; and Rachel Young describes her work as Records Manager for the States of Jersey Law Offices.

We hope you enjoy the issue, and, if all this talk of warmer climes gets you thinking about holidays, we hear Brisbane is lovely in August.

**Ceri Forster, Sarah Norman, Richard Wragg,
Rose Roberto and Gary Collins**

DISCLAIMER

The Archives & Records Association (UK and Ireland) cannot accept responsibility for views expressed by individual contributors to ARC Magazine. It is a medium for informing members of news, information and ideas relevant to the profession, including archive conservation. It is not an official guide to procedures, concepts, materials or products.

ASSOCIATION NEWS

- 4 Opening Lines
- 6 Collecting Matters
- 6 Registration Scheme News

FEATURES

- 7 The Joy of the Archive
- 9 Restructuring the Law Officers' Department, Jersey
- 12 Cultural Organisation Collaboration in Scandinavia

INTERNATIONAL ENGAGEMENT

- 14 Welcome to the International Engagement Issue
- 14 News from the International Council on Archives
- 17 ICA - Section for Professional Associations News
- 18 The ARA/ICA:SPA Conference 2011
- 18 Best Foot Forward: Inreach and Outreach for Archivists
- 20 Fund for the International Development of Archives
- 21 The Universal Declaration on Archives
- 23 The Work of the Section for Local, Municipal and Territorial Archives
- 24 Reflective Practice: The Society of American Archivists Annual Meeting, 2011
- 25 Symposium 2011, Adhesives and Consolidants for Conservation: Research and Applications
- 28 Oral History Conference 12-16 October, Denver, Colorado, USA
- 29 A Climate of Change - ICA Congress 2012

International Engagement Cover Images:

Obelisk in St. Peter's Square, Rome. Photo: James Ranahan.

Toledo train station. Copyright Margaret Crockett.

Roskilde Libraries. Photo: Jessica D Bicking.

Anish Kapoor's 'Cloud Gate' sculpture in Chicago. Photograph: Alexandra Eveleigh

**ARC Magazine is the monthly publication
that is published by the Archives & Records
Association (UK and Ireland)**

Prioryfield House

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Tel: 01823 327030

Registered Company No: 2969472

Registered Charity No: 1041063

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Opening Lines



Andrew R Nicoll is Keeper of the Scottish Catholic Archives, as well as ARA Board member and Trustee responsible for International Engagement.

I have attended meetings of the ICA on behalf of ARA (formerly SoA) since the first International Congress of Professional Associations in Madrid in 2007. In my own institution, I am responsible for one of the most significant private collections of Catholic Archives in Europe located in Scotland, Spain and Italy. I think it was always a good fit for ARA that I took on the international affairs responsibility and represented our association at the International Council on Archives.

We all work in different organisations with different collections, and I have often seen quizzical looks from colleagues when explaining the work ARA does internationally. Some might even go so far as to question what relevance the international sphere has to them. However, we all strive to make our archive services and the material we hold relevant to key audiences. Archives have many different constituencies, but how many of us consider we have, or have indeed developed an international constituency?

At a meeting of the All Party Parliamentary Group on Archives in December 2011, we heard about the National Archive services in the UK and Northern Ireland. But what we also heard about were the *national archives* of the UK and Ireland - those archives located in many public and private organisations throughout the country, all coming together to form a collective memory in our two countries - our *national archives*.

However, our national archives have a relevance and importance well beyond the geographical and political boundaries of the UK and Ireland. They document people and societies the world over. Shared history and contact, sometimes for centuries and other times much more fleetingly, show that our *national archives* are relevant to much more than simply the UK and Ireland - they are also international archives, providing memory to communities and groups worldwide.

Our skills and expertise as record keeping professionals in the UK and Ireland go beyond our own geographical and political boundaries also, and so we should think of ourselves as part of a global professional community. We only have to look to the Universal Declaration on Archives to see how the Section for Professional Associations championed the work that record keepers do everywhere.

Coupling our richly important national archives with our place in the global professional community are key foundation stones to begin to build a unique place for the UK and Ireland in the international archival community. After all, without the partnerships in the ICA, we wouldn't have the UDA, something which I think will come to have the utmost relevance and importance to even the smallest specialist archive in the UK and Ireland.

Why not consider your international constituency, and then start to think globally!

Archives record decisions, actions and memories. Archives are a unique and irreplaceable heritage passed from one generation to another. Archives are managed from creation to preserve their value and meaning. They are authoritative sources of information underpinning accountable and transparent administrative actions. They play an essential role in the development of societies by safeguarding and contributing to individual and community memory. Open access to archives enriches our knowledge of human society, promotes democracy, protects citizens' rights and enhances the quality of life.

Universal Declaration on Archives (UDA), 2011

Upon the adoption of the UDA by UNESCO, the International Council on Archives (ICA) commented "this landmark decision is an important step in improving public understanding of archives. The Declaration emphasizes the key role of archives in administrative transparency and democratic accountability, as well as the preservation of collective social memory."



When did you last click on www.archives.org.uk?

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Collecting Matters

Did you know that the National Register of Archives (NRA) contains references to collections held in more than 500 foreign repositories in over 50 different countries?

From drawings by Edward Lear at Harvard University in the United States, to correspondence from Nancy Astor at the National Archives of Zimbabwe, the collections demonstrate the vast range of resources of British interest held overseas.

But it's not all about famous people.

The global healthcare company, F. Hoffmann-La Roche Ltd. is listed on The National Archive's ARCHON Directory and its company archive in Basel, Switzerland holds works by British photographers and filmmakers, and plans of its former research facilities in Welwyn Garden City, Hertfordshire.

And the international theme continues in those collections of foreign interest found in British repositories.

The NRA signposts records of well-travelled explorers and diplomats, and every year we publish a thematic digest on Imperial History based on the *Accessions to Repositories* survey: www.nationalarchives.gov.uk/accessions/2010/10digests/imperial.htm

So if last year you accessioned anything with an international flavour, don't forget to include it in your response to the latest survey: www.nationalarchives.gov.uk/accessions/

Take the opportunity to think about how the rest of the world features in your collections, and celebrate their scope and diversity!

Cathy Williams

Senior Manager: Strategic Collection Development,
The National Archives

Registration Scheme News

Newly Registered Members of the Archives and Records Association:

Following the most recent assessments of portfolios submitted to the Assessors, the successful candidates are as follows:

Helen Fisher

(Archivist, Cadbury Research Library)

Alexa Rees

(Archivist, Nottinghamshire Archives)

Rebecca Young

(Records Manager, Jersey Law Officers' Department)

The Committee would like to congratulate the newly registered members on their success.

New Enrolments:

We welcome the following new candidates to the Registration Scheme and wish them good luck with their progress:

Peter Monteith,

Gunton Project Archivist, Norfolk Record Office, Norwich

Anne Grethe Jensen,

Archivist Assistant, News International Group Limited, London

Rachael Marsay,

Project Archivist, Leicestershire County Council

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Richard Wragg

Communications Officer,

Registration Sub-committee



Obelisk in St. Peter's Square, Rome. Photo: James Ranahan.

The Joy of the Archive

Personal Reflections on a Study Tour to Rome's Religious Archives.

For a week in October 2011, the obelisk in Saint Peter's Square became my professional focal point. Morning and afternoon, archivists from England, Ireland, Scotland and Malta gathered here to visit record offices in the Vatican City and across Rome. This study tour was organised by the Catholic Archives Society (CAS) and I joined the group as a private individual, rather than in any formal capacity. I really enjoyed the week and have benefitted from a unique opportunity to learn about Catholic archives and history. I have gained new perspectives from meeting colleagues dealing with records from around the world, and I have been inspired by archivists' enthusiasm for their calling.

I work in a busy local authority service and have been fortunate to encounter a wide range of fellow archivists across Britain, Ireland and North America. I have always appreciated our strong sense of commitment towards archives but I have been reinvigorated by the archival passion demonstrated by my Roman hosts. The archivist of the Fabbrica di San Pietro eloquently expressed

her joy at working with the records of Saint Peter's Basilica. Whilst anyone might be excited by evidence of Michelangelo, Bernini et al in 'their' collection, Dr Simona Turriziani was energised more by the ability of the archives to illuminate the humble people whose devotion to Christianity is recorded in the fabric of the building. The archive specialises in architectural and artistic history and, as well as extensive documentation, it possesses chalk models of the Basilica's bronze statues and stonework rescued from rebuilding and remodelling work through the centuries. My favourite piece was a representation of Saint Veronica by Ugo da Carpi (1525), painted by finger onto wood.

“the holdings... reflect the global remit of the Church and offer a great resource for anthropological researchers as well as those interested in Church history.”

Dr Daniela Nori was just as passionate about the restoration of the archives of the Roman Oratory. Located far from the Vatican on the Piazza della Chiesa Nuova, this famous institution and much of its archive were commandeered by the Italian State in 1876. However, many records had pre-emptively been dispersed by members of the congregation and remained hidden for over 100 years. A proportion has now been reunited and these records are being conserved and catalogued in refurbished accommodation in the Oratory. Funding for some of this work has been provided by the Italian State. The current legal position is that whilst the 'hidden' archive is owned by the Congregation of the Oratory of St Philip Neri, the building remains the property of the State as do those records confiscated in 1876. I am as fascinated as any other archivist by such jurisdictional intricacies, particularly with the building complex now also housing Rome's municipal archives and a range of secular cultural organisations. However, as a professional working with records whose custodial history is stable and relatively untroubled, I have also received a sharp reminder of just how significant archives actually are to organisations and individuals. This theme resonated throughout the week, as I learned that the Vatican's own archive had been seized by Napoleon and transferred to France, and that the Jesuit archives had suffered the double calamity of the Order's suppression between 1773 and 1814 and then

the confiscation of records by the Italian State in the 1870s.

Father Brian Mac Cuarta SJ, the Director of the Jesuit Archive in Rome (Archivum Romanum Societas Jesu) stressed that the archives reflect the deep cultural engagement of missionaries across the globe. One of the world's premier collections of Chinese printed material for instance was assembled as part of the Jesuits' oriental mission. Similar sentiments were expressed by the archivist of the Congregation for the Evangelisation of Peoples (popularly called Propaganda Fide). Father Luis Cuna described the holdings as "the world in a room" as about ten million documents reflect the global remit of the Church and offer a great resource for anthropological researchers as well as those interested in Church history. Tibetan is just one of many languages represented in the archive, which also holds a seventeenth century polyglot printing press for twenty two languages and the printing blocks for the first Arabic bible. The multi-national nature of these collections was clearly demonstrated with the CAS party sharing their tour of the archive with nuns of the Missionaries of Charity, the order founded by Mother Teresa of Calcutta.

Issues raised by the need to care for records from around the world offered me a different professional perspective, one of many gained during the week. As

The Catholic Archives Society Study Group in the Vatican. Photo: James Rananah.





From left to right: Father Brian Mac Cuarta SJ (Director of the Jesuit Archive in Rome), Margaret Harcourt Williams (Chair of the Catholic Archives Society) and Father John Broadley (organiser of the CAS study tour). Photo: James Ranahan.

well as coping with routine issues arising from parchment, paper, and modern media, conservators were tackling the very specific issues of documents made of silk, rice paper and palm leaves. Suddenly, my worries over red rot were put into context.

Prior to travelling to Rome, I had imagined that the Church archives there would be an integrated whole, similar to The National Archives in London. The study tour in fact featured ten discrete institutions, whose archives served their disparate business needs and reflected their varied histories. The unifying element is their governance by canon law and their collective role in supporting spiritual and pastoral development, a point made to the CAS party by Cardinal Marchisano and Abbot Zielinski, Pontifical Commission for the Cultural Heritage of the Church.

The greatest reality check I received was in the Vatican Archives when I spotted the petition submitted to Pope Clement VII, seeking a divorce for Henry VIII. As I admired the parchment and multitude of seals attached to the document, I belatedly realised that the version held at Kew is just a file copy and that in archives, as in life, there are usually two sides to every story!

I would like to thank all of my hosts in Rome for their warm reception and detailed presentations. I am very grateful to Father John Broadley and Margaret Harcourt-Williams of the CAS for organising such a wonderful week, and I appreciated the welcome that I received from my fellow 'archive tourists' on my first CAS study tour.

Information about the Catholic Archives Society can be found at www.catholic-history.org.uk

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Jim Ranahan
.....

Restructuring the Law Officers' Department, Jersey

My first task in the newly created post of Records Manager at the Law Officers' Department was to review current document and records management strategy, procedures and solutions.

The Department comprises the Attorney General, Solicitor General, and about 30 lawyers and 15 support staff.

Members of the Department provide legal advice to both the Crown and the States of Jersey and are also responsible for the provision of the island's criminal prosecution service and assisting overseas law enforcement agencies.

My assessment was that the Department's filing systems, in all formats, were difficult to navigate and worsening. There were a number of different file retrieval and document management systems in use, with multiple and conflicting classification schemes, and varying access and permissions. There were no consistent policies, procedures or training relating to records management. Previous ICT solutions had not been well managed and in some cases made information more difficult to locate.

The Department had sought advice from dedicated Information and Records Management consultants but could not implement the recommendations, as there was no staff time during 'business as usual' and solutions that were suggested became out of date as time passed. These issues led to the creation of the post of Records Manager.

There were significant reputational, financial, operational, environmental and system related risks which became apparent in the review. As a result I gave a presentation to the Senior Management Team with my assessment of these risks and recommended a course of action. This was simplified to asking for approval of a move to *'one method, structure and application to manage the Department's records in all formats'*.

This description of the primary aim and objective remained the benchmark for all the work to be completed. I have constantly referred back to this, with colleagues from within and outside the organisation to confirm, advise and remind what it is we need to achieve, and why.

I then carried out a survey using structured interviews with colleagues from all areas and varied seniority within the Department to assess their requirements and causes for concern. Meetings also took place with colleagues from other States' departments, including the Information Services Department, States of Jersey Police and Data Protection, as well as others that shared our premises and services. I also met colleagues in the wider judicial and recordkeeping communities to confirm how the Department fits into the overall structures and what our external stakeholders require.

My plan was to create and introduce a new file plan (the 'structure' in the primary aim) that matched the requirements of the Department's recordkeeping, and take a decision on, and then roll-out, one application to manage all records in all formats (the 'application'). I would create relevant policies and procedures for staff at all levels, and run training sessions (the 'method'). I estimated at the time that it would take a year to complete.

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There were no consistent policies, procedures or training relating to records management.

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The 'Top Ten' requirements were:

- To introduce one system, both application and methodology, to manage records and files of all types. This includes hard copy and electronic documents, physical files and electronic folders.
- To support the new file plan developed within the Department.
- To implement the same records management controls, including business classification, retrieval and disposal, secure access and information security, to physical and electronic components of the resulting logical files.
- To ensure continued access and use of data stored in the three applications that currently manage filing, indexing and retrieval.
- To migrate current data from these applications in line with the file plan.

- To comply with statutory and legislative requirements and international recordkeeping standards:
 - Data Protection (Jersey) Law 2005
 - Public Records (Jersey) Law 2002
 - ISO 15489
 - International requirements for a Electronic Document and Records Management System (EDRMS), for example the UK and US National Archives.
- To facilitate the Department's requirements for time recording.
- To facilitate the Department's requirements for case management, matter management and risk ratings.
- To integrate management of email correspondence.
- To consider the integration of court work, bundling and scanning projects.

Alongside the approval received after the preliminary findings, I have referred back to this 'Top Ten' throughout the project to confirm we are always keeping to the right path and not suffering any project drift.

After a number of iterations, the new file plan was approved by the Senior Management Team in April 2010. A Records Management Policy, Retention Schedule and other related policies and procedures documents were subsequently approved.

The decision was taken to use the Livelink EDRMS, an Open Text product. It was already in use in the Department as well as in the wider States of Jersey and there is ICT and Learning & Development support available from the centre. Costs could be kept to a minimum as additional licenses were not necessary and any development could be done in-house, rather than relying on external consultants. Livelink is also a good match for the 'Top Ten'.

Using Livelink also means that the Department is doing more with current resources to fit in with the States of Jersey Comprehensive Spending Review that aims to save £50m (10% of budget).

The new filing methodology, structure and system have been operational since February 2011 and we are on course to achieve all the project aims and objectives.

The project has been challenging and interesting, and developed my understanding of managing change. I made a point of always communicating with the end user and showing how their concerns would be resolved. I also referred consistently to the reasons for the project and the initial aims and objectives, and this communication was key to the project's success.

My colleagues had experience of previous technological changes that had not always run smoothly or been 'fit for purpose'. I made sure that this pattern was not repeated and addressed potential resistance to change by allowing colleagues to feel some ownership of the process.

This policy has continued as incremental changes have been made since February 2011. For example, as data has been migrated from previous sources (paper and electronic) these 'legacy' systems have been switched off and network drives changed to 'read only'. Colleagues are guided to working in the right way and saving in the right places so there are no surprises and they don't feel as if they are being forced to do things.

I would also stress the importance of approval and support from the Senior Management Team. It eased initial resistance from some senior and long serving members of staff who had to be reminded that this was the approved direction and policy.

In previous roles I learnt the value of running training sessions for different requirements and people. The Senior Management Team and senior lawyers at the Law Officers' Department had to be aware of the changes planned, and how this would be presented. They were interested in the 'why' rather than the 'how', and group presentations suited this well. Support staff needed more detail and 'how to' sessions, as they have greater responsibility for creating, saving and amending files and documents in Livelink - a mix of small group practical ICT sessions and one to one support was used to address this.

I also created a manual of procedures to aid colleagues. This includes a higher-level Records Management Policy and Retention Schedule and more detailed technical procedures such as creating new files, document and file naming conventions, and retrieval and return. I have created similar policies, procedures and standard forms in other roles, and adapted these to suit the Law Officers' Department's specific

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records management should be
seen as a journey rather than a
destination.
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requirements. There are more similarities than differences between organisations when it comes to records management. One size does not fit all but the fundamentals remain the same.

The right structure, file plan and high level policies (with additional guidance for colleagues on how to locate, create and use the records they need to complete their tasks) can help an organisation successfully manage its information resources in a time of changing formats, systems and processes.

I now also appreciate that a file plan may never be complete and that the ability to amend and update must be built in. File plans will be tweaked during the development process, face last minute amendments, and be altered as business processes change. There is also a need to show any changes made in associated paperwork and instructions, and in Jersey these updates are distributed across the organisation.

The project took just over a year to prepare and implement, and an additional six months to settle in. Pleasingly this was as scheduled and with minimal disruption. I agree with colleagues in the wider profession that records management should be seen as a journey rather than a destination. By the end of 2011 I am confident that we will be future-proofed, resilient and ready to face additional challenges along the way.

.....
Rebecca Young

Records Manager, Law Officers' Department,
States of Jersey
.....



Cultural Organisation Collaboration in Scandinavia

Gävle - the river in winter and Municipal Archives in the background. Photo: Daniel Starnberg, Culture and Leisure, Gävle Municipality.

Archives, libraries and museums (ALM) are still the undisputed guardians of cultural heritage but many councils are grappling with ways to make their collections more visible to the public. They're also all faced with budget cuts along with increased expectations of service levels, technology innovation and usage. Other government remits include promoting social cohesion and inclusion, again facets which the right technology can help drive.

One of the difficulties is that currently many organisations each run catalogues as standalone entities. Local archives and museums, for example, may both have items of interest to researchers but as these are likely to be on separate databases, researchers must check each web catalogue separately and/or visit each institution in person. Developments such as Culture Grid and Europeana are beginning to address these issues, and technology such as Axiell's Culturenet is helping to overcome the problems by grouping together cultural

services through a single interface. Organisations can then engage interactively with users through a single online point of entry and can make their collections more accessible and better used both virtually and through increased footfall. Culturenet also has Web 2.0 social functionality such as comments, discussions, interest forums, facilities for showcasing and promoting local materials and much more. This 'crowdsourcing' functionality encourages user involvement and engagement with the cultural and heritage collections and with each other for social cohesion.

Generally cooperation between archives, libraries and museums remains in a nascent stage. However, in Gävle, a small town of 95,000 inhabitants near Stockholm in Sweden, collaboration started eight years ago with the public library, county library and county museum working together. The area is now a leader in such cooperative efforts with eight cultural heritage institutions participating. Their

experiences show that ALM collaboration benefits visitors, staff and tax payers.

The organisations cooperating in Gävle range from local to national providers and together they drew up common objectives which were: to improve accessibility to artefacts and information; to enhance professional skills; and to achieve greater coordination. Some of the joint projects include the digitisation of a three-volume bibliographic work on Gävleborg County; cultural tourism where a number of organisations open in the evening and a free bus takes visitors between the sites; and book fairs where local writers and researchers can gain exposure and where digitisation projects are showcased.

Eva Lindelöw Sjö, Head of the Municipal Archives of Gävle, explains, "There's a general belief that 'most' things are already on the internet but that's just not true. The eight ALM institutions that work together in Gävle have



Hans Michelsen, Central Library Consultant at Roskilde Libraries.



Roskilde Libraries. Photo: Jessica D Bicking.



Eva Lindelöw Sjöo, Head of the Municipal Archives of Gävle, speaking at the Axiell Symposium in London in November 2011. Photo: Burlison Photography.

a common need to digitise and to work together on digitisation programmes. We are therefore undertaking large scale digitisation projects to help those who can't come to visit us in person. For example, we are jointly exploring possibilities with the National Land Survey, which would allow ALM institutions in Gävle to use GIS with

artefacts and documents in the development of a Historical Virtual Gävle."

Roskilde Libraries and Archives in Denmark, are making their collections available worldwide via the web and are using Axiell Calm to integrate their cultural history seamlessly into Europeana, the European cultural database. Similar in population size to Gävle, Roskilde has 80,000 inhabitants. Its local history archive is renowned for its large image collection, over 6000 of which have been digitised and are now available on Europeana.

Hans Michelsen, Central Library Consultant at Roskilde Libraries, says, "At Roskilde, we endeavour to provide all of our patrons with access to our collections via the net. And we are making an intensive effort to structure all of the items that we have already converted into digital form. We had been looking for a program that would be able to present these digitised items on the net. We heard about the archive system, Axiell Calm, for

the first time when we purchased our new library management system. So now we have both a new library management system and a collections management system for archives and museums. All the information we possess can be made easily available via the net – from the library system directly or via Axiell Arena's reciprocal search facilities."

Anecdotal evidence from conferences suggests that there are many other cultural institutions in the UK and overseas seeking greater cooperation to enable their collections to be better used and more accessible. Axiell's Culturenet solution is the product of significant research and development in Scandinavia and the UK and whilst more developments are on the horizon, it already presents a tried and tested solution to make this happen.

Catherine Dhanjal

See Gävle's presentation at the November 2011 Axiell symposium on www.axiell.com/london

Welcome to the International Engagement Issue

Welcome to the 2012 International Engagement edition of ARC. The eagle eyed amongst you will have noticed that we no longer hold international affairs, but engagement. Hopefully this reflects the positive and proactive approach that we now have with regard to the world beyond the shores of Ireland and the UK!

ARA has aims to be an integral part of the international archive and record keeping world, to be a positive influence and to bring the knowledge and benefits that exists with our overseas colleagues back to our own association. I have a key role in representing ARA through the Section for Professional Associations at the International Council on Archives. You, our membership, equally contribute to the work of the ICA, through personal or institutional involvement in sections such as business archives, data standards or municipal archives to name a few. This involvement is key in enabling the profession in the UK and Ireland to keep in touch with what is going on internationally.

We welcome a number of reports from members and non-members in this issue of ARC, which bring us a wealth of information. Key to the upcoming year will be the work we can all do in promoting and bringing the Universal Declaration on Archives to the UK and Ireland. A challenge, but such a positive tool for so many. It was endorsed by UNESCO in late 2011, and we should be proud of the part ARA members played in the consultations and lobbying at UNESCO.

.....
Andrew R Nicoll

Trustee and Board Member, International Engagement
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News from the International Council on Archives

2011 has been a momentous year for the International Council on Archives (ICA). The governance meetings in Toledo in October 2011 made far-reaching decisions to change ICA dramatically by opening up the annual professional meeting, and to abolish the old apparatus of the Round Table Conference on Archives (CITRA) which has been meeting since 1954.⁽¹⁾

Originally CITRA was a conference confined to national archivists and, in more recent years, the representatives of national professional bodies. For many years the meeting literally was a round table and all of the members were able to gather around it.

By 2010 the CITRA had become a two day professional conference programme surrounded by governance meetings. For those of us in the ICA Secretariat team, it meant spending the whole week at the meeting venue to ensure the smooth running of the governance and professional meetings. Even the participants often needed to spend most of the week there in order to attend governance meetings at the beginning and the AGM at the end. There was a lack of clarity around the



Executive Board meeting. Copyright ICA.

Margaret Crockett explains the important changes to ICA governance and the abolition of the Round Table Conference on Archives.

professional conference programme. The CITRA Bureau (the overall organising committee), the host country and the Programme Commission (responsible for ICA's professional priorities) all had a role to play, but the content was not coherent enough. As for the national archivists, ICA members who had seen the need for the apparatus in the first place and whose membership dues provide the majority of the ICA annual revenue, their needs were no longer being met.

At the 2010 CITRA in Oslo, I was commissioned to review the CITRA and canvass members for their views on possible changes to the format of the annual meetings. The report on my findings, and in particular the recommendations, were approved by the ICA Executive Board in Panama in April 2011. The findings suggested that:

- the national archivists felt the need for a forum to discuss policy and strategic matters particular to their own situations
- the ICA annual professional conference should be open to all members, if not all who wished to come
- the professional conference should be more professionally developed and organised.

It is interesting to note that, anticipating the direction of the review recommendations and the mood of the ICA membership, the Spanish hosts of the forthcoming CITRA meetings in Toledo in October 2011 had already decided that the event would be open to all. The 2011 CITRA was a transition CITRA with many representatives from Latin America and other parts of the world who would not previously have received an invitation. Moreover, the CITRA Bureau, at its penultimate meeting in February 2011, decided to organise the first Forum for National Archivists at the Toledo CITRA.

As a result of the recommendations approved in Panama, the ICA constitution needed to be changed to abolish the CITRA Bureau, to set up the Forum for National Archivists and to change the CITRA to an annual conference open to all with a topical professional programme. In future the programme content should be mapped to the needs not only of the region or country in which the conference is held but also to the ICA priorities as set out by the Programme Commission. These changes were drafted and voted in at the Toledo AGM.

Below: Australian (hosts Congress 2012) and Korean (hosts Congress 2016) delegates, Joo-hyun Lee, Stephen Ellis and Margaret Kenna. Copyright ICA.





Toledo train station. Copyright Margaret Crockett.

These changes are all part of a bigger reform of ICA which is being led by the current President, Martin Berendse. His stated vision⁽²⁾ is that ICA - and its membership - needs a new approach, to change from looking from the inside out to looking from the outside in. This is in order to:

- support ongoing innovation and reassessment of the profession
- spend less time on its internal preoccupations
- concentrate on changes in our societies
- build partnerships and alliances (international organisations, governments, other professions).

At the same time ICA is aiming to become more open and transparent, more inclusive and diverse.

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ICA is aiming to become more open and transparent, more inclusive and diverse.
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In 2012 the ICA is holding its quadrennial congress in Brisbane, Australia. By the time this goes to print the call for papers will have closed but the early bird registration period will still be open. It promises to be a great opportunity to meet the world archival community and to learn about the innovative professional directions of our Australian colleagues. The governance meetings will be considering more constitutional reform as ICA becomes more relevant and accessible to those working in archives and records management. I would strongly encourage you to try and come - remember you can apply for a bursary from the Section for International Engagement⁽³⁾. See you there!

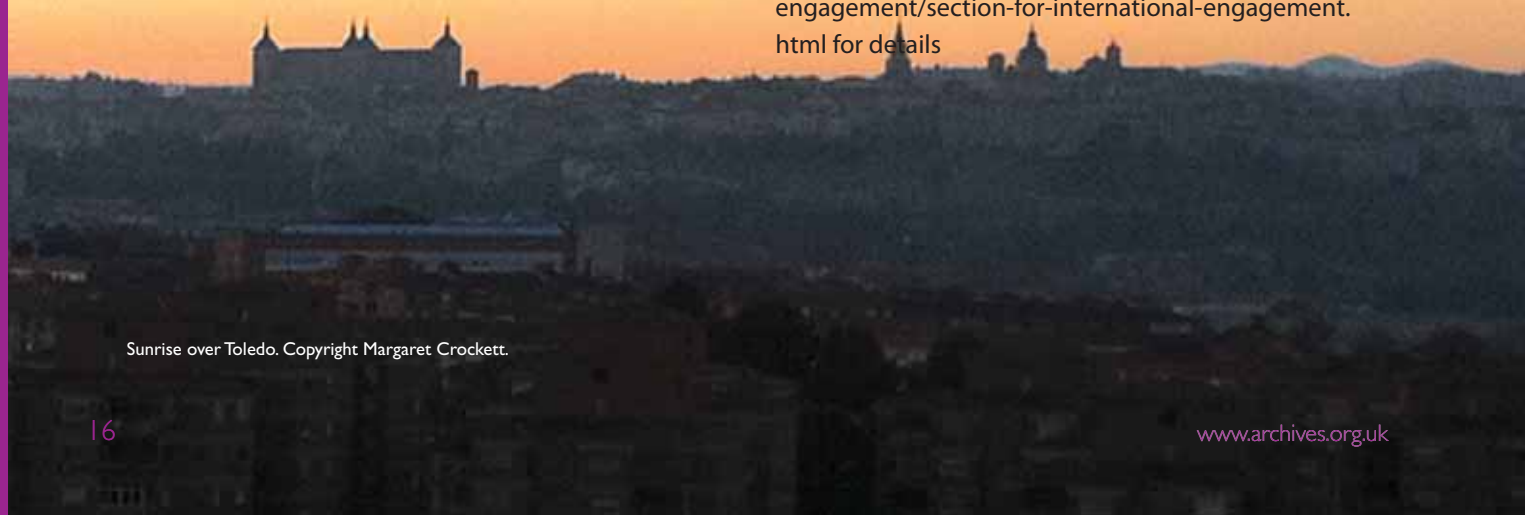
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Margaret Crockett

ICA Deputy Secretary General, Conferences
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(1) Read all about the history of the CITRAs and the ICA at www.ica.org/download.php?id=1987

(2) See Martin's presentation to the Executive Board in Panama at: www.ica.org/download.php?id=1448

(3) See www.archives.org.uk/si-international-engagement/section-for-international-engagement.html for details



Sunrise over Toledo. Copyright Margaret Crockett.

ICA - Section for Professional Associations News

SPA Manual

The SPA aims to strengthen and unite the archival profession globally and to help its member associations develop their organisations and increase their influence. To help associations establish sound administrative structures and effective programs, the Section has over a number of years produced a set of guidelines based on the experiences of its members. These guidelines, available as individual documents on the ICA/SPA website, have now been brought together in the form of an online manual. This can be downloaded, copied and used as a guide and reference tool.

The idea for a manual was proposed at the 2009 annual planning meeting of the SPA Steering Committee. At this time, guidelines were available in at least one language and over the next 2 years a major program was undertaken to translate all guidelines into English, French and Spanish. This work was undertaken through the volunteer services of French and Spanish speaking members of the Steering Committee, and by member associations and was supported by generous financial contributions from the Association des Archivistes Français (AAF) and the SNCF.

As well as assisting new or developing associations, established associations can use the guidelines to assess or improve their current activities and administrative practices.

The manual has a number of themes:

- good governance, with guidelines on developing a constitution and conducting elections, and advice on setting up a records management program and developing a retention schedule
- education and professional development, with guidelines on organising conferences, training

workshops and seminars and on establishing a mentoring program

- advocacy and promotion, with guidelines on developing promotion strategies and on conducting lobbying and public campaigns.

The Manual is available on the ICA/SPA website at www.ica.org/9217/professional-resources/manual-for-association-management.html

SPA Website

The SPA pages on the ICA website, located at www.ica.org/730/about-section-of-professional-associations-spa/about-spa.html, provide up-to-date information on Section activities and links to resources developed to assist associations. Resource documents are provided in English, French and Spanish. While access is open to most of the site, member login access is required for governance documents. The following content can be found on the SPA pages:

- News and Events. Provides information about forthcoming conferences, seminars and events and news relevant to Category B members. Member associations can use this part of the site to post news and details about events they would like to publicise
- Professional Resources. This is where the guidelines developed by the Section to support associations are located. Also located in this area is a History of SPA, back issues of the SPA Newsletter and information and links to the Archival Solidarity Project
- Next meeting. Provides details about forthcoming SPA meetings. (Members' login is required to access this part of the site)

- Governance. Includes minutes of SPA Annual General Meeting and Steering Committee meetings and Annual Reports since 2001. (Members' login required)
- Activities and Projects. Provides details of current SPA projects and activities
- Useful links
- Photo Galleries. Photographs taken at SPA Committee Meetings, and at Section and member events
- Members. Contact details for SPA members
- Steering Committee. Profiles and contacts for SPA Steering Committee members.

ICA Principles of Access to Archives

A draft of the Principles of Access to Archives, developed by a working group of the ICA Committee on Best Practice, has been released for general comment. There are 10 principles with a commentary explaining each principle: the principles and the commentary taken together constitute the state of professional practice. The principles are accompanied by a brief glossary and a technical report. The draft is available in English, French, Spanish and Portuguese at www.ica.org/?lid=9400

Comments on the draft should be sent to access@ica.org. The deadline for comments is January 31, 2012, but if you have any comments after this date, please forward them. The aim is to have the final text approved by ICA's voting members at the Annual General Meeting in Brisbane in August 2012.

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Claude Roberto

SPA
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The ARA/ICA:SPA Conference 2011

In August 2011, the Archives and Records Association (ARA) held its annual conference in Edinburgh jointly with the ICA's Section for Professional Associations (SPA). This was the first time that SPA had held a conference with another organisation.

There were a few minor problems and misunderstandings between both parties during the initial organisation but these were all resolved long before the conference itself. Problems had always been anticipated as this was a process new to everybody. However despite the people involved working in different time zones and being from different cultures they were resolved soon enough. The bottom line was always that both organisations were committed to the conference.

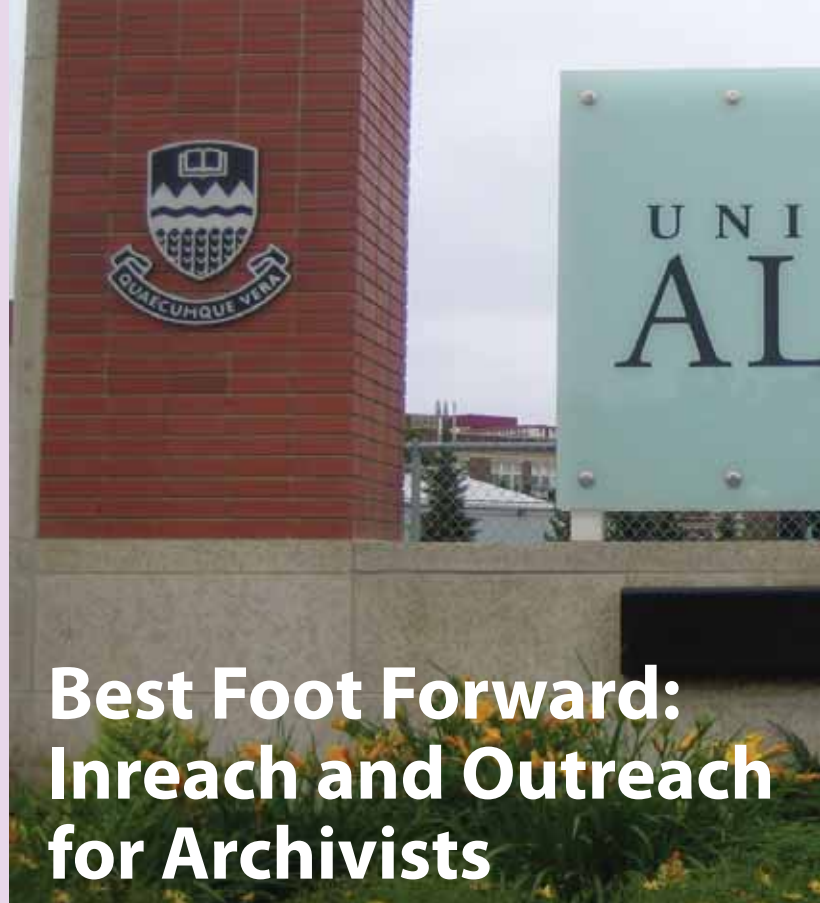
The conference itself was an outstanding success and benefitted both organisations. Over 300 delegates attended and created a special atmosphere throughout the conference. SPA were able to hold a high quality conference in a four-star hotel at a price considerably lower than if they held a stand-alone conference. In fact, due to changes within the ICA's financial procedures in 2011, SPA could not have held a stand-alone conference at all, so this was a good method of piloting a way of maintaining separate sectional conferences for ICA and SPA.

ARA delegates were able to meet good numbers of international colleagues. This gave them an international perspective and grounding in international issues they would not normally receive.

All delegates could attend both conferences and listen to a wider choice of speakers and issues. This conference proved that joint conferences work, and that the sum can be better than the parts. It is worth repeating in the future.

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John Chambers

CEO, Archives and Records Association
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Best Foot Forward: Inreach and Outreach for Archivists

International Council on Archives -
Section on University and Research
Institution Archives (SUV) Conference
12-16 July 2011, University of Alberta,
Edmonton, Canada.

July 2011 saw the assembly of over 40 HE records professionals from 10 countries in Edmonton, Canada for the 17th Annual ICA SUV Conference. The Conference took the theme of Outreach and Inreach, with papers presented by archivists, records managers, librarians and heads of service on various aspects of this important aspect of our work.

A recurring theme of the Conference, however, was the difficulty in defining both Outreach and Inreach. While many delegates could easily give examples of outreach activities, a firm definition was harder to come by. As Shannon Bowen Maier of the University of Wyoming argued, so much is *said* about outreach yet little is *written* - little archival literature tackles the subject, and as such the tone of Conference was necessarily more focused on case studies than hard academic theory. While outreach has traditionally been seen as an 'add on' to our core tasks such as preservation and cataloguing, it is precisely because outreach is a core activity that runs through everything we do, that it is so hard to define.



Rutherford Library, University of Alberta.
Copyright Sarah C Jane.

Inreach, in contrast, is a more unfamiliar concept but a thoroughly useful one. By defining the need to engage with our internal stakeholders in a comparable way to that of our external audiences, we are creating a useful tool for advocacy. As Caroline Brown of the University of Dundee outlined, in the UK this currently helps us to articulate our value in contributing to the student experience, research excellence, knowledge transfer and other strategic aims of our HE institutions.

The need for UK HE Archives Services to articulate their value has never been more apparent than in our

changing funding environment, following the retraction in state provision and rise in tuition fees. Here, the Conference gave valuable opportunities to learn from our American counterparts working in a privately funded HE environment. In many papers the term 'outreach' was used for what we would call 'fundraising'; as our HE model moves towards that of the US, it is imperative that we become more comfortable with this implication.

The impact of digital technology on outreach was also apparent throughout the Conference. While many papers described an amazing array of projects engaging social media, the point was well made by Gregory Kookien of the University of Wisconsin that a strategy for the use of such applications as an outreach activity is the key to success. It is vital to understand the reason for engaging with these platforms, as well as to identify the potential audience to be reached. A strategy is also valuable for having a clear approach to the copyright issues such work raises, and an understanding of the work entailed in keeping these resources current in the longer term.

Aside from the interesting case studies, thought provoking visits, engaging debates and great company, the Conference will surely be remembered for the extremely fine hospitality - never has an event been better catered! I am sure I am not the only delegate who returned a pound or two heavier... and not just on the baggage allowance.

Sarah C Jane

University College Falmouth and University of Exeter
Cornwall Campus



Some Delegates at the Conference Dinner held at
Rutherford House, University of Alberta.
Copyright Sarah C Jane.

Fund for the International Development of Archives (FIDA)

FIDA shows ICA's commitment to improving the situation for colleagues in the developing world widely defined (as a counterpoint, for example, to the Digital Archiving drive of the national archivists group). It's about people and developing their skills during their careers, not about programmes as such, and it can reach places the other pots of ICA money cannot. It aims to help countries or regions in need, and is happy to work in collaboration with ICA branches - like the Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA), with whom we have supported a training programme on audio-visual archives. Where there are pots of money in other external funding agencies that have complementary interests, we are also happy to engage with them to find additional support for archives and archivists in need, e.g. The Endangered Archives Programme.

As yet, we only have a small pot of 25,000 Euros per year. Much of our work is therefore designed to help colleagues by funding part of their own development programmes (for example, in public sector records management and appraisal in Guyana) rather than providing all the funds necessary. In other words, we can provide international approval of their development plan, which gives them some money and 'leverage' to raise some more money or support locally or even internationally. It's surprising what you can do with little as everyone in ARA knows!

The requirement for the development or training must come from the people themselves: it is not FIDA's role to give money to external providers where there is no request from the local archivists themselves. Of course, it is often external providers who are sometimes volunteers from the ranks of ICA and the archivists from across many countries including the UK,

“we can provide international approval of their development plan, which gives them some money and 'leverage' to raise some more money or support locally or even internationally.”



who actually deliver the assistance and training needed, in the hope that those trained will become trainers locally themselves. This approach has been especially successful in our first two years of operation. Archivists in the Pacific region, where there is little or no possibility for colleagues to receive the training they need locally in particular archives skills like appraisal, are receiving training with FIDA's support and the help of NZ National Archives. The new awards for 2012 will be going up on the ICA website (www.ica.org.uk) shortly after our Trustee deliberations on 20 applications from late October 2011. We hope to help colleagues in Africa, Latin America and the Pacific.

The Trustees are all volunteers in this work, giving something back to the archival world which nurtured them over their own careers. They are all in some way distinguished and who come at present from Brazil, USA, Japan, Tanzania, UK, and France. Between them they cover most but not yet all of the main language areas of the archival world. FIDA can now accept applications in French, Spanish and English but we reply in English which is our working language! This way of communicating seems to work in the internet age and means that we do now reach the Americas, and French-speaking Africa and Asia. Global activity like this does not mean that there is no place for help from individuals and organisations like ARA. The tasks we help to support are all individual or group led and we will need volunteers from time to time: people to call upon to help. There is always more to be done, so please look at the FIDA pages on the website.

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Sarah Tyacke

Chair of Trustees of FIDA

The Universal Declaration on Archives

The Universal Declaration on Archives (UDA) is a substantial statement of the undeniable value and relevance of archives and archivists to the human endeavour. Its objectives are to:

- Secure global acceptance of the purpose, value and scope of archives
- Highlight the role archives play in the recognition and respect of human rights
- Enhance understanding of the role of archives in establishing collective memory
- Promote archives as underpinning accountable and transparent government.

The Declaration is primarily a promotional tool. Its main purpose is to provide decision-makers and the world citizenry (i.e. non archivists) with an understanding of the existence and power of archives. In recognition of its importance the Declaration has been embraced by the archival world and to date there are translations in 17 languages.

UNESCO officially and unanimously endorsed the UDA during its General Conference on 10 November 2011 and its adoption is a significant recognition of the value and importance of archives.

Work to prepare the UDA began in 2007 after a meeting of the International Council on Archives (ICA), which was held in Quebec. This conference included a presentation by the Association des archivists du Québec of a document they had prepared, *La déclaration Québécoise sur les archives*. Members of the ICA Section of Professional Associations (SPA) recognised the potential of such a document to capture the attention of the public worldwide, if it could be reworked to reflect an international view of archives.

A small working group was established in December 2007 to develop a 'universal' statement. This group comprised Diane Baillargeon and Denys Chouinard from Canada, Abdel Kadar Kapadonou from Benin, Kim Eberhard and Colleen McEwen (Project Manager) from Australia, and Didier Grange from Switzerland who was President of SPA from 2004-2008.

A draft text was ready by March the following year, which was then circulated amongst ICA members for comment. The draft was also made available to attendees at the 2008 ICA Congress in Kuala Lumpur. Discussions focussed on resolving differences in archival traditions, for example: what constituted a record? How would different cultural practices surrounding record creation and ongoing archival care be reflected in the final document? The draft was presented to and accepted by the ICA Executive Board in October 2008; at this point, possible adoption by UNESCO was first raised.

The working group recognised the value in developing a visual signature for the UDA and funding was sought from the ICA to achieve this with the help of a graphic designer. An instantly recognisable 'look' would enhance the appeal of the UDA, which would in turn underpin its usefulness as a promotional and awareness-raising tool. In addition, a paper outlining possible ways to use the UDA to promote archives was developed by the working group in conjunction with members of SPA. A 'UDA' poster was developed and printed in English, French and Spanish and distributed to delegates at the ICA 2009 annual general meeting in Malta in November 2009.

The acceptance of the Declaration by the ICA AGM did not run smoothly. There was vigorous discussion and a number of objections were raised, the most difficult of which revolved around the level of compliance required by ICA members should the UDA be adopted. What was its legal status? To what extent was it binding on members, particularly if it was accepted by UNESCO? The result was that delegates adopted the UDA but in principle only, with the proviso that further research be undertaken to clarify the issues raised.

Kim Eberhard prepared a report addressing these concerns which was presented to the ICA Executive Board in March 2010 expressing the view that if the UDA were to be endorsed or adopted by UNESCO, it is most likely to take the form of one of the milder instruments, wherein legal requirements to comply do not exist unlike a UNESCO convention that has international legal authority with binding, enforceable regulations (e.g. the Hague Convention (1954) for the Protection of Cultural Property in the Event of Armed Conflict). The report allayed fears about

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the Declaration has been embraced by the archival world and to date there are translations in 17 languages.

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using the UDA as a standard against which compliance could or would be measured or as a blunt instrument with which to bludgeon or punish archival institutions.

The Declaration was submitted to the 2010 ICA annual general meeting in Oslo in September, where it was adopted unanimously. In 2011, work focussed on gaining official recognition of the UDA by UNESCO, a process that owes much to the Senegal Ambassador to UNESCO, Papa Momar Diop (who is also the former National Archivist of Senegal) and Jens Boel, Head Archivist at UNESCO.

Two additional paragraphs were written in support of adoption of the UDA by UNESCO: one confirms UNESCO's endorsement of the UDA and the other encourages Member States to be guided by the Declaration when planning and implementing future strategies and programmes nationally.

The Universal Declaration on Archives [As unanimously adopted by ICA AGM in Oslo, 17 September 2010]

Archives record decisions, actions and memories. Archives are a unique and irreplaceable heritage passed from one generation to another. Archives are managed from creation to preserve their value and meaning. They are authoritative sources of information underpinning accountable and transparent administrative actions. They play an essential role in the development of societies by safeguarding and contributing to individual and community memory. Open access to archives enriches our knowledge of human society, promotes democracy, protects citizens' rights and enhances the quality of life.

To this effect we recognise:

- the unique quality of archives as authentic evidence of administrative, cultural and intellectual activities and as a reflection of the evolution of societies
- the vital necessity of archives for supporting business efficiency, accountability and transparency, for protecting citizens rights, for establishing individual and collective memory, for understanding the past, and for documenting the present to guide future actions
- the diversity of archives in recording every area of human activity

- the multiplicity of formats in which archives are created including paper, electronic, audio visual and other types
- the role of archivists as trained professionals with initial and continuing education, serving their societies maintaining and making these records available for use
- the collective responsibility of all - citizens, public administrators and decision-makers, owners or holders of public or private archives, and archivists and other information specialists - in the management of archives.

We therefore undertake to work together in order that:

- appropriate national archival policies and laws are adopted and enforced
- the management of archives is valued and carried out competently by all bodies, private or public, which create and use archives in the course of conducting their business
- adequate resources are allocated to support the proper management of archives including the employment of trained professionals
- archives are managed and preserved in ways that ensure their authenticity, reliability, integrity and usability
- archives are made accessible to everyone, while respecting the pertinent laws and the rights of individuals, creators, owners and users
- archives are used to contribute to the promotion of responsible citizenship.

This article is based on a paper published by the authors in *Archives and Manuscripts*, Vol. 39, No.1 pp. 196-213 which provides a full account of the development of the UDA.

Kim Eberhard and Colleen McEwen

The Work of the Section for Local, Municipal and Territorial Archives

The Section for Local, Municipal and Territorial Archives (SLMT), is one of the twelve sections of the International Council on Archives which brings together colleagues from around the world whose work is (or has been) primarily dedicated to the management of local archives.

Much binds together the 180 or so archivists who belong to the section, but what we are interested in developing at the moment includes:

- A debate around the relationship between SLMT archivists and their elected members or political leaders - are there overarching lessons for all of us, irrespective of the context within which we work?
- A debate around the archival needs of citizens - how best to serve them?
- Projects about issues which are specific to SLMT archives- for instance, vital records of municipalities or the archives of Olympic cities.

The section is managed by a steering group, which I currently chair, and our vice-chair is Jantje Steenhuis of Rotterdam. The steering group met in Shanghai this year and a few SLMT archivists met together informally at the Round Table Conference on Archives (CITRA) in Toledo last month. Our next formal plenary meeting will be in Brisbane in 2012.

We know that our communication with other SLMT archivists around the world has been poor. We are slowly developing our web pages now, and are working towards starting up a newsletter early next year for colleagues around the world. A small but clear ambition is to send out the first newsletter to as many SLMT archivists as possible in June 2012, on International Archives Day! If you would like to receive this, please drop me an email: Deborah.Jenkins@Cityoflondon.gov.uk.

The section also contributes to the more general work which ICA undertakes. At the moment, I am involved in

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80% of our work is the same, irrespective of the political context in which we work and the wealth of our countries... It is the 20% which we do differently from which we learn so much.

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assisting with a piece of work around compiling tables of international archival statistics. We all know how difficult it is to compare our services within one country, so the job of doing so on an international basis is not exactly straightforward. On the other hand, there would be much to learn about patterns for cities similar to ours elsewhere in the world - a form of basic benchmarking.

While technical comparisons are an important reason why SLMT archives services join ICA, an even more important motive is the extraordinary sense of fellowship which one experiences meeting colleagues from all over the world. I like to say that 80% of our work is the same, irrespective of the political context in which we work and the wealth of our countries and whether we serve users in the Northern or Southern hemisphere. It is the 20% which we do differently from which we learn so much.

If you would like to know more about the work of SLMT get in touch with me - my email is above and my phone number is 020 7332 3833. It is worth noting that one subscription to ICA allows you to join 10 out of the 12 sections, and the one geographical branch in which your service is sited, in our case, Europe. That fact alone puts things in perspective!

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Deborah Jenkins

Heritage Services Director, LMA
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Anish Kapoor's 'Cloud Gate' sculpture in Chicago. Photograph: Alexandra Eveleigh.

Reflective Practice: The Society of American Archivists Annual Meeting, 2011

At the heart of Chicago's Millennium Park, British sculptor Anish Kapoor's 'Cloud Gate' (also known, more informally, as 'The Bean') mesmerises passers-by with contorted reflections of the city's high-rise skyline.

This year's Society of American Archivists Annual Meeting - themed *Archives 360°* - similarly sought to examine and reflect upon archives and the archives profession from all angles, on the occasion of the Society's 75th anniversary. I was lucky enough to be able to join in the celebrations, and, alongside several other British colleagues, helped bring an international perspective to the formal proceedings.

Any account of a conference of this size (1674 registrants and 10 sessions in parallel at most points in the programme) can only hope to achieve partial coverage of the event. My choices tended to attest to my interest in all things technological: practical digital preservation featured strongly throughout the programme, together

with opportunities to re-think archival description, access and outreach for the Internet age. If using QR codes on exhibition labels, assembly-line digitisation with overhead cameras and a foot pedal, and visual (rather than textual) representations of very large collections seem to lay down a straight line into the future, other sessions also allowed for more reflection on current and past practice. The importance of establishing good donor relations in negotiating electronic deposits; the difficulties of accommodating item level descriptive metadata into traditional finding aids; and methods of providing user access to digitised and born-digital collections, were all issues which made recurrent appearances during the

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The scale and diversity of the SAA annual meeting is its great strength

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“the issues of immediate concern to American professionals had much in common with those prevailing in the UK.”

course of the week. The advent of the social web also had a pervasive influence across the programme: the use of wikis for internal project management, methods of measuring success in online social engagement, documentation strategies for social media, and my own session on participatory archives.

The scale and diversity of the SAA annual meeting is its great strength but also its weakness. It can be difficult to engage in informal discussion on the conference topics, or to make serendipitous new contacts, since meeting up requires prior arrangements to be made and even then it is difficult to identify the other person amongst the crowd! This is something of a pity because I found the issues of immediate concern to American professionals had much in common with those prevailing in the UK. In addition to the technological topics already mentioned, there was much discussion about archival education and the future direction of the profession, about public engagement and advocacy activities, and on collaboration with kindred professionals in libraries and museums. There was also a clear concern amongst the younger attendees about the depressed nature of the current job market, and a New Professionals Roundtable was formally established during the meeting.

My thanks go to ARA and UCL for the generous travel funding which enabled my attendance. Abstracts of all sessions, and some papers are available from the annual meeting website at www2.archivists.org/conference/2011/chicago. My own experiences of the conference are reported in more detail on my blog 'Around the World in Eighty Gigabytes' at <http://80gb.wordpress.com>.

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Alexandra Eveleigh

University College London
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Symposium 2011, Adhesives and Consolidants for Conservation: Research and Applications

Antoinette Curtis and Yuki Uchida
report on their visit to a conservation
symposium in Canada, part-funded by
an ARA bursary.

The generous support which we each gratefully received via ARA International Engagement Bursaries provided us with a marvellous opportunity to present our research at the 'Symposium 2011, Adhesives and Consolidants for Conservation: Research and Applications'. The prestigious international conference was organised by the Canadian Conservation Institute (CCI), and took place at the Library and Archives Canada in Ottawa in October 2011. Our participation involved a poster presentation entitled 'Which Gelatine to Use? - the Choices for Conservators', together with a practical demonstration which we gave on 'The Preparation and Application of Gelatine Mousse for Archive Repair'.

Over 250 conservators from all over the world attended the symposium, which hosted 36 lectures, displayed 32 instructional posters and provided 35 practical demonstrations. Reassuringly, our poster and demonstration were both enthusiastically received by the delegates.

In autumn 2009 - at the very time when our research was starting to gain momentum - the CCI announced the symposium, two years prior to the event itself. It



Symposium venue, Library and Archives Canada. Photo: A.E. Curtis.

immediately struck us that the practical research which we were undertaking into the use of gelatine mousse as an adhesive in archive conservation meshed in well with the theme of the symposium. Indeed, we were excited at the possibility of presenting our findings to an international group of conservators and scientists, and spending time discussing our work and its application with colleagues in the conservation field. Unfortunately, in the very difficult current economic climate, we were faced with the challenge of having to find sources of funding which would enable us to share the fruits of our research and to benefit through feedback from professional colleagues from across the world. We strongly felt that our research deserved to be publicised to the international community, so this remained a major motivation for us to find the necessary funding. Indeed, because of our belief in our research we remained optimistic about the prospect of presenting it in Ottawa.

We initially investigated a number of potential grant-awarding bodies, but without success. Then the ARA International Affairs Sub-Committee (ISAC) agreed to part-fund our work, and this was a major step towards turning our plans to attend the symposium into a reality. The offer of the ARA ISAC grant undoubtedly gave those plans greater credibility, providing us with a more concrete basis for submitting additional applications to other grant-giving bodies, in order to make up the funding shortfall. Eventually, the financial package all came together and the day on which we received the news that our final additional funding application had been successful was a singularly memorable one.

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Demonstration at the Canadian Conservation Institute. Photo: A.E. Curtis.

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persistence can pay dividends.
We were delighted to have won
the opportunity to share our work
with colleagues in Ottawa
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The time we spent at the symposium was extremely valuable. Our participation certainly consolidated our own existing knowledge of adhesives. Naturally, we had some concerns as to how our work would be received by experts from outside the UK and how it would be regarded at an international level. However, with the very positive reactions which we received from the delegates, those concerns soon disappeared to be replaced by an increased confidence in our work. We also found it extremely valuable to be able to directly exchange opinions and ideas with international colleagues. It must be said that, despite



Poster session at the Library and Archives Canada. Photo: A.E. Curtis.

technological advances in methods of global communication, there is nothing to beat real, face-to-face communication with one's peers. The contacts we made helped us to realise that we all have much common ground in the shared interests and concerns within our profession.

We in the cultural sector are all facing an extremely difficult time at the moment. There is, of course, a risk that the current financial situation may discourage innovation in the field, especially whenever any significant cost is implied. This can, of course, be demotivating for individuals. Despite our initial apprehension about finding the necessary funding, we were determined not to lose our motivation and, as our own experience shows, persistence can pay dividends. We were delighted to have won the opportunity to share our work with colleagues in Ottawa, but, most particularly, to have benefited personally and professionally from that experience. We are most grateful to the ARA ISAC for granting us the bursaries which enabled this to happen.

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Antoinette Curtis and

Yuki Uchida

Conservators, Norfolk Record Office
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Oral History Conference 12-16 October, Denver, Colorado, USA.

In October 2011, I attended an oral history conference in Denver, USA. I obtained funding for this from The Archives and Records Association as well as from my Institution. The aim was to gain more experience in the field, which I could apply to my own project here at Kew - 'Hidden Memories', recording reminiscences of retired members of staff. Oral History is still a relatively new subject in Europe, but has been thriving for almost 40 years in the USA, where it is usually carried out by academics and is a well used discipline taught in universities.

The main theme of the conference was: 'Memories of Conflict and Disaster: Oral History and the Politics of Truth, Trauma, and Reconciliation.' It was held a month after the 10th anniversary of 9/11/2001. It also served as a remembrance that the century had seen many natural and manmade conflicts and disasters; these have occurred throughout the world in the recent and more distant past. Contributors to the conference came from all over the United States and the rest of the world; the programme was built around the main topic while offering space for a variety of subjects within oral history. Workshops provided attendees with professional development options for every level of oral historian. Topics ranged from an introduction to the field of oral history, to learning about new technologies in publishing, or learning how to apply the law to an oral history collection.

As well as the topics highlighted above, there were a variety of events and activities scheduled, some to provide information, others of a social nature, allowing participants to network. My choice of workshops and topics were dictated by the project which I manage here at Kew, and also by personal choice, such as Community Oral Histories, which I know little about. The first workshop I attended was on the subject of digital preservation, an important part of any oral history project. It provided an introduction to current archival best practices for the preservation of multimedia digital resources created by oral historians and provided guidelines to insure the longevity of oral history collections.

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The second workshop was entitled ‘Motivate, Organize, Train, and Accomplish: Oral History and Community-Based Practice’. It was intended for oral history practitioners who want to work effectively with community groups on oral history projects. In between formal workshops, there were a large variety of talks where oral historians from various backgrounds and sometimes continents as well, introduced their projects. These included ‘Oral Histories of Chicanas/os in Colorado in the 1960s’, ‘Oral History Access: Over Time, in the Classroom, and through Informedia Technologies’, ‘Oral History Projects and Programs in the Rocky Mountain West’ and finally, ‘Scientists in Difficult Times’. I was involved in the last panel, co-presenting a paper entitled ‘Hidden Memories: Interviewing Scientists at the Royal Botanic Gardens, Kew’. Other papers presented in this panel included ‘Life Stories and the Audio-Video Debate: The Oral History of British Science at the British Library’ (Rob Perks from the British Library), ‘Preparing for the Scientific Interview’ (Peggy Dillon, from Salem State University) and ‘Documenting a Research Institution: The Smithsonian Institution Archives Oral History and Video History Collections’ (Ronald Doel, Florida State University).

The last workshop I attended was entitled ‘Introduction to Grant Proposal Writing’. The aim was to learn four strategies for securing grant funding and gain a strong understanding of five key components of a grant proposal.

In conclusion, it was a very well run and organised conference, and the topics were varied enough to enable all participants to learn from the workshops and sessions and also from other professionals attending the conference.

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Michele Losse

Royal Botanic Gardens, Kew

A Climate of Change - ICA Congress 2012

Brisbane, Australia is the location for the 17th International Council on Archives quadrennial Congress. The Brisbane Convention and Exhibition Centre is situated within the Southbank Parklands, together with a number of galleries, cultural institutions, theatres, and a wide variety of international restaurants and bistros. Several hotel and apartment options are available within close proximity while others are within a very comfortable 10-15 minute leisurely walk. Congress attendees can expect a very mild 25°C (77°F) and sunny skies. An ideal place to start a pre or post Congress touring.

That accounts for your creature comforts... but now to the all important Congress programme information. What would a strong Congress programme be without an outstanding cast of keynote speakers?

We are delighted that we can welcome Judge Baltazar Garzon Real, a Spanish jurist who, among other things, specialises in international cases involving genocide and crimes against humanity. His work has been strongly

View from Brisbane River towards Southbank, the location of the Brisbane Convention and Exhibition Centre, ICA 2012 Congress venue. Courtesy of Brisbane Marketing.





International Council of Archives Congress, Australia 2012

supported by access to archival documentation. We look forward to an inspirational presentation.

David Ferriero, 10th Archivist of the United States in 2006 expressed his view that The US National Archives and Records Administration (NARA) was at a "defining moment with regard to our existing electronic records, social media communications, and emerging technologies being used throughout government offices." We are keen to hear how these issues are being handled and about provisions for the future.

Information and Privacy Commissioners in our societies form an important safeguard to the accessibility of information to citizens. A strong keynote presentation is being developed featuring the Australian Information Commissioner, John McMillan, Miriam Nisbet, Director of the Office of Government Information Services (OGIS) at the National Archives and Records Administration and Jennifer Stoddart, Privacy Commissioner of Canada. This presentation will be a must to attend.

Michael Carden from the Digital Preservation section of the National Archives of Australia has presented

a number of stimulating papers in many international forums and will present a thoughtful perspective on digital initiatives and what could be the future outcomes and consequences.

In conclusion, I encourage readers to visit the Congress website at www.ica2012.com, join in the 'twitter', take advantage of earlybird registration, enter the Koala competition, and keep checking the site for updates and developments.

Margaret Kenna

Deputy Secretary General, ICA

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