



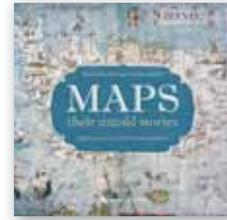
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**Magna
Carta and
Cathedral
Archives**



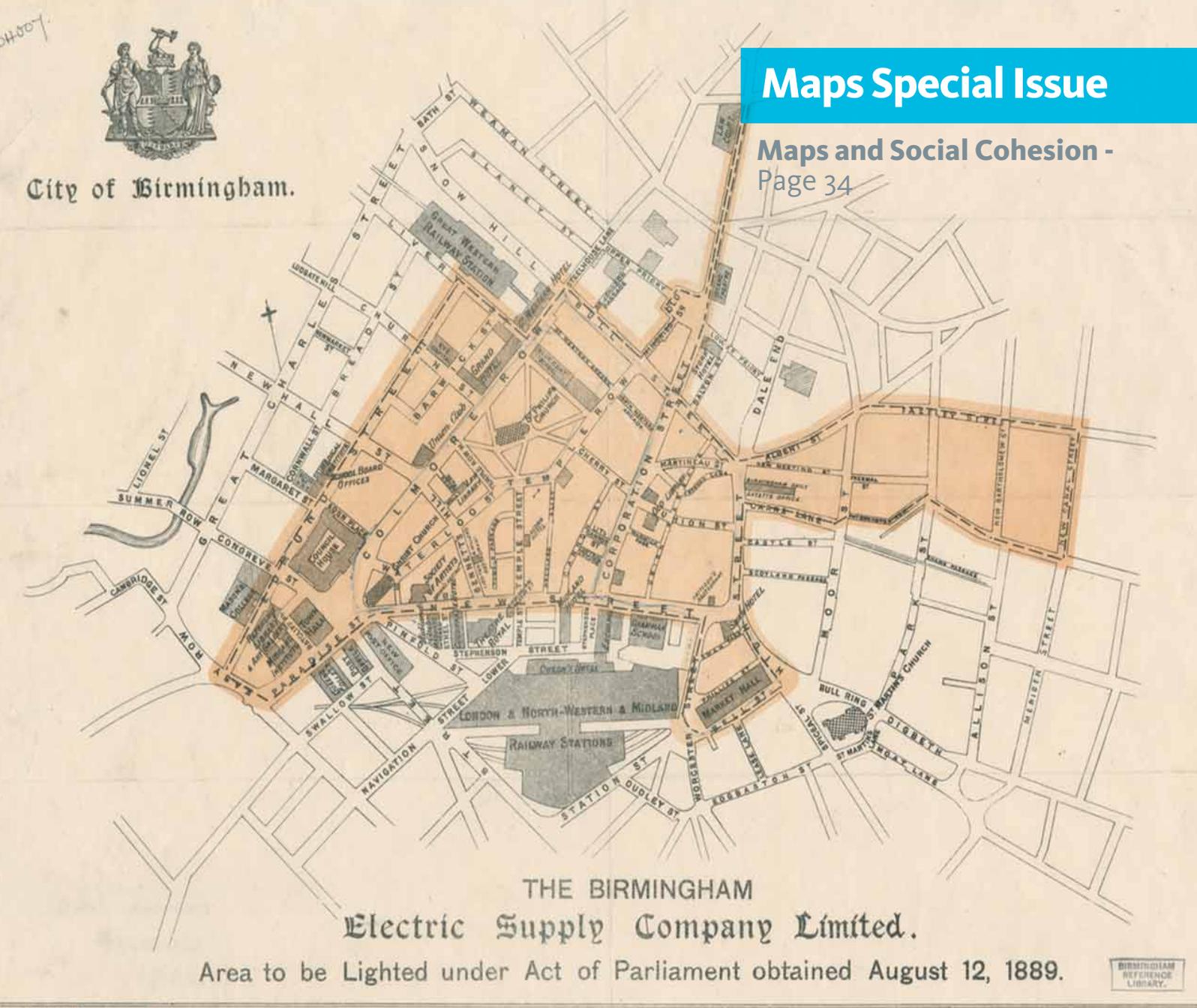
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**In search of
a home**



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**Update from
The National
Archives
Map Team**



City of Birmingham.

Maps Special Issue

Maps and Social Cohesion -
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THE BIRMINGHAM
Electric Supply Company Limited.

Area to be Lighted under Act of Parliament obtained August 12, 1889.





Call for Core Training Co-ordinators

The ARA training group is looking for a number of new members to contribute to the Core Training offer for ARA members. We believe that the provision of quality, inexpensive, accessible training is one of the key roles for ARA. As a group we oversee training across the Association, designing and delivering regional and specialist training events. In the last two years we have developed the new Core Training events.

Can you help us to further develop our training provision? Are you looking to spread your wings and broaden your horizons from your current job? Do you have something to offer?

We are particularly looking for people to take on the roles of Core Training Co-ordinators. These are people who look after specific Core Training courses and take responsibility for their structure and administration. This is an excellent opportunity to develop your skills and show a commitment to your continuing professional development.

We are looking for enthusiastic people who can make a minimum two-year commitment to the role. We meet three times a year with discussions in between by teleconference and email. Travelling, telephone and other expenses are met by ARA. For an informal discussion or to express an interest contact the chair of the training group.

Lizzy Baker, ARA Training Group Chair

Email: lizzy.aratraining@outlook.com

The ARA's Core Training programme is supported by Link 51.



**Archives & Records
Association**
UK & Ireland

Welcome to ARC Magazine June 2015

Welcome to the June issue of ARC magazine, focusing on maps. Proving that they are not just tools to guide us from A to B, the articles show the value of map collections in a variety of contexts. We have an article about using maps in outreach events as well as one about collection moves in Birmingham; the latter will be of interest to anyone involved in the transportation and preservation of awkwardly sized collection items. Particularly striking in the outreach article is the demonstration of how maps can be used to connect with new users not used to engaging with archives. It is shown that maps can be uniquely effective when trying to foster a sense of place within community projects. As ever, our thanks go to everyone who has contributed to the issue but we're particularly grateful to Jim Ranahan for co-ordinating the maps content.

Elsewhere in the issue there should be something to interest every reader. This month the Registration Scheme News column is being guest-authored. Richard Wiltshire and Ben White offer two perspectives on working towards Registration whilst engaging with business archives.

As we're in the first few months of a new financial year, some of you will be wondering how to spend your generous budget allocations (if only!). Lee Pretlove explains why a trip to Dublin in August might be something to consider.



We hope you enjoy navigating the issue!

Richard Wragg
Editor

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Front cover shows: 1889 map showing area to be lighted under Act of Parliament by the Birmingham Electric Supply Company Ltd, courtesy of Library of Birmingham

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.

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opening lines



Tim Harris is Head of Access and Buildings at London Metropolitan Archives and is also Secretary of ICA/SLMT. Find out why 9 June is a special day for him.

So what is special about 9 June? Is it because the Congress of Vienna shaping the future of Europe was completed in 1815, or maybe even the first trans-Pacific flight from the USA to Australia in 1928? Well it may be important for several reasons but for us it will be International Archives Day.

International Archives Day (IAD) has become a fixed date when archives around the world can celebrate together and highlight the significance and achievements of their profession to a wider audience. Momentum has been gathering and last year a section of ICA decided to take the celebrations a bit further and invited archives to send a photograph from their collections to be held together on a website run by Rotterdam City Archives.

This initiative from the International Council of Archives Section on Local Municipal and Territorial Archives (ICA/SLMT) resulted in 1.4 million hits on the website in June 2014 and participation by over 500 different archive institutions. This year we would like to exceed that number and the signs are that we will.

To see what was done in 2014 and to look at this year's display of images from around the world visit www.internationalarchivesday.org. In 2015, archives have been asked to submit a document which shows the locality served by the archive service.

At London Metropolitan Archives (LMA) we are fortunate to have contact with visiting overseas groups who are keen to see how a large city archive works. On a personal note it's always

been great to feel part of something larger, an international community of archivists. This was brought home to me when, on a family holiday in Denmark, in Aalborg my son noticed a sign saying Arkivstraeda and curiosity got the better of us. We strolled along to the City Archives just as it was closing but no matter Bente Jensen was very willing to stay a while (so long as we all signed the Visitors' Book!) and chat about their service – and it turned out she had been to LMA and heard one of my talks.

You don't have to be going to lots of international conferences (although that can be fun too), there are many ways to be involved in professional activity beyond national borders. For instance the work of the newly formed ICA Expert Group on Archive Buildings and Environment is almost entirely done by email and after a year we haven't even met each other face to face.

In countries where freedom of speech is not always assured the opportunity to celebrate International Archives Day is a real key to unlock the ability to celebrate with archive colleagues from different countries. Such opportunities may be rare and are therefore eagerly anticipated and cherished.

So put aside any preconceptions of what IAD is, go on and participate, join in the party and celebrate what brings us together all over the world.

[International Archives Day is 9 June
www.internationalarchivesday.org](http://www.internationalarchivesday.org)

Registration Scheme **news:**

Opportunities in the business archives world

Richard Wiltshire gives some examples of how working in the business archives sector can provide experiences useful to candidates enrolled on the Registration Scheme.

The business archives sector is an exciting, friendly place with great opportunities for learning, collaboration and sharing of expertise in emerging areas such as digital archives preservation, and partnerships with archive creators and educational bodies. Much of this is down to a tradition of members actively working for professional business archives organisations - the Archives and Records Association (ARA) Section for Business Records (SBR), the Business Archives Council (BAC) and BAC Scotland (BACS).

These organisations provide great opportunities for Registering and post-Registration archivists to join and get involved in the sector. I joined the BAC in 2008 because I had chosen a new role as Senior Archivist for Business Archives at London Metropolitan Archives and wanted to join up with the wider business archives community to develop my work. I contacted the BAC and soon started attending the executive committee meetings. I quickly realised how friendly and active the Council were and liked the balance between historians and archivists. It is this team-working and friendliness which has kept me actively involved in my own time - especially the later pub drinks and occasional socials involving karaoke!

I submitted one of my Registration Scheme credits on my setting up and administering the BAC's annual cataloguing grant for business archives. I had five years' experience by then of cataloguing projects and had written several up as credits for Registration but this was my opportunity to show how I could bring my learning to benefit the wider community. I produced the application and guidance notes, and the judging criteria. These notes and criteria looked to other grants already in existence but were simplified to make applying less onerous and easier to judge. I found the applications daunting to judge because many were very good with such varying business archives at stake. In the end I adopted a point system which made me more confident with my final decision. It was interesting hearing how historians on panels would defer to the archivist if we felt the plan wasn't fully thought through, even if it related to a rarer collection. I was also able to use my improved knowledge of applications in my own work when applying for grants.

Since I became a registered archivist I have developed my leadership skills, for example by chairing the 2014 BAC conference at the Royal Albert Hall, or by being one of three



Richard Wiltshire shelving ledgers at London Metropolitan Archives, courtesy of Richard Wiltshire / LMA

archivists presenting on 'a Day in the Life' of a business archivist to archive students. My profile has led me to speak on national initiatives such as Crisis Management Team for business archives at the ICA SBL Conference. I have written a chapter for a new handbook on business archives with international scope. All this has come almost organically which suits me well.

Professional bodies with voluntary officers and members are looking for individuals to get involved and contribute to the wider good for archives. At the BAC, potential work includes assisting with events such as organising the annual conference, cataloguing grant administration including a new arts grant, supporting membership such as engagement, subscriptions and development of sponsorship and fundraising.

There is so much that can be learnt and achieved - Visit the BAC, BACS, SBR and managingbusinessarchives.co.uk websites for further information.

Richard Wiltshire
Business Archives Council

... and Ben White offers a candidate's perspective

“Professionally speaking, I have received numerous benefits from carrying out voluntary work in the archive sector as part of my Registration process. My time spent as an executive member of the Archives and Records Association's Section for Business Records, and as an administrator for the Business Archives Council's cataloguing grant are just two examples of the activities in which I have been involved. This work has allowed me to actively contribute to significant archive-sector initiatives and, in doing so, gain an excellent understanding of them. The promotion of the archive accreditation standard to business archives and business archivists (as part of my SBR role) is one example; through this, I have not only gained a good working knowledge of the accreditation process, but have been able to advocate the scheme to my workplace. From a personal-professional point of view the networking opportunities have been excellent. I have made contact with colleagues from across the sector that otherwise I would have possibly not met and definitely not worked with. I have also gained valuable experience of the trials and tribulations of working with (and for) voluntary organisations which will stand me in good stead in the future.

The fact that I have been able to learn from these activities and re-apply that learning is of great benefit to me, and a key aspect of the Registration process.

I have gained a number of benefits from administering and co-judging the BAC cataloguing grant. Because one of the requirements of the grant submission is to provide a detailed project plan, I have benefitted from reading through some excellent methods of planning and managing a cataloguing project. The added factors of a tight deadline and a small budget have also shown the importance of maintaining a realistic sense of what can be achieved. These aspects are personally useful because I am not always able to experience this sort of time and budget limited cataloguing project within my current paid job.”

Ben White
Bank of England

Collecting matters

Where would we be without a map? They tell us where we are and help us get to where we want to go.

But maps aren't only about place, and mapping isn't confined to geography: it's something we do at The National Archives to support so many of our activities.

The annual Accessions to Repositories Survey and Sales Monitoring Service help to map collecting activity but instead of a graphic rendering of that information, we provide *Discovery*: a tool to find your way through the 32 million records it describes from TNA and across the archive sector.

<http://discovery.nationalarchives.gov.uk/>

Mapping what's already been collected also identifies what's not. Our strategic collection development initiatives - from business and religious archives to London 2012 and 'Archiving the Arts' - surface information about existing collections but just as importantly expose collecting gaps and inform priorities for future areas of focus.

TNA's ongoing regional engagement work might be geographically-based but usefully maps issues of wider relevance to the sector wherever and whatever the context, and informs our advice, guidance and training programmes.

A different kind of mapping is being led by the ARA and Chartered Institute for Library and Information Professionals (CILIP). In autumn 2015 they report on their 'Workforce Mapping Project', designed to improve understanding of the changing roles within archives and libraries; records, information and knowledge management. The workforce map will help us to advocate for the sector and develop skills and expertise required for future sustainable services.

So where would we be without a map? Unaware of what's over the horizon and even less prepared for getting there.

Cathy Williams

Head of Collections Knowledge

The National Archives
asd@nationalarchives.gsi.gov.uk

2015 ARA Conference, Dublin

‘Challenges, obligations or imperatives? The moral and legal role of the record keeper today’.

We hope that this year’s ‘catch-all’ title has attracted a wide range of professionals to speak as well as attend and is attractive to professionals at any stage of their career. There is plenty for the Records Manager to consider in Dublin this year, with two strands to build your own programme from: ‘Archives and Records’ and ‘Digital Preservation’. The latest conference programme is available on the ARA Conference website should you wish to do this.

Session papers

You may have already seen the announcement about this year’s keynote speaker. James King (University of Pittsburgh, USA) will, after David Mander’s introduction, be opening the conference on Wednesday 26 August with his address about the Boston College tapes, looking at the tensions that come into play when record keeping, politics and international relations mix. Leah Benson (The National Gallery of Ireland) will follow James King’s keynote on the topic of Irish privacy legislation and the impact that data protection legislation can have upon potential future sources of research about individuals. Wednesday afternoon will see the introduction of the ‘Digital Preservation’ stream for the first time which will explore issues that are applicable to archivists and records managers alike. Professor Sherry Li Xie (Renmin University of China) and Rebecca Grant (Digital Repository of Ireland) will be exploring their approaches to managing digital records in their national and regulatory environments. Over in the ‘Archives and Records’ stream, there will be an examination of medical records within Irish legislative frameworks.

Thursday’s ‘Archives and Records’ stream will examine the record keeper’s role in legislation and accountability through papers from Kim Eberhard (Charles Sturt University and Franciscan Friars, Australia and New Zealand), Bruno Longmore (National Records of Scotland) and Morag Fyfe (Independent Police Complaints Commission’s Hillsborough Archives). For Thursday afternoon, I’m afraid there is a choice to be made between attending a Preservica session on integrating digital preservation content and records management systems (Microsoft SharePoint is the proprietary software hinted in their title) or considering practical reflections upon managing records within an information governance framework by Dr Julie Brooks (University College Dublin) and Dermot Moore (Vita Information Services) and of the evolution archives and records management in our current legal

www.archives.org.uk



“Should you be tempted by a day or indeed the whole conference in Dublin, you can book your place through the ARA website”

and technological contexts by Zoe Smyth (Northern Ireland Civil Service).

There is no Digital Preservation stream on Friday and so the programme reverts back to three sessions within the Archives and Records stream. A particular session of note would be Dr Mike Anson’s (Bank of England) paper on corporate archives and the issues of morality and James Elder raises an important question of why record keepers don’t appear in public debates and media which, if we did, could probably help to raise the profiles of our profession within the public conscious.

Information Marketplace, Panels and Workshops

A recce of conference wouldn’t be complete without mention of the Thursday Information Marketplace and the post lunch panels and workshops. Of particular note for records managers are the Preservica sessions held at 2 pm (which is repeated at 3 pm) but we hope you’d want to attend the Section for Records Management and Information Governance’s flagship ‘Don’t Risk It! Know Your Records’ advocacy campaign session, led by the enthusiastic section Chair David Jenkins.

Should you be tempted by a day or indeed the whole conference in Dublin, you can book your place through the ARA website. The venue has easy links from Dublin airport, it’s a great city and the conference facilities are fantastic. For what you get when compared to other conference prices, this year’s conference truly is “a bargain” (in the words of John Chambers). We hope to see you there!

Lee Pretlove

ARA Conference Organising Committee

My journey to accreditation and beyond

Antony Oliver explains some of the benefits to achieving accredited conservator status.

I suppose my journey towards becoming an accredited conservator began way back in 1986 when I first entered the conservation profession. I became interested in archive conservation through watching, listening and sometimes assisting the conservators at Staffordshire Record Office go about their business of conserving some of the most fragile of media and making it accessible to a wide range of researchers.

After obtaining my qualification (through the then Society of Archivists) in archive conservation I moved to Sheffield Archives where I achieved my accredited status in the year 2000.

I was fortunate enough to qualify for fast track accreditation, after having over ten years of experience as a conservator.

Why become accredited?

Because, in my opinion, it's reaching the peak of one's chosen profession and is something I think is important and what we, as highly skilled professionals, should aspire to.

Conservation and preservation is a complex profession with constant changes in techniques and applications that we, as conservators, need to be aware of and to put into practice.

For me personally, I am tremendously proud to have achieved accredited status. It has allowed me to further develop my skills, knowledge and experience through the structure of CPD (Continual Professional Development). For example, it has enabled me to gain confidence in my approach to all aspects of work, including the development of my communications skills as Training Officer for ARA: liaising with colleagues/speakers to plan training events for conservators.

Also, accredited status has become more desirable when applying for professional posts and in the preparation of bids to fund conservation projects. The National Manuscripts Conservation Trust "normally expects conservators working on grant aided projects to be accredited".

I wholeheartedly support the accreditation process and would urge professionals who are thinking about becoming accredited to find out more and what they can achieve on their continuing journey as a conservator.

Antony Oliver

8 Conservation Unit, Sheffield Archives

Introducing the Archive Service Accreditation Committee

With Archive Service Accreditation approaching its second anniversary in June it seems timely to find out more about the work of the Archive Service Accreditation Committee and some of its members who have been responsible for steering and overseeing the scheme since then. Three members of the committee, Rachel Hart who works as Muniments Archivist and Deputy Head of Special Collections at the University of Saint Andrews, Ruth Macleod, Heritage Officer at Wandsworth Heritage, and Liz Rees Head of Archives and Collections at Tyne and Wear Archives and Museums, tell us a little about being a Committee member.

The Committee has seven nominated members - each member of the UK Archive Service Accreditation partnership has nominated a member of the Committee - and seven members who were recruited through open competition in summer 2013 and were selected to represent the diversity of the archive sector across the UK. Members of the Committee serve initially for three years.

Liz Rees explains why she became a member of the Archive Service Accreditation Committee:

"Tyne and Wear Archive Service has a culture of being innovative and pioneering, and we like staff



Liz Rees, a member of the Archive Service Accreditation Committee



Ruth Macleod, a member of the Archive Service Accreditation Committee

to participate at a national and international level in things that are going on. I was encouraged to put my name forward, and keen to get involved in a major national initiative.

On a personal level, I've been involved in archives for more years than I care to remember! I was active with the Archives and Records Association for a number of years, but less so in recent times. So I was interested in contributing to the profession and getting more involved at a national level again."

Between them, the fourteen committee members bring to Archive Service Accreditation the range of experience and knowledge as practising archive professionals to guide and develop the standard and scheme, ensuring it continues to be robust and relevant for the archive sector. Experience ranges from small archives to large joint heritage services, from university archives to business archives, with experience at local regional and national level, with representation from across the UK.

Ruth Macleod is another recruited member. She explains,

"I've mainly worked for small archive services so I thought it was important that those types of services were represented on the Committee to help ensure that the Archive Service Accreditation Standard was really scalable."

Rachel Hart is the nominated member for the Scottish Council on Archives, one of the UK Archive Service Accreditation Committee partners. She says of her role,

"I am a representative member on the Committee so I have to keep the remit of the body I represent in mind. It is very interesting to meet others from the sector and to work together on the best the sector has to offer."

Members of the Archive Service Accreditation Committee meet annually to review policy matters and discuss any matters referred to them by Accreditation Panels and assessors. They are responsible for developing the scheme, reviewing guidance and ensuring overall consistency of the scheme. Looking towards the future of Archive Service Accreditation, Rachel sees the role of the Committee as "ensuring continuity

and consistency, spreading best practice across the whole of the UK, a truly national standard respected and aspired to by archive services". Recently Committee members have approved the application procedure for mid point reviews of Archive Service Accreditation. They are now preparing to guide the development of the standard, aiming to include digital only repositories after 2018.

The Committee members are also responsible for approving Accredited Archive Services through the regular Accreditation Panels which consist of at least three Committee members (in practice, usually at least five attend to maintain a quorum). This means that the scheme can maintain consistency in the award of accreditation. Panels meet three times a year to review applications and are ultimately responsible for awarding accreditation based on recommendations from the home nations assessors.

The amount of paperwork can prove daunting for Panel members to read on top of their usual work commitments but as Rachel says, "It has been exciting to be in from the beginning of the full scheme and to

know that our decisions can bring a smile to the faces of those who have been awarded accreditation”.

Reflecting on her role as a panel member and thinking about those archive services who have already been awarded Archive Service Accreditation Ruth remarks that, “It is surprising the huge variety of services which have already gone through and how different they all are whilst still meeting the standard”.

For a full list of Committee members and a short biography of each member and details of the UK Archive Service Accreditation Partnership see: <http://www.nationalarchives.gov.uk/archives-sector/management-archive-service-accreditation.htm>
Minutes of the annual Committee meetings are published at the same location.

Jane Shillaker

The National Archives

The All Party Parliamentary Group on Archives and History

The All Party Parliamentary Group on Archives and History has been in existence since 2010 - the whole of the last Parliament. But its history is longer than that; it began as the All Party Group on Archives in 2008 and merged with ‘History’ in 2010. A report of the first seven years of an Archives All Party Group has been published to coincide with the standing down from Parliament of Dr Hywel Francis MP, who had been involved with the Group since the very beginning and who was Chair throughout the 2010 to 2015 Parliament.

There are hundreds of All Party Parliamentary Groups in Westminster. They exist for virtually every country, every subject, every disease and every hobby/interest. Pick a letter at random: there are Groups on Veterans, Video Games, Vascular Disease and Vietnam.

‘As the formal description from Parliament’s own website has it: APPGs are informal cross-party groups that have no official status within Parliament. They are run by and for Members of the Commons and Lords, though many involve individuals and organisations from outside Parliament in their administration and activities’. ARA, of course, takes the ‘administration’ role for the All Party Group in the person of the Head of Public Affairs.

All Party Groups are based on a really sound principle: never mind the differences between political parties and no matter that MPs and Lords exist to do very different roles - if you join an All Party Group you can meet with like-minded enthusiasts from both Houses and some Parliament outsiders who have expertise and make a difference about something you value.

“*Read ARA Today to hear about the All Party Group in the next Parliament.*”

All Party Groups end with each Parliament. As soon as the dust has settled on the election, the All Party Group must register itself (there is substantial paperwork and a very large book of rules considering the Groups have ‘no official status’) anew and gather members. This process is made straightforward for us by having the leadership of Chair Lord Clark of Windermere. Lord Clark has been co-Chair with Dr Francis since 2014.

Group activities

The leadership of Dr Francis has had a profound influence on the Group. Under his time as Chair, membership grew to about 80 and the activities of the Group grew significantly. By 2015 there were defined activities to the Group’s year, as well as Group and individual interventions in Parliament when record keepers and those passionate about the study of history asked members to raise issues.

The All Party Group activities are centred on: annual lifetime recognition of the work of an archivist and an historian; an annual (usually topical) lecture in Parliament; sessions for ‘taking evidence’; visits to archives and sponsoring events at the behest of the sector.

Two very significant ‘sector events’ sponsored by the Group were: the launch in Parliament of the Explore Your Archive campaign in 2013 and the sector’s celebration of Accreditation in October 2014.

Archivists honoured to date by the Group are: Sarah Tyacke, Dr Gerry Slater and George MacKenzie. The first archivist NOT to have held a role leading a national institution will be honoured in June 2015.

Read about historians honoured, the annual lectures, visits and ‘taking evidence’ sessions in the Report at <http://www.archives.org.uk/?view=article&id=71&ZItemid=54>

Marie Owens

Administrator for the All Party Group on Archives and History, 2011-2015



Dr Hywel Francis with a gift from the sector in March 2015: a photographic record of his time as Chair of the Group



The team from Lancashire Archives celebrate their Accreditation status with Lord Clark (centre) in October 2014, photograph for ARA by Simon O'Connor



Professor Asa Briggs, historian and Sarah Tyacke, archivist are honoured for their lifetime achievements in 2013, photograph for ARA by Simon O'Connor

Magna Carta and Cathedral Archives

Cressida Williams offers an update on activities celebrating the famous charter.

The Magna Carta anniversary being commemorated this year, especially in this month of June, is of great significance for archives. These commemorations focus on one of the most famous documents in history, a document which has had relevance through the centuries in England and beyond. The anniversary presents an extraordinary opportunity to raise awareness and improve understanding of history and medieval archives, and their importance for today.

Documentaries on Magna Carta have been broadcast on radio and television, and the press has included extensive coverage of stories relating to it. The story of the discovery of the Sandwich Magna Carta (a 1300 issue) proved of particular interest. The striking publicity for the British Library's acclaimed *Magna Carta: law, liberty, legacy* exhibition makes an impact in London and beyond. This exhibition takes the story of Magna Carta right up to the present day.

For several reasons, the anniversary is of particular significance for cathedral archives, and provides an opportunity to highlight these collections which are often very rich but are perhaps underappreciated. Three of the four surviving copies of the 1215 Magna Carta have been identified as coming from medieval cathedral collections. Salisbury Cathedral and Lincoln Cathedral both own copies of the 1215 Magna Carta, which were brought to those cathedrals shortly after the agreement at Runnymede of 15 June. One of the two copies held at the British Library was identified by Professor David Carpenter at the beginning of this year as the copy formerly held at Canterbury Cathedral. This document was removed from the cathedral's archive in about 1630 and entered the collection of Sir Robert Cotton. Badly burnt in the 18th century, it is one of the last exhibits in the British Library exhibition. The visitor is struck by the fact that such a visually unimpressive item can have had such an extraordinary legacy.

It is now thought that copies of the 1215 Magna Carta were distributed to bishops, rather than to the King's sheriffs,

for publication through each diocese and for safe-keeping. Cathedrals, the seats of the bishops, were strongholds of record-keeping, with 'muniments' kept securely alongside manuscript books and other precious collections. Cathedrals were considered safe places for the deposit of documents. This explains the association of the three 1215 documents with cathedrals.

Salisbury Cathedral's Magna Carta is considered the best preserved of the four 1215 documents. It is written in a fine book hand in a clear ink, and good care over the centuries has led to its impressive condition. A medieval document chest or 'press' still survives in the Muniment Room at the cathedral, and the charter may well have been kept in it in the Middle Ages. The cathedral has received funding from the Heritage Lottery Fund for a new display, interpretation and exhibition of Magna Carta together with a wide range of community engagement activities.

Lincoln Cathedral's Magna Carta is on display at Lincoln Castle, recently reopened after a £22 million renovation. A special vault has been built for the charter, which is displayed alongside the cathedral's copy of the 1217 issue of the Charter of the Forest. Hugh of Wells, Bishop of Lincoln, was present at the sealing of Magna Carta at Runnymede and may have brought back the copy to his cathedral.

Other cathedral archives hold later issues of Magna Carta, and other documents relating to the Magna Carta story. Durham Cathedral owns the only copy of the very important 1216 reissue of Magna Carta. This was issued shortly after King John's death in the name of his nine-year old son, King Henry III. The cathedral also owns copies of the 1225 and 1300 reissues of Magna Carta: it was indeed the 1225 text which entered the statute books. Durham Cathedral also owns three examples of the related Charter of the Forest (the first issue of 1217 and the reissues of 1225 and 1300). The 1216 Magna Carta and the 1217 Forest Charter will be displayed in a major exhibition entitled *Magna Carta and the Changing Face of Revolt* to be held at Durham University Library over the summer.



By PERMISSION of
The Right Honourable PETER Lord KING, Baron of OXFORD,
Lord High Chancellor of GREAT-BRITAIN;
The Right Honourable ARTHUR ONSLOW Esq; SPEAKER
of the Honourable House of COMMONS;
S. JOHN HYNDE COTTON Esq; Representative of S. ROB. COTTON Esq;
FRANCIS ANNESLEY, Esq;
SAMUEL BURROUGHS, Esq; one of the Masters of the High
Court of Chancery;
WILLIAM HANBURY, Esq;
TRUSTEES of the GOTTOYAN Library.
This Plate being a correct Copy of King JOHN'S GREAT CHARTER, taken from an ORIGINAL now remaining in the GOTTOYAN Library, is to them most
humbly Dedicated,
J. Pine.

[The main body of the engraving contains the Latin text of the Magna Carta, written in a Gothic script. The text is arranged in several columns, with a large red wax seal in the center. The seal is circular and features a figure, likely a saint or a royal figure, surrounded by a decorative border. The text is surrounded by a decorative border of various heraldic crests and shields, each labeled with a name. At the top, there is a block of text in English and French, and at the bottom, there are several lines of text and a signature.]

[A vertical column of heraldic crests and shields on the left side of the engraving. Each crest is labeled with a name, such as 'Com. de Mark', 'Com. de Warwick', 'Com. de Devon', etc. The crests are arranged in a vertical line, with each one above the other. The labels are in a small, decorative font.]

[A vertical column of heraldic crests and shields on the right side of the engraving. Each crest is labeled with a name, such as 'Com. de Devon', 'Com. de Cornwall', 'Com. de Somerset', etc. The crests are arranged in a vertical line, with each one above the other. The labels are in a small, decorative font.]

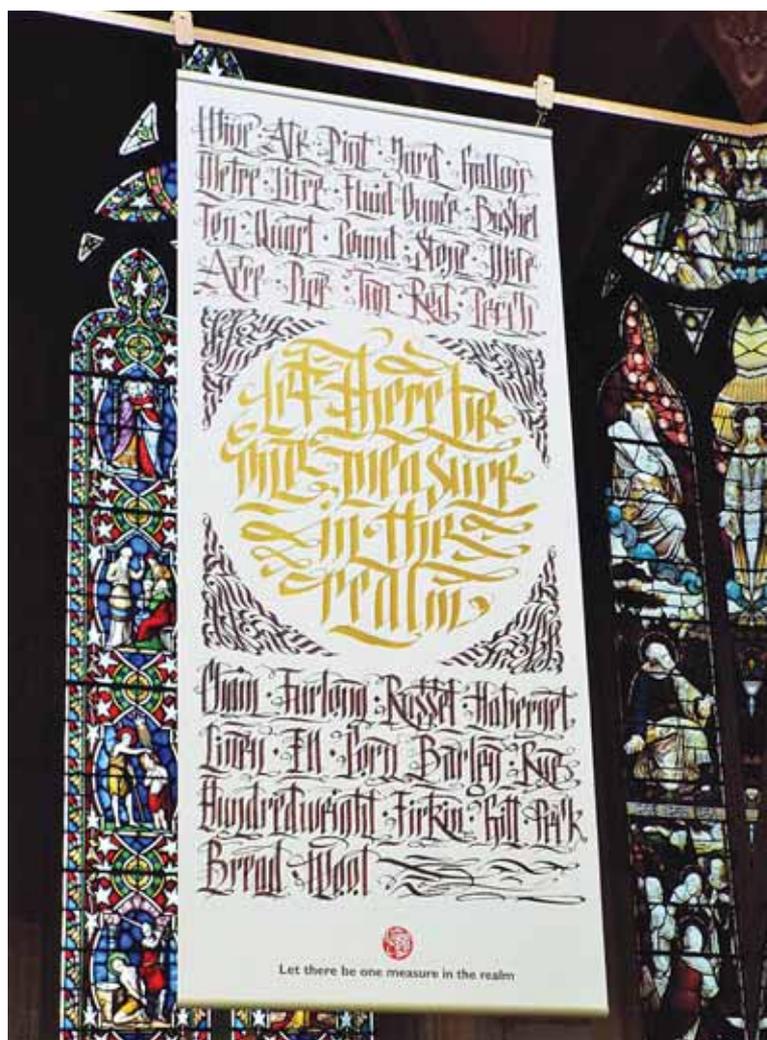
[Text at the bottom of the engraving, including a signature and a date. The signature reads 'W. H. Sturt' and the date is '1790'. There is also a small illustration of a wax seal in the center of this section.]

“For several reasons, the anniversary is of particular significance for cathedral archives”

Hereford Cathedral Archives holds a 1217 Magna Carta. It also holds a writ of King John dated at Runnymede just days after the agreement of Magna Carta. Issued to the Sheriff of Gloucester and Hereford, it is the sole surviving example of the writs sent by the King informing his officials of the peace made with the barons and instructing them to ensure that the terms of Magna Carta be publicly known and kept. The writ is now on display in the British Library exhibition. Hereford Cathedral is holding a Magna Carta exhibition, and throughout the cathedral there are pop-up displays, banners and interactives on the Magna Carta story.

Several items from Canterbury Cathedral Archives have been lent to the British Library’s exhibition. Canterbury Cathedral has a strong connection with Magna Carta through Stephen Langton, Archbishop of Canterbury, an important figure in the negotiations leading to the agreement of the charter. Items on loan include a unique medieval seal press and a letter sent to Langton by papal commissioners relating to the excommunication of rebellious barons. Also on display at the British Library are items from the collections of Worcester Cathedral, where King John is buried, including his will, drawn up when the king was gravely ill.

Even though it is such a famous document, there is much potential for more research on Magna Carta. *The Magna Carta Project* (<http://magnacarta.cmp.uea.ac.uk/>) is leading on this. Professor Nicholas Vincent, one of the project’s researchers, and Dr Mark Bateson, archivist at the Kent History and Library Centre, brought to light the Sandwich Magna Carta earlier this year. More significant discoveries relating to Magna Carta may well remain to be made. Further research could be carried out on contemporary transcriptions of Magna Carta in medieval cartularies and registers, as these can provide important evidence. It was indeed the transcription in one of the medieval cartularies of Canterbury Cathedral which led to the identification of the Canterbury Magna Carta. The 14th-century ‘liber niger’ owned by Christ Church Cathedral in Dublin contains transcriptions of Magna Carta texts. Henry of London, Archbishop of Dublin, was present at Runnymede in 1215. A version of Magna Carta was issued for Ireland by Henry III in 1216. Christ Church is planning a permanent display on Magna Carta, and there will be lectures and other activities over this summer.



Hereford Cathedral, Flags of Freedom, image courtesy of the Dean and Chapter of Hereford Cathedral

Other cathedrals with links to Magna Carta have arranged activities and events, as have many other localities and organisations. Details of Magna Carta events are available on the Magna Carta 800 website at <http://magnacarta800th.com/>. That the anniversary falls in the summer months is particularly fortunate: amongst events taking place are fairs, tea parties, parades and a flower festival. We can bring medieval documents to life in fun and informative ways, bringing history into our buildings, our streets and our outside spaces. 2015 provides an opportunity to highlight the importance of the written word and the richness of our written heritage. We can reflect on the extraordinary legacy of a charter sealed - yes, sealed, not signed - 800 years ago, after a meeting in a summer meadow at Runnymede.

Cressida Williams

Canterbury Cathedral

With thanks to Rosalind Caird (Hereford Cathedral), Kenneth Milne (Christ Church Dublin), Emily Naish (Salisbury Cathedral) and Michael Stansfield (Durham University Library)

In search of a home

Ellie Pridgeon tells the story of the Church Monuments Society archive.

Founded in 1979, the Church Monuments Society (CMS) offers a focus for those with an interest in funerary monuments of all types and periods. The Society was conceived to encourage the appreciation and conservation of church monuments in the UK and overseas, and promotes the study of monuments of historical, artistic or architectural importance.

The CMS runs regular events, including excursions, a biennial symposium, and annual study days. It also publishes the *Journal of the Church Monuments Society* and *Newsletter*, and runs an essay prize competition. The CMS website has many useful resources for researching monuments, including a glossary of technical terms relating to armour and ecclesiastical dress, an extensive guide to identifying stone type, and the popular 'monument of the month' feature: www.churchmonumentsociety.org

You can find out more by following the society on Twitter:
Twitter: @churchmonuments

The Archive

The CMS archive consists of AGM and council minutes and agendas, correspondence concerning monument conservation and executive processes, publicity leaflets, flyers, and archive copies of the *Journal* and *Newsletter*.

In 2010, we were approached by the CMS to undertake a two-stage preservation and re-housing project, to be executed part-time over four years:

- Stage one: collating the archive, basic preservation, creation of a detailed finding aid (two years)
- Stage two: identifying a semi-permanent home for the archive, negotiating terms of deposit, transferring archive (two years)



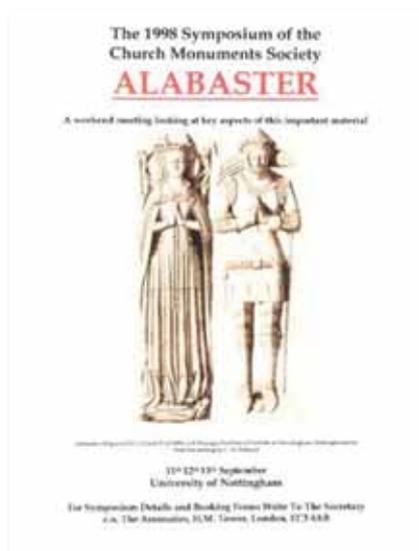
Above: Effigy of Robert Cecil, Hatfield, Hertfordshire. Photograph copyright C.B. Newham

Below: Monument to John and Anne Knight, Gosfield, Essex. Designed by John Michael Rysbrack. Photograph copyright C.B. Newham

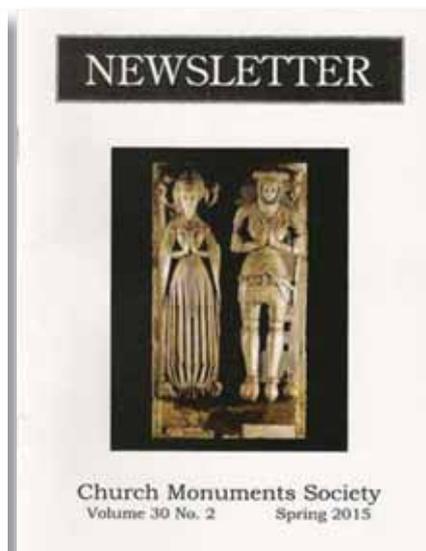




CMS Twitter feed



CMS Archive: Flyer for the 1998 CMS symposium held at the University of Nottingham



CMS Archive: CMS Newsletter, Spring 2015

It was considered that a new home would provide the archive with a stable and secure environment, help raise the profile of the collection and the Society, and ensure the material was accessible to readers in a supervised search room environment:

Stage one

Stage one began with collation of the dispersed archive material which, for over 30 years, had been stored in a succession of highly-unsuitable 'repositories' around the UK - typically in the attics and garages of obliging council members. Once the material was assembled at a central location, it became clear that a number of key items were missing. This necessitated a fruitful hunt for duplicate documents in the hands of long-standing Society and council members, and their subsequent acquisition.

“ The dispersed archive material had been stored in a succession of highly-unsuitable ‘repositories’ around the UK - typically in the attics and garages of obliging council members ”

The next step was to undertake basic preservation of archival items - primarily the removal of rusting paperclips - and purchase material from Preservation Equipment Ltd (PEL) and Ryder for repackaging, re-boxing and labelling. We also produced a detailed finding aid to assist researchers with their enquiries.

Stage two

Stage two of the CMS project involved identifying a semi-permanent home for the archive, negotiating terms of deposit, and project-managing the archive transfer. Finding an amenable institution was a problematic, delicate and time-consuming undertaking, not least because the vast majority of organisations face pressures of space, time and money, or considered the CMS collection to fall outside the remit of their collecting policy. Fortunately, when we approached the Borthwick Institute for Archives at the University of York, they expressed a keen interest in acquiring the material. The organisation traditionally specialises in ecclesiastical archives, so the CMS archive is highly-relevant to their collecting policy.

After initial discussions with the Borthwick, we were in a position to negotiate terms of deposit with both parties. The CMS agreed that because their archive is subject to annual accruals, the collection should be deposited temporarily (rather than gifted), initially for a period of five years. The Society also made the decision to retain copyright ownership of all unpublished works in the collection. Once the paperwork was signed by the appropriate bodies, we were able to undertake the final step - the transfer of the archive to its new home in York.

Reflections

Re-housing the CMS archive was a highly-successful project, which realised its key aims and objectives. Inevitably there were issues, many of which arose from the fact that a number of different institutions and individuals were involved in the project, and as third-party facilitators we did not possess executive power to accelerate processes. On many occasions, the project was delayed by decision-making mechanisms of different parties, which might take up to several months. Yet the CMS archive is now secure and environmentally stable in its new home, and we anticipate that the collection will be accessible to researchers at the Borthwick Institute for many years to come.

We would like to thank Borthwick Institute archivists Dr Chris Webb and Dr Amanda Jones, as well as Dr Paul Dryburgh (Medieval Records Specialist, The National Archives), for their support and assistance.

Ellie Pridgeon

Consultant Archivist Ltd



The 9th Duke of Devonshire and grandchildren, reproduced by permission of Chatsworth House Trust

Cataloguing the Cavendish Family Papers

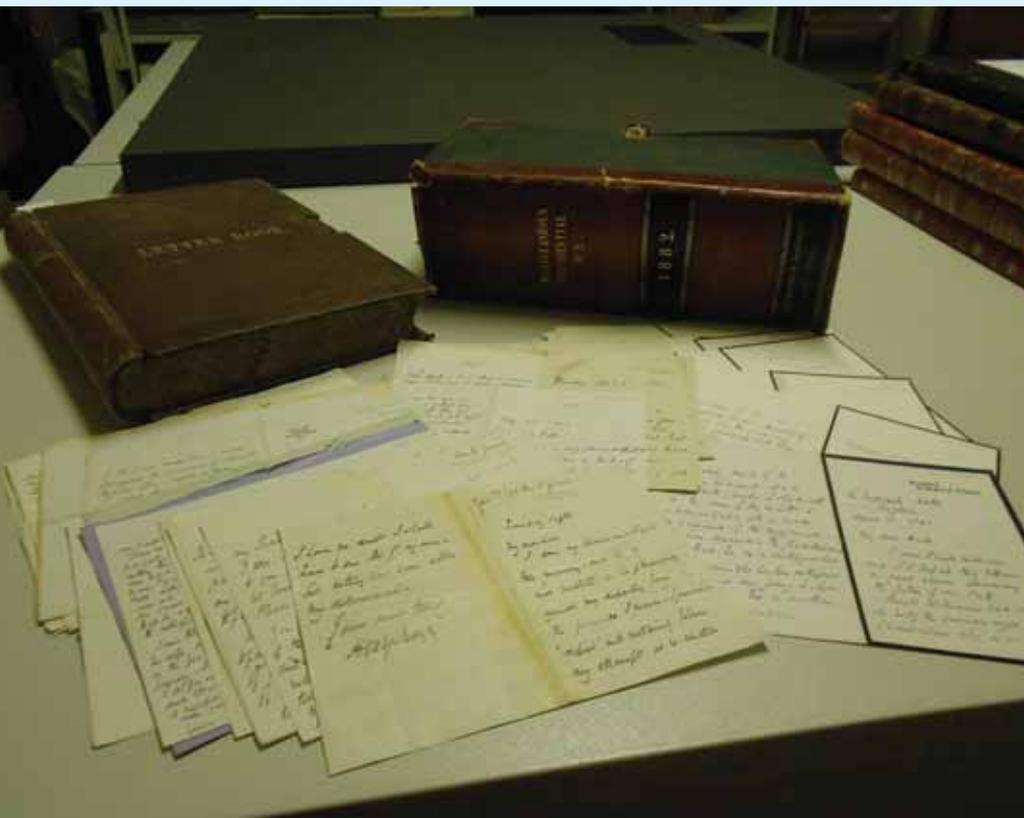
Louise Clarke reports on a cataloguing project at Chatsworth.

Chatsworth, Derbyshire is home to the 12th Duke and Duchess of Devonshire. Since Bess of Hardwick and her third husband William Cavendish bought Chatsworth in 1549 there have been 16 generations of the Cavendish family across 466 years. With a house and family so steeped in history, it is perhaps no surprise that the archive at Chatsworth is a treasure trove of estate and personal papers.

I started at Chatsworth as Cataloguing Archivist in February 2014, an eighteen month post funded by the Duke of Devonshire's Charitable Trust. It would be my task to catalogue the Devonshire Collection's amazing archive of family papers. The cataloguing of some aspects

of the family papers has already taken place at various times throughout the last century but despite such work in the past, no comprehensive listing of exactly what the archive holds in terms of personal papers has existed before. The aim of the cataloguing project has been to bring previous and new cataloguing work together to form a comprehensive catalogue that is accessible through our database, KE-EMu (a museum collections database which includes a module specifically designed for archival cataloguing).

With over 200 boxes of uncatalogued papers spanning four centuries, I was, at first, overwhelmed by how much family



Correspondence of the 8th Duke of Devonshire, reproduced by permission of Chatsworth House Trust

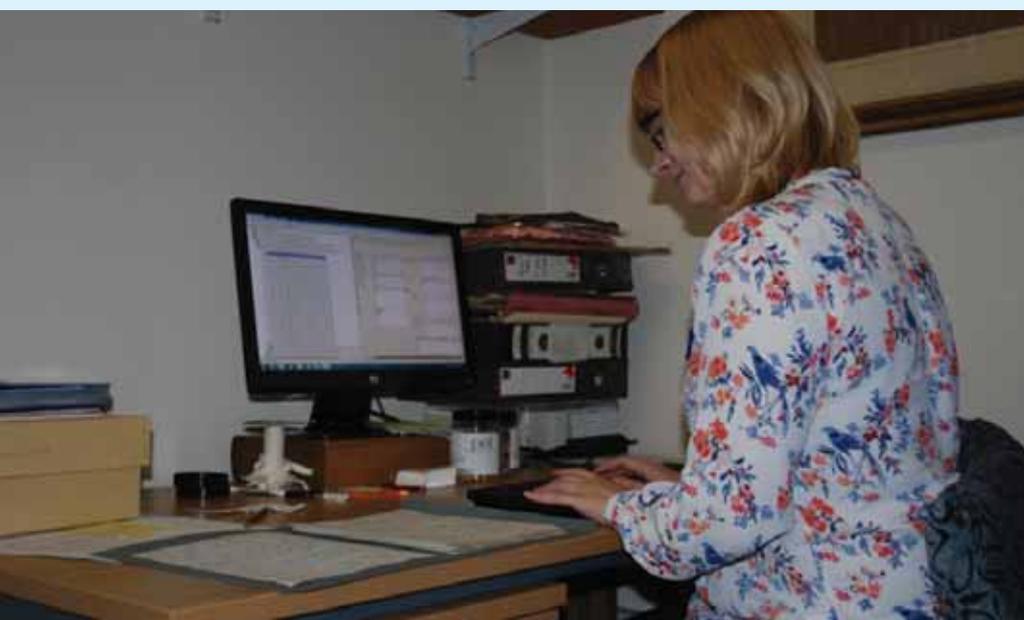
material was held in the archive. To give myself a better picture of what I would be cataloguing I used existing lists to inform myself about the breadth and depth of material and did background reading into the lives of the most prominent members of the family. The family papers have arrived at the

archive through various, often unknown, ways and means, making it difficult to establish how the creators kept their records. This uncertainty has given me an amount of freedom in the way that I have structured the catalogue for the family papers. The decision was made to assign a collection reference to the

papers of each individual person and then arrange those individual collections according to section levels based on record type, e.g. Correspondence, Accounts, Diaries and Political Papers. Once this decision was made I then began arranging and cataloguing the papers at file level, prioritising the most heavily used and physically extensive collections. The catalogue now includes descriptions for the papers of 51 members of the Cavendish family and associated individuals.

Through the cataloguing process I have uncovered and rediscovered some wonderful items, some of which have formed part of my 'Cataloguing the Cavendish Story' blog series, including one of my favourite items, a wonderful journal created for Victor Cavendish, 9th Duke of Devonshire (1868-1938) when he was a young child. The journal features photographs, anecdotes and even a letter from the dog that all fit together to paint a portrait of the 9th Duke's childhood and family life. With much of my work focussing on the 9th Duke and his immediate family, it was amazing to get such a vivid picture of their lives.

One of the most rewarding parts of my role has been the management of volunteers. Our volunteers give their time up to us for different reasons, ranging from those with an interest in Chatsworth and the Devonshire family to those seeking pre-archive course experience and it has been a great experience matching the skill sets of volunteers to a variety of tasks relating to the family papers project. Many of our volunteers have been involved in a project that has seen the creation, and addition to KE-EMu, of over 1400 item level descriptions for correspondence of the 9th Duke of Devonshire.



Using the cataloguing software, reproduced by permission of Chatsworth House Trust

“The 9th Duke’s journal features photographs, anecdotes and even a letter from the dog”

With four months left on the project, the benefits of the past year’s work are now definitely showing - through the identification and consolidation of disparate collections; an increase in the Collections team’s knowledge of those collections; an increase in search capabilities with the inclusion of material on the KE-EMu database; and through the usefulness of newly catalogued material in answering enquiries from new and existing researchers. The ultimate goal is to make the catalogue available online and this project has made a huge step forward in making this possible.

Louise Clarke

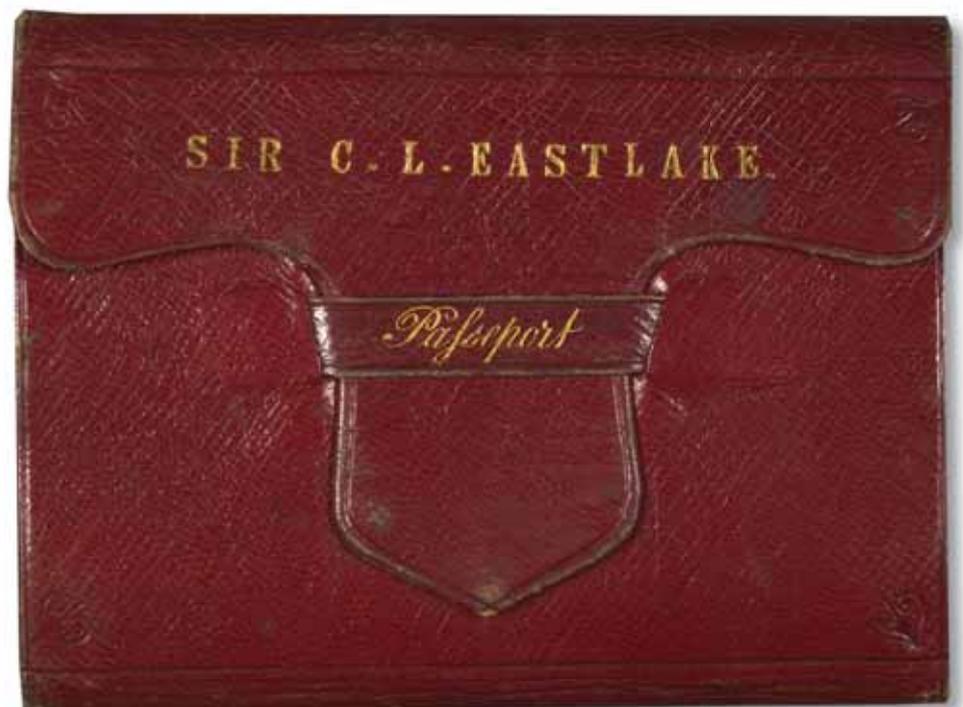
Chatsworth House Trust

A Victorian Abroad

Charles Eastlake’s passport and the National Gallery.

At the National Gallery in London, a key aspect of the Gallery archive team’s role is to support the activities of colleagues within the wider organisation. The archive reveals how the nation’s collection of old master paintings has developed, been cared for and interpreted since the Gallery’s foundation in 1824. We continue to identify current records, archiving them where appropriate, so that future generations can understand our work and decisions as we safeguard a public treasure. However, readers may remember previous ARC articles about the Gallery’s acquisition of the archive of art dealers Thomas Agnew and Sons. This acquisition demonstrates that we are increasingly seeking new ways to engage with the wider research community

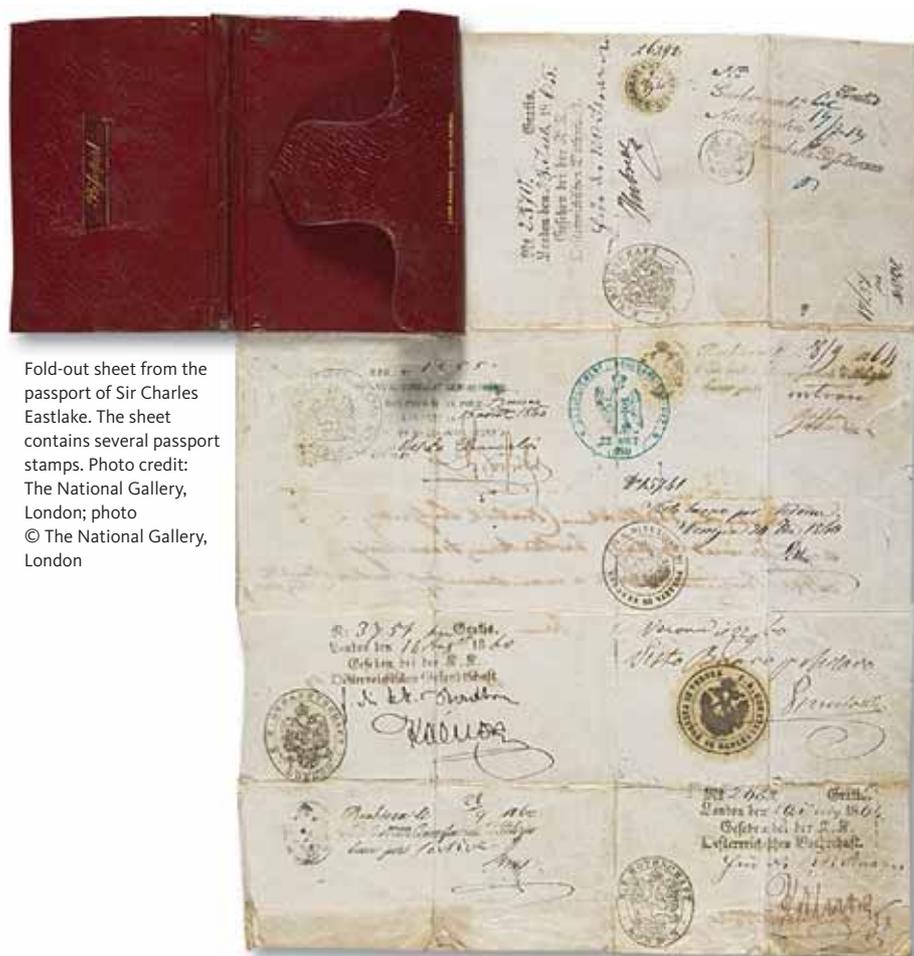
In addition to the National Gallery’s institutional archive, we are fortunate to have a number of private collections. These archives provide important contextual information to our core records. One fascinating manuscript, amongst many in our collection, is the passport of Sir Charles Eastlake, director of the National Gallery from 1855 until his death in 1865. Unlike



Front cover with fastening of Charles Eastlake's passport. Photo credit: The National Gallery, London; photo © The National Gallery, London



Fold-out sheet from the passport of Sir Charles Eastlake. The sheet includes the signatures of Sir Charles and Lord John Russell, Foreign secretary. Photo credit: The National Gallery, London; photo © The National Gallery, London



Fold-out sheet from the passport of Sir Charles Eastlake. The sheet contains several passport stamps. Photo credit: The National Gallery, London; photo © The National Gallery, London

today's passports, Sir Charles's document shows numerous stamps from his European travels as he journeyed around the Continent in search of paintings for the Gallery's collection.

The passport, originally dated 1859 and signed by the foreign secretary Sir John Russell, permitted Sir Charles and his wife Lady Eastlake to travel abroad. It also shows that they were accompanied by their man-servant, Mr Tucker. A series of stamps record numerous foreign journeys between 1859 and 1865. A trained artist himself, Eastlake toured the churches, private homes and auction houses of Europe. His travel notebooks, also at the National Gallery, record his impressions of the artwork he found. Eastlake would record his thoughts as to whether a painting would make a suitable addition to the national collection, its eligibility, with the abbreviation "el" or "not el". He would also give careful consideration to the subject matter, condition and provenance of paintings. As such, his writings complement the files the Gallery holds on acquisitions, research and conservation work - work that is maintained to this day and, of course, which continues to generate records for the archive.

The passport is housed in a small, red leather case purchased from Lee and Carter's Guide and Travelling Depot. An advert inside the case reveals that the store, which once stood on the Strand in London, was a one-stop-shop for the Victorian traveller. Alas, our records do not show whether Eastlake also took the opportunity to purchase a roll-up writing case or a copy of Lee's *Polyglot Washing Book*, useful "to save the trouble of translating washing bills" in French, German, Italian, Spanish or Portuguese.

“A trained artist himself, Eastlake toured the churches, private homes and auction houses of Europe”

Sir Charles Eastlake died during a European trip to Pisa in 1865. Initially buried in Florence, the Royal Academy desired that his body should be returned to England. He was finally laid to rest at Kensal Green cemetery. During his period in office, Eastlake purchased 139 pictures for the National Gallery. The passport that enabled Sir Charles to locate many of these paintings is just one item with which we can illuminate some of the stories contained within our institutional files.

Richard Wragg

The National Gallery



Photographic portrait of Sir Charles Lock Eastlake, first director of The National Gallery. Photo credit: The National Gallery, London; photo © The National Gallery, London



BRICMICS,
Dublin, May
2013

An Archivist on BRICMICS

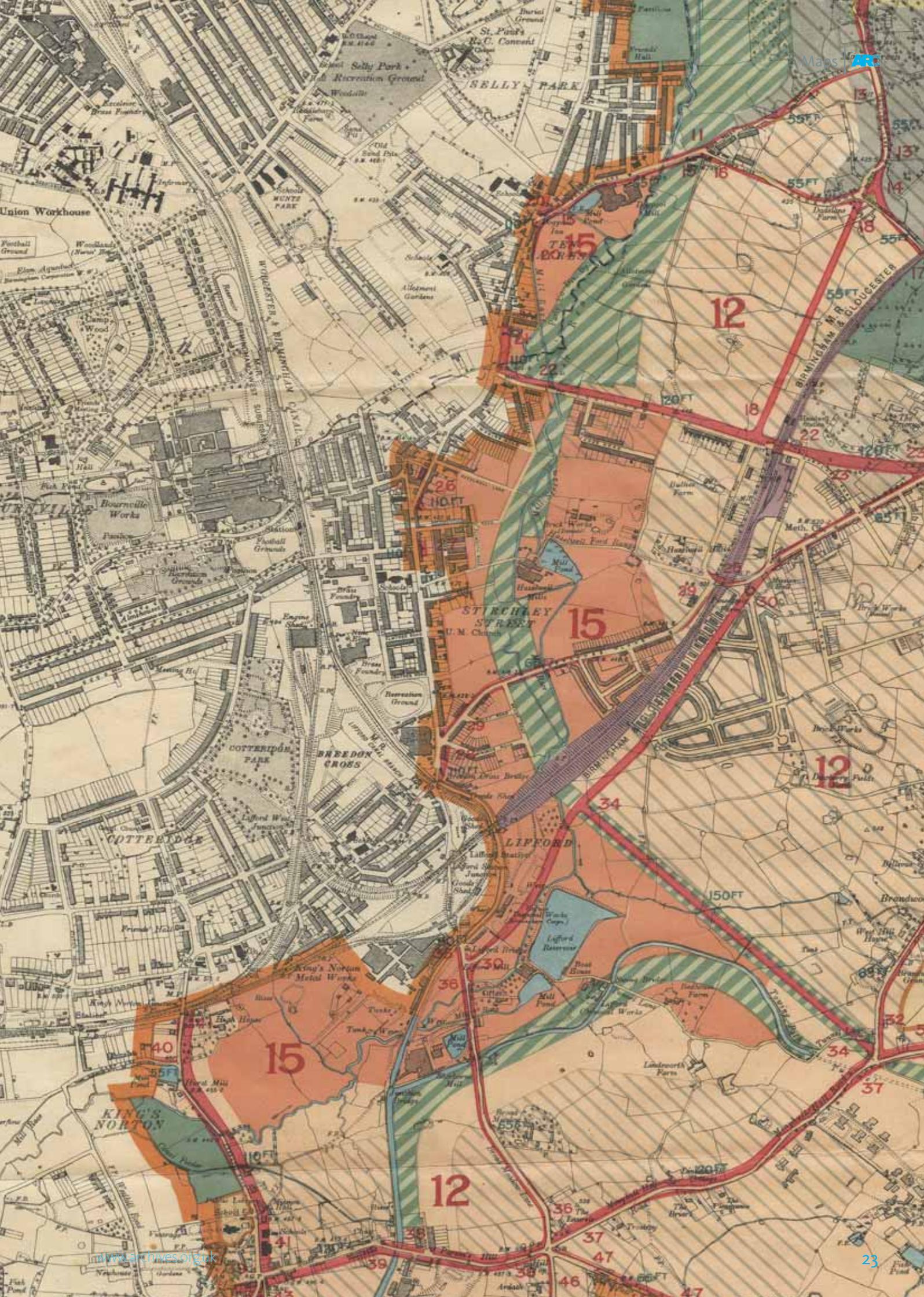
Jim Ranahan reports on the work of the British and Irish Committee for Map Information and Catalogue Systems.

Since 2005, I have represented SARA (and before it, the Society of Archivists) on BRICMICS, the British and Irish Committee for Map Information and Catalogue Systems.¹ Along with CILIP's representative, I ensure that relevant professional viewpoints are considered by this trans-national body. BRICMICS focuses on legal, commercial and technical developments relating to maps, cartography and surveying, and provides a co-ordinating role for major map-holding and map-creating organisations. The majority of these are library or surveyor focused and an important role for the ARA representative is to ensure that the archival and record-keeping aspects of maps and plans are promoted and understood in this forum. The National Archives, National Records of Scotland and PRONI represent

their professional perspectives and I support them as required, whilst also providing a voice for non-national archivists, records managers and conservators.

Offering a voice to colleagues includes identifying news, views, concerns and examples of positive use of maps and related resources across the profession. Such resources include plans and measured drawings of many descriptions (as illustrated), but also extend to records of surveying activities, G.I.S. systems, aerial photography etc. I have been amazed with the work that colleagues undertake with such material and impressed with the solutions to professional challenges. The following three cases reflect a much wider range of fine examples from across the profession.

Opposite: Town planning map, South Birmingham plan, 1930s, courtesy of Library of Birmingham

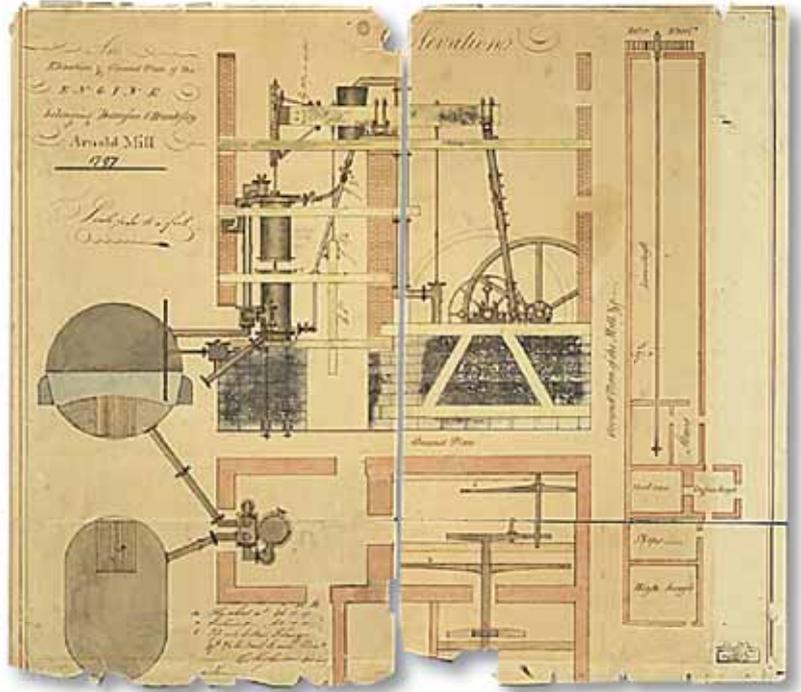


The 'Finance Act Project' was undertaken by Essex Record Office in 2005-2006. Vicky Holmes catalogued maps and reference books originally produced for a major valuation under the Finance Act (1909-1910). In addition to entering these records individually onto Seax (<http://seax.essexcc.gov.uk>), the County's computerised cataloguing system, she oversaw their repair and move to more suitable storage. Conservators Rosemarie Marshall and Keith Dean ensured that about 1,000 maps would be publically accessible.

More recently, the 'Durham at War' project (initiated in 2014 and still running) is an interactive mapping website. Gill Parkes, colleagues and volunteers at Durham County Record Office have used 1:2500 Ordnance Survey historic mapping, as a base upon which current satellite and street mapping is overlain. The project links information from collections belonging to heritage organisations, communities and individuals, and presents it in an interesting and accessible way (<http://www.durhamatwar.org.uk/>).

Tithe maps are familiar to most archive professionals and amongst the numerous excellent tithe map projects I have encountered, the 'Lustleigh Map' strikes a particular chord. As the flagship record of Lustleigh's Community Archive (housed in a Dartmoor village vestry) it sits alongside photographs, parish council records and parish magazines (info@lustleighsociety.org). Whilst not having the Essex focus on cataloguing and conservation, nor Durham's push for digitisation and remote engagement, this local group shares the same archival instinct to place maps at the heart of research resources. It is this enthusiasm for - and distinctive approach to - maps within the profession which I seek to communicate with the wider information, education and heritage sectors through BRICMICS.

Of course, archivists do not work in separate silos from related professionals and many 'map' challenges are common to all: providing access to and context for maps; cataloguing bulk collections; storage of bulky items; physical conservation and digital preservation etc. Common solutions are found, which are transferable across sectors. A recent example is provided by the National



Arnold Mill, 1797 (MS 3147/5/149/500), courtesy of Library of Birmingham

Library of Scotland, whose conservation team has (in conjunction with the Fire Service) undertaken practical tests regarding sprinkler & flood damage of maps.²

Such shared lessons can strengthen existing links between professions, but different emphases obviously remain. BRICMICS prioritises the identification of map collections at risk of disposal or dispersal and lobbying for their retention. Such collections are generally library or university based and frequently contain printed maps, often duplicates or copies. Colleagues with a library perspective emphasise the information potential of such collections over archival appraisal criteria, which may be more selective, particularly where retention schedules may impose strict version controls. It is important that archive professionals on BRICMICS are sensitive to other perspectives, but remain as effective advocates for the particular needs of archive cartographic material. I have learned from my archive colleagues on the committee to discern where critical professional differences must be accepted and where differences of emphasis on substantively common ground can be accommodated. In this and in many other regards I owe a debt of gratitude to Rose Mitchell and Eunice Gill of The National Archives, Jane Brown of the National Records of Scotland and Wesley Geddes of PRONI. I also recognise

“ It is important to ensure that the archival and record-keeping aspects of maps and plans are promoted and understood ”

the tremendous contribution made on behalf of the archive profession to BRICMICS by the late John McLintock.³

I am happy to raise any map related issue or concern for you and to publicise your positive news across the profession and through BRICMICS, to a diverse and influential audience of map specialists. Please contact me on jim.ranahan@birmingham.gov.uk

Jim Ranahan

Library of Birmingham

¹ I report to the Association’s Section for Archives and Technology.

² The main conclusions were:

- Standard C & D plan chests were often watertight, but marginal risks of water ingress exist at the back of chests. Care should be taken when opening drawers after any flood situation.
- Plastic sheeting covering maps on top of plan chests must be weighted at the edges, to prevent the force of water and associated air movement ‘flapping’ the sheeting up and away from the maps.
- Standard archival boxes proved watertight for several minutes under a sprinkler deluge.

³ John was Head of Architectural & Engineering Drawings and Cartographic Collections at the National Records of Scotland. A tribute by Linda Ramsey was published in ARC, September 2013.

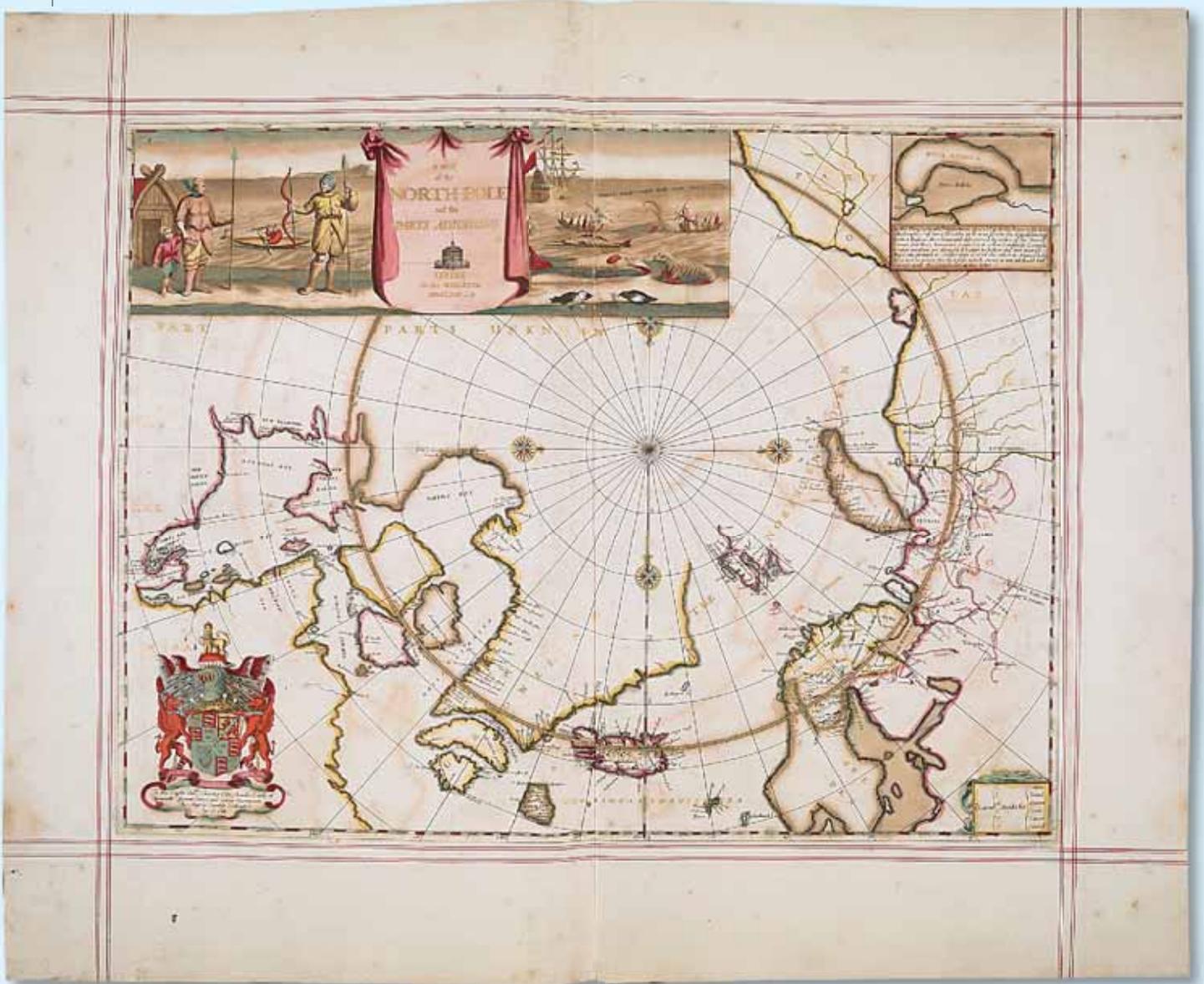
Lines in the Ice: Seeking the Northwest Passage

The British Library’s free exhibition *Lines in the Ice: Seeking the Northwest Passage* (14 November 2014 - 17 April 2015), showcased 400 years of European engagement with the Arctic through forty journals, letters, novels, sounds, moving images, models, drawings, maps and views, drawn chiefly from the Library’s collections. The exhibition was accompanied by various events, online articles, and an interactive fiction writer in residence.

Coinciding fortuitously with the discovery by Canadian scientists in late 2014 of one of the lost ships from Sir John Franklin’s doomed 1845 expedition; *Lines in the Ice* placed current interest in the Arctic in its historical context. Similar motivations of national prestige link together, for example, Martin Frobisher’s journeys to maritime Canada of the 1570s with the Canadian government-sponsored search for Franklin’s ships, but the picture also includes the Inuit, their engagement with Europeans, and the Arctic

Lines in the Ice - section 2 layout, © British Library Board





'A Mapp of the North Pole' by Moses Pitt. Oxford, 1680. British Library maps 1.TAB.16, © British Library Board

as a lived landscape with its own cultures and mapping traditions.

The British Library's collections strongly represent the traditional view of North European exploration and expansion from the 16th century onwards. Exhibited maps included the map published in support of Frobisher's expedition in 1577 and the Muscovy Company's map of rival expeditions in 1582; the Arctic map of 1680 by Moses Pitt once owned by Charles II, and the Parliamentarian Arthur Dobbs' speculative map of 1740. These maps contain a specifically British perspective of the Arctic, but their geographical errors show that the history of exploration is anything but an irrepressible march towards geographical perfection.

The Library's collection was until recent decades not as representative of non-European vision of the Arctic. However, thanks to recent additions,

purchases and exhibition loans, *Lines in the Ice* was able to present multiple perspectives. For example, copies of two 19th century wooden relief maps crafted on the Ammassalik coast of Greenland (generously lent by the Scott Polar Research Institute in Cambridge) contain cartographic innovations not present on contemporary European-produced paper maps. Another exhibit, a recently purchased artists' book by Nancy Campbell comprises a long photograph of a 'Line in the Ice' that is an Inuit washing line. A further recent addition, the Inuit place name atlas of 1990-1, graphically reasserted the traditional names over recently acquired ones such as Despair Strait and Victoria Bay. Finally, Inuit recordings taken from the British Library's Sound Archive told of what had happened to Franklin's expedition after it had gone missing.

The combination in the display of a diverse mixture of materials helps to underline the various sources

“Some of the oldest and most recent maps in the display were similarly instructive of their audiences’ hopes and dreams”

which created the reality of the Arctic for successive generations of people who would never visit it. In this regard, some of the oldest and most recent maps in the display were similarly instructive of their audiences’ hopes and dreams. The first was the 1558 map of Thule by Arnold Mercator, which showed an imaginary land of paradise - hopes and dreams, in the north. One of the latest, an educational world map of 1958, used a special projection to position the Arctic zone (and its constituent natural resources) as the solution for global overpopulation and urbanisation.

Both maps place the Arctic centre stage as the ‘answer’ to contemporary issues. *Lines in the Ice* aimed to remind of the historical context of Arctic discourse, and of the myriad factors associated with the Arctic in the 21st century.

Tom Harper
British Library

Workforce diversity viewed through the prism of map archives¹

Jim Ranahan considers the work done - and the work still required - regarding workforce diversity.

Diversity has been on the professional agenda for many years. Indeed, given the trans-national nature of ARA and the varied components that comprise the ‘archives sector’, we are in many ways an exemplar of good practice. Collectively, we have made great strides in embracing diversity, both in the services we provide and the audiences we attract. There is more to do however, particularly around workforce diversity and this has resulted in us sometimes being stereotyped as:

- Largely white and middle class, with a residual patriarchal air
- Too corporate
- Too focused on physical requirements and manual dexterity, in achieving our core objectives

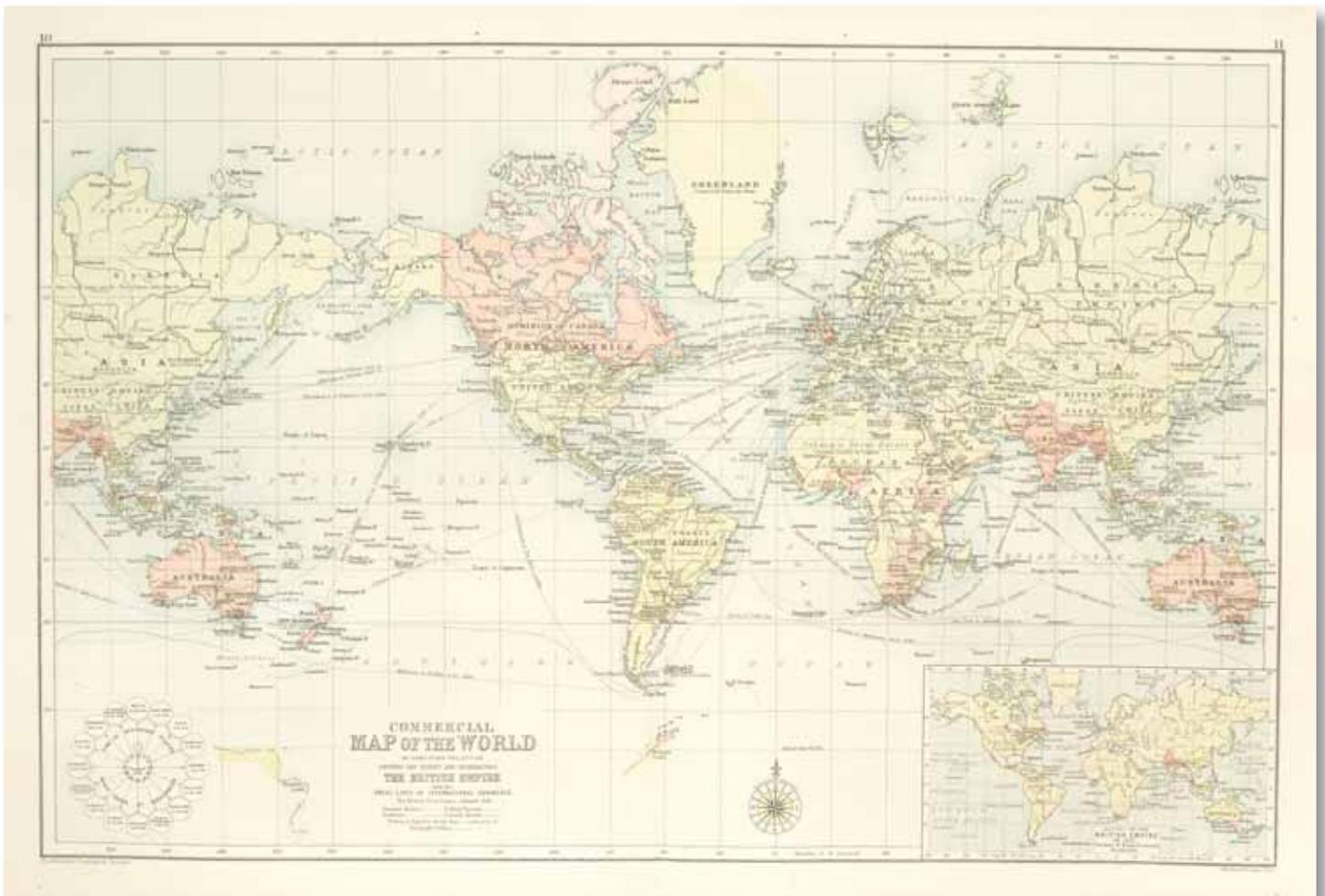
We can all point to personal and collective practices which challenge these negative views. Yet we need to remain vigilant against such perceptions. Diversity is so wide ranging that I cannot cover all aspects, but I hope that this personal observation relating to maps will support individual and wider action.

Maps, plans and measured drawings can be large, unwieldy items, often suffering a general storage malaise. As such they may be seen as the preserve of able bodied colleagues, but as a profession we have worked well to reduce this focus on physical capability and have responded positively over the past decade to developing legislation around disability discrimination.² Numerous examples exist of manual handling equipment assisting staff members and of reasonable adjustments being introduced to enable people to work with maps. Not all maps and plans are physically demanding, whilst judicious workflow planning permits access to items via regular retrieval services.



Kingston, Jamaica (MS 3147/5/147/975), courtesy of Library of Birmingham





Map of the British Empire, 1892, courtesy of Library of Birmingham

Desk/workbench based activities are a crucial part of the profession’s workload and people with a range of disabilities can work meaningfully with maps, as with other records. Modern technology permits a host of responses to individual needs with data inputting, scanning etc. being fundamental activities for making maps more accessible. Cataloguing, retention scheduling and conserving are also desk / bench activities (although all have peripatetic elements). These roles do not preclude people with disabilities, given good will and sensible planning by all parties. They also lend themselves to addressing another element of diversity, given that maps are not culturally neutral and often deal with contested spaces and the politics of identity. Cataloguers can become sensitive to such issues and provide ameliorative context to reduce negative aspects of problematic statements or features. Examples include terms such as “Negroes Burying Ground” on a Georgian map of Kingston, Jamaica and “Confinement Homes for Unmarried Mothers” across Britain and Ireland. The CASBAH project, UKAT and similar initiatives³ provide relevant tools for cataloguers and offer affirmative search terms to ensure many audiences can relate to and access such collections.

Despite such inclusive initiatives and notwithstanding the empathy of many colleagues, so-called ‘visible workforce diversity’ remains stubbornly low. The reasons for this are complex and partly relate to a continued perception of the profession’s lack of relevance to wide groups of people. White, working class men and members of ethnically varied communities are amongst those who proportionally do not feel comfortable engaging with us. We have not yet built up sufficient diversity within our services, collections and workforces for a major change to occur. A ‘critical mass’ is needed to generate a virtuous circle of diverse researchers, records and colleagues.⁴ Initiatives such as Birmingham’s Connecting Histories Project⁵ have worked to develop such critical mass, whilst ARA and FARMER are addressing structural elements within the sector. However, we all should seek to promote careers in archives, records management and conservation to as wide an audience as possible. The recent broadening of archives based research from its traditional historical foundation into social sciences and the fine and applied arts has introduced archives to a much wider range of users and potential practitioners. This has brought new insights into how

records including maps can be viewed and used. Not long ago, many colleagues thought that the debates over the Mercator map projection were the province of geographers and cultural analysts, but increasing exposure to such researchers has made archivists more aware of the importance of identifying and cataloguing which projection is used - the classic Mercator or alternatives such as the Gall-Peters.⁶

A fusion of the research parameters and philosophies of these varied disciplines with archive practice is occurring. Cataloguing naming and descriptive conventions provide an effective means of capturing the additional contextual information now expected from academic researchers and potential wider audiences. The normal cataloguing infrastructure allows an eighteenth-century map of Sylhet to be recorded both in the normal archive manner, with regard to its relationship to the rest of its collection, but also draw out the district's political transition. Many present day residents of Birmingham have a familial and emotional relationship with this district of East Bengal, which at the time of the map's creation was in British India, subsequently allocated to post-partition Pakistan and now an integral part of rural Bangladesh.

I feel confident that the profession will address workforce diversity, not least because of our success in widening the representation of women in higher sections of the profession; our increasingly pan-European profile; and our longstanding commitment to letting records serve communities. Many in the profession are building on such opportunities, including ARA, FARMER and the national institutions, as well as those working within private, public and third sector institutions. The Diversity Working Group provides support and resources to assist ARA members in considering the issues involved and celebrate good practice in developing workforce diversity. Please let us know your successes, concerns and challenges.

Jim Ranahan

ARA Diversity Working Group

¹ This is a personal view, informed through my work with the ARA Diversity Working Group (DWG) and through active participation in the archives and records sector. Information about the work and aims of the DWG can be viewed on the ARA website or obtained from the Chair, Gillian Roberts via the office: www.membership@archives.org.uk

² See 'The Employment of People with Disabilities as Archivists, Records Managers, Conservators and Assistants' by Nicola Waddington in *Journal of the Society of Archivists* 25/2 (2004)

³ For further information, see: http://www.ukat.org.uk/news/louise_craven20031204.pdf:

⁴ A virtuous circle of diversity: an increasing audience participation leading to wider recruitment to the profession, increasing our relevance to communities and improving their trust in us, leading to more diverse record deposits, leading to further audience participation !

⁵ See article elsewhere in this issue of ARC.

⁶ The Mercator projection provides navigational accuracy, whilst distorting land mass representation e.g. Greenland and Africa are wrongly portrayed as having similar landmass. The Gall-Peters projection addresses this problem, but also introduces navigational distortions. Most internet search engines offer details of the science and politics behind this debate.

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Cynefin: Mapping Wales' Sense of Place

Kim Collis provides an update on an exciting project using Welsh tithe maps.

Wales is currently the focus of the largest tithe map digitisation project yet, in a major new project funded by the Heritage Lottery Fund with support from CyMAL: Museums Archives Libraries Wales.

On 17 September 2013, the HLF announced a grant of £486,000 to Archives and Records Council Wales, the umbrella organisation for Welsh public archives, for a three-year project to digitise the tithe maps of the whole country and to present geo-referenced maps with their accompanying apportionments as a searchable online resource.

The project is innovative in that it is using online crowd-sourcing to both geo-reference the digitised tithe maps and to transcribe and geo-tag the tithe apportionments, linking each field enclosure on the map with the entry in the tithe apportionment. We believe this is the first tithe map digitisation project which uses online volunteers to both transcribe and geo-tag the apportionments and to geo-reference the maps. The software to do this has been developed by Swiss-based company Klokant Technologies GmbH.

There exist just over a thousand tithe maps from the four ancient dioceses of Wales and they cover almost the whole of the Principality. Twenty Welsh parishes along the border with England are in English dioceses

but they will be digitised as well during the project. An all-Wales approach to digitising the tithe records was made logistically easier by the fact that the diocesan registry copies of the maps are all held in one place in the National Library of Wales. However, it is the Tithe Commissioners' set of apportionments at The National Archives which will be used as part of the project, since these had been microfilmed by TNA some years ago and more recently digitised from the film.

The project includes an element of conservation work on the maps before they are digitised and once again, a central location for all the maps makes this easier. A survey in November 2012 by the NLW's Map Librarian showed that just 15% needed no conservation or cleaning. An important element of the project is the recruitment of a trainee conservator at NLW to help tackle this backlog.

The project title of 'Cynefin: Mapping Wales' Sense of Place' uses a Welsh word which has no literal translation in English, although 'hefting' is perhaps closest. The Anglesey-born landscape artist Kyffin Williams expressed it thus:

"[Cynefin] describes that relationship: the place of your birth and of your upbringing, the environment in which you live and to which you are naturally acclimatised."

Training in ancient woodland surveying techniques as part of the Gower local project, May 2014, courtesy of Archives and Records Council Wales

Training in ancient woodland surveying techniques as part of the Gower local project, May 2014, courtesy of Archives and Records Council Wales

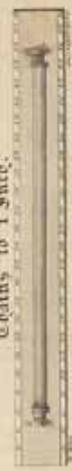




MAP
OF THE PARISH OF
NEATH
IN THE COUNTY OF
GLAMORGAN

A.D. 1843.

Scale 8
Chains to 1 Inch.

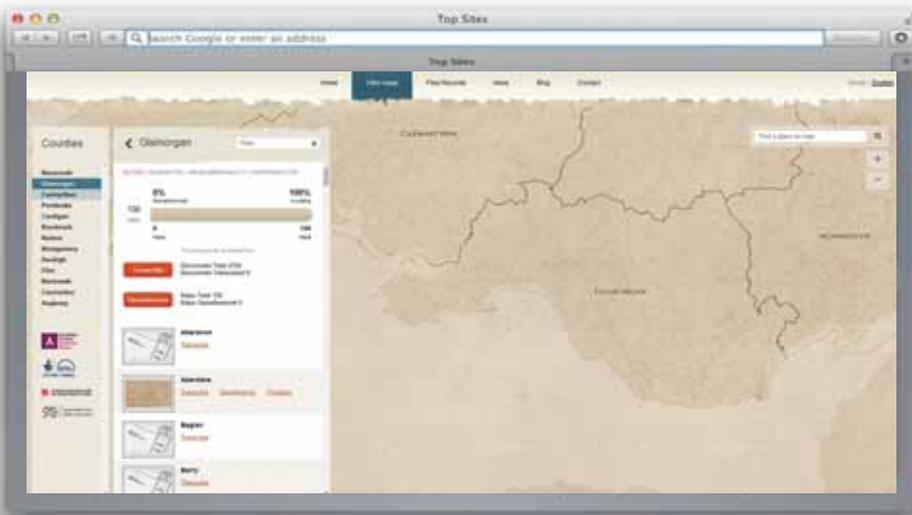


As the boundaries of the townships for England and Wales are nearly equal to those of the County of Glamorgan it is the Department of the Great Survey in this County in the Parish of Neath in the County of Glamorgan 1843.

*April 1843
1843*

Map of the parish of Neath, courtesy of National Library of Wales / Llyfrgell Genedlaethol Cymru





Project website, courtesy of National Library of Wales / Llyfrgell Genedlaethol Cymru



Cynefin project icon, courtesy of National Library of Wales / Llyfrgell Genedlaethol Cymru

“*Cynefin* is a demanding project which will break some new ground and raise the bar for the future”

The use of the word here suggests that studying the tithe maps and related local archives can help us unravel the complexities of how the place where we grow up and its past history shapes our early development and how the place we now call home defines and informs our world view.

This aspiration can best be seen in six accompanying local projects which are based around the heritage of the tithe maps, each one devised by a community group or groups working with their local archive service. The six local projects have been chosen to engage with as wide a variety of community groups as possible and arose from ideas that came out of a series of consultative forums held across Wales during the development stage of the project. They include Conwy Archives working with two local history societies, one English-speaking and one Welsh-speaking, on two projects at either end of Conwy County Borough; the Ceredigion Local History Forum, a community-based organisation, in conjunction with other local groups, exploring the history of inns and public houses in the county; West Glamorgan Archives working

with a number of environmental groups on Gower to identify areas of ancient woodland from the tithe maps not captured on previous ancient woodland inventories; while in the former mining village of Betws near Bridgend volunteers will create an embroidered parish map embellished to record shared community and personal memories.

The sixth and most ambitious local project will work with a network of heritage organisations, community groups and individual volunteers in south east Wales to open access to a unique collection of documents held in Gwent Archives relating to the Chartist march on Newport in 1839. It will also use crowdsourcing to transcribe and geo-tag the detailed accounts of court proceedings for over 200 people examined as part of the treason trials following the march and its violent finale. This information will then be displayed geographically using the tithe maps as a base.

‘Cynefin’ is a demanding project which will break some new ground and, as each previous HLF-funded tithe map project has done, raise the bar for the

future. We would welcome assistance from colleagues in helping to recruit online volunteers, for example by displaying publicity material. Please get in touch with Project Manager Einion Gruffudd at eeg@llgc.org.uk

Website and blog: <http://cynefin.archiveswales.org.uk>
 Twitter : @cynefinproject / @prosiectcynefin
 Facebook : <http://www.facebook.com/cynefinproject> / <http://www.facebook.com/prosiectcynefin>

Kim Collis

Chair of the Archives and Records Council
 Wales Cynefin Project Board



The Connecting Histories team (MS 4786) © BCC, courtesy of Library of Birmingham

Maps and Social Cohesion: the 'Connecting Histories' Experience

Jim Ranahan reflects on the use of maps as part of a successful outreach project.

Ten years ago, a disparate group assembled in a room at Birmingham Central Library. Archivists, academics, cultural / heritage graduates, an outreach officer and a web editor were joined by a former records manager - who like all in that room believed in the power of archives to touch peoples' lives.¹ This group was the 'Connecting Histories' project team and over the next two years we demonstrated that archives had a fundamental role in promoting meaningful social cohesion within and beyond Birmingham. Maps were crucial in this task and contributed to the project's legacy still being felt a decade on.

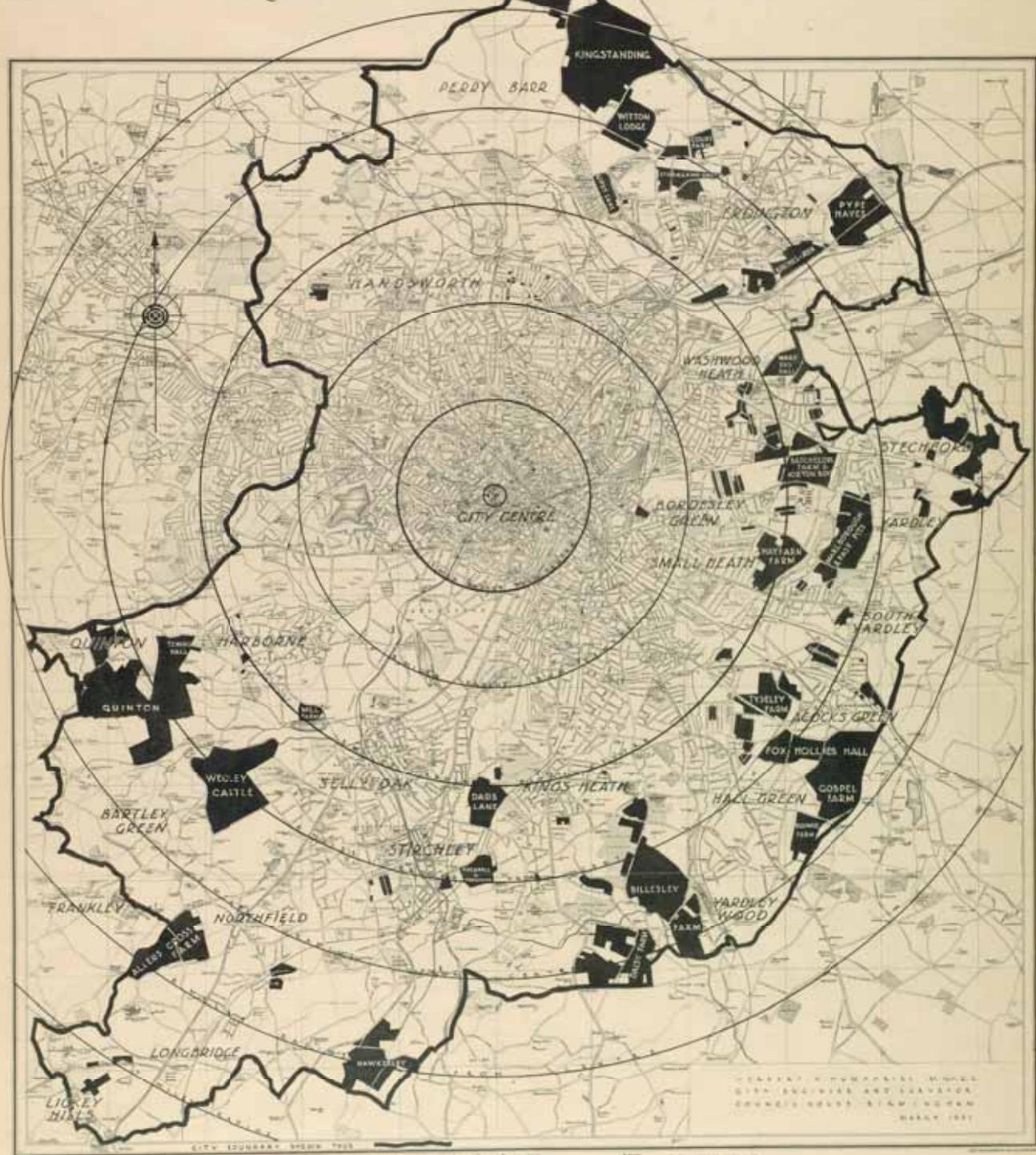
The Connecting Histories Project was a HLF funded partnership between Birmingham Library and Archives

Service and the Universities of Birmingham and Warwick. It took as its starting point the notion that archives could be used to engage with communities who were largely marginalised from the cultural mainstream. It also saw the tasks associated with 'archiving', such as cataloguing and conservation / preservation as activities which could engage members of under-represented communities with the profession, as employees and as volunteers.

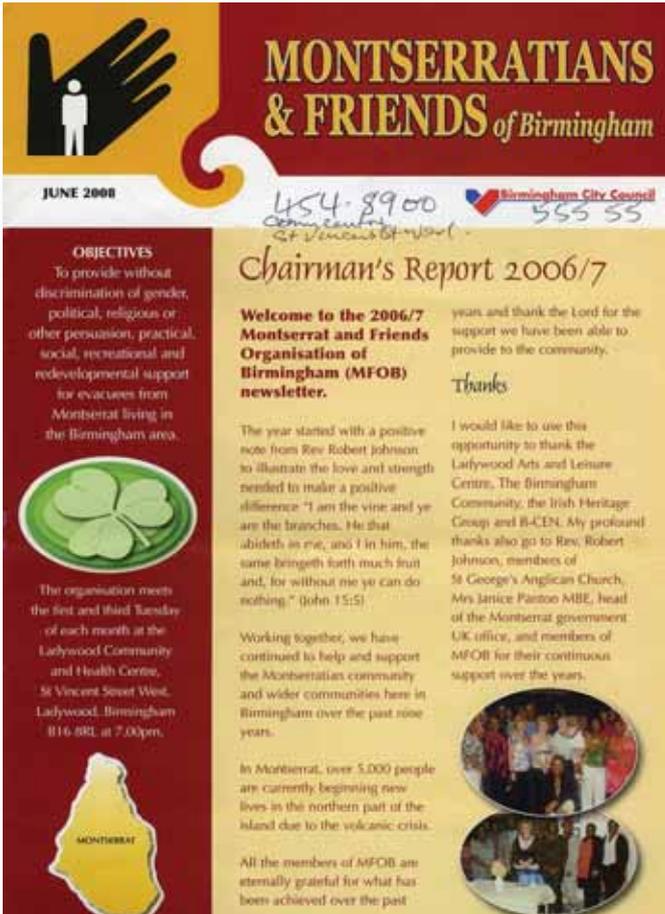
Maps were recognised as a key tool in engaging with Birmingham's varied communities.² Large scale maps of the City were produced under the Council's licence with the Ordnance Survey and displayed with a commercially published map of the world. People were

66 3007

CITY OF BIRMINGHAM HOUSING ESTATES



Birmingham housing estates, 1931, courtesy of Library of Birmingham



Montserratians and friends, 2008 (MS 4755), courtesy of Library of Birmingham



Fox Hollies Forum, 1976 (MS 1611/11/13/1), courtesy of Library of Birmingham

invited to mark both where they resided now and their place of origin (or that of their families). No names or identifiers were required and people were generally pleased to share this information. Whilst the mapping exercise supplemented census data, it also provided an insight into changes since the 2001 census e.g. the arrival of refugees from Somaliland, a self-declared state generally regarded by the rest of the world as part of Somalia.

The initial mapping exercise demonstrated that people were keen to record their place of origin. This celebration of identity offered a means of encouraging them to consult original records, the initial contact often being maps and travel diaries of 'original home'. Many were pleasantly surprised to find us holding such records and this contributed to a gradual shift from seeing archives as having no relevance to a desire to learn more about what the archives held relating to their current lives.

Most record types were used through the project, including minutes, reports and property deeds. However, visually engaging maps and photographs

proved particularly useful, both in terms of the 'original home/current home' model, but also through their very familiarity helping to demystify 'archives' and allow further engagement. Outreach officers led explorations of shared experiences and encouraged dialogue between members of diverse communities. Through introductory sessions such as 'Citizens' Day' and major events like 'One City - Many Stories', individuals were encouraged to consider their relationship with others, and to discuss their own heritage. One outcome of this process has been the link developed between the City's Irish and Montserratian communities through their shared identification of Saint Patrick's Day with national identity (albeit for different reasons).

This process was at times protracted and trust was earned by the team incrementally, but at the end of the project a range of individuals had engaged and crucially, new collections were being donated, so strengthening community representation in the archives. Maps were included in some of these donations and also featured in another aspect of the project - the encouragement of archive professionals from communities under-represented in the profession. Two

“The project took as its starting point the notion that archives could be used to engage with communities who were largely marginalised from the cultural mainstream”

cultural/heritage graduates were mentored as they qualified as archivists by distance learning whilst also cataloguing collections. In turn, they led volunteers in undertaking basic cleaning and preservation of records including maps - apart from the practical benefits; this reinforced community engagement with the archives and created a small pool of ‘archive ambassadors’.

After the project ended, these ‘ambassadors’ continued to promote archives as meaningful resources, as did the cultural / heritage graduates (now qualified as archivists) and the rest of the team as we applied the lessons learned through the project in our various, subsequent roles. Despite the challenges of the intervening ten years, this former records manager continues to believe in the power of archives (including maps) to touch peoples’ lives.

Jim Ranahan

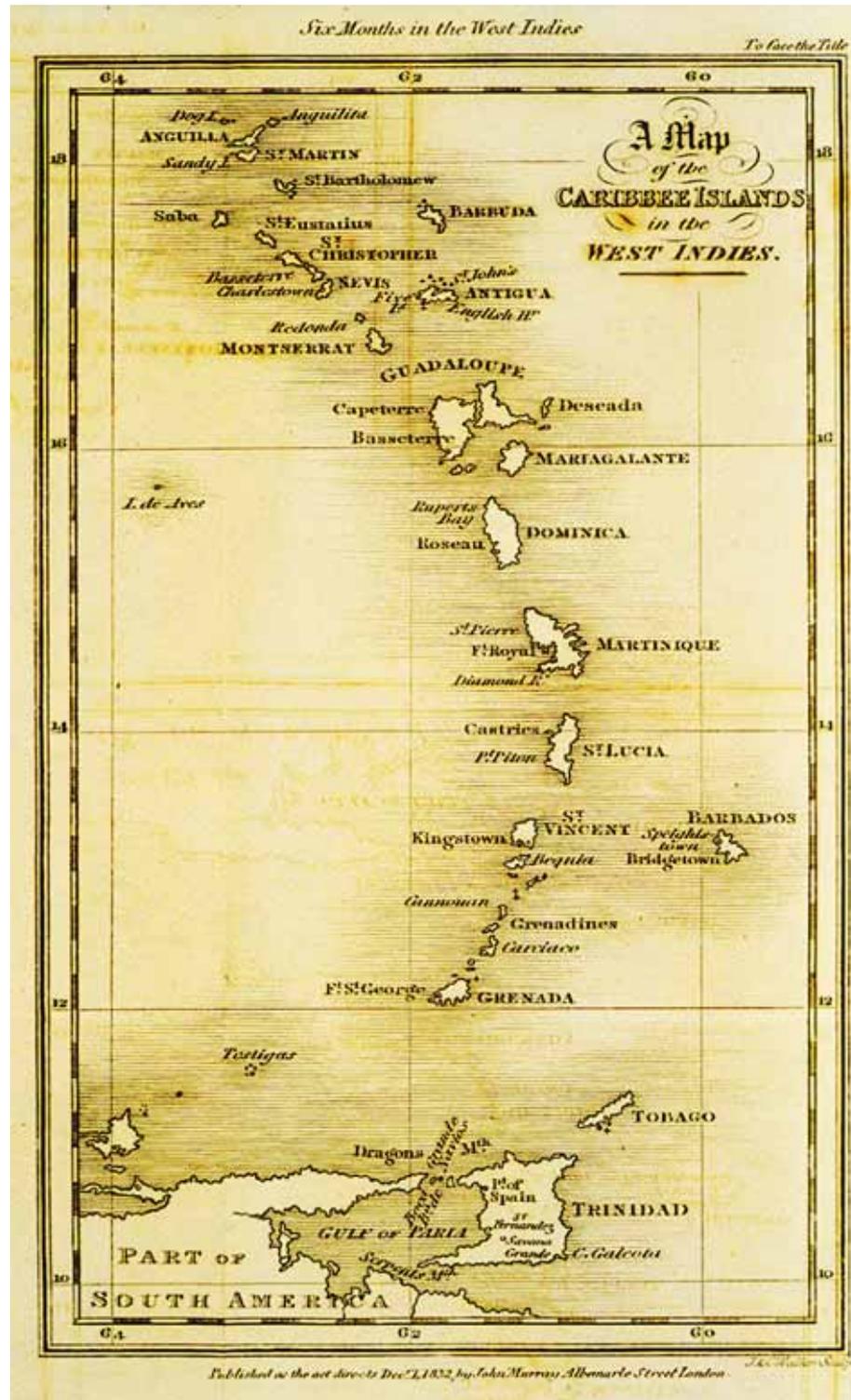
Library of Birmingham

¹ The team would later include a second outreach worker and two researchers , who produced academically robust but accessible content for the project website www.connectinghistories.org.uk

² Traditional European migration (from Ireland, Italy and post-Second World War Poland) and Commonwealth settlement (from the Caribbean and South Asia) has been supplemented by more recent arrivals from post-communist Eastern Europe, the Middle East, sub-Saharan Africa and the Horn of Africa.



The Talking Tent, Birmingham citizens' day, 2005 (MS 4786), © BCC, courtesy of Library of Birmingham



Caribbee Islands, courtesy of Library of Birmingham

Moving mountains (of maps)

Jim Ranahan assesses the reality of transferring map collections to the Library of Birmingham.

The Library of Birmingham holds over 60,000 maps, spanning the sixteenth to the twenty-first centuries. In 2013 these were moved from the old Central Library - just two hundred yards but requiring a six year journey. As with all aspects of this project, planning the 'map move' began before construction started. The process encompassed in concentrated form the positive and negative aspects experienced by all service points and record types.

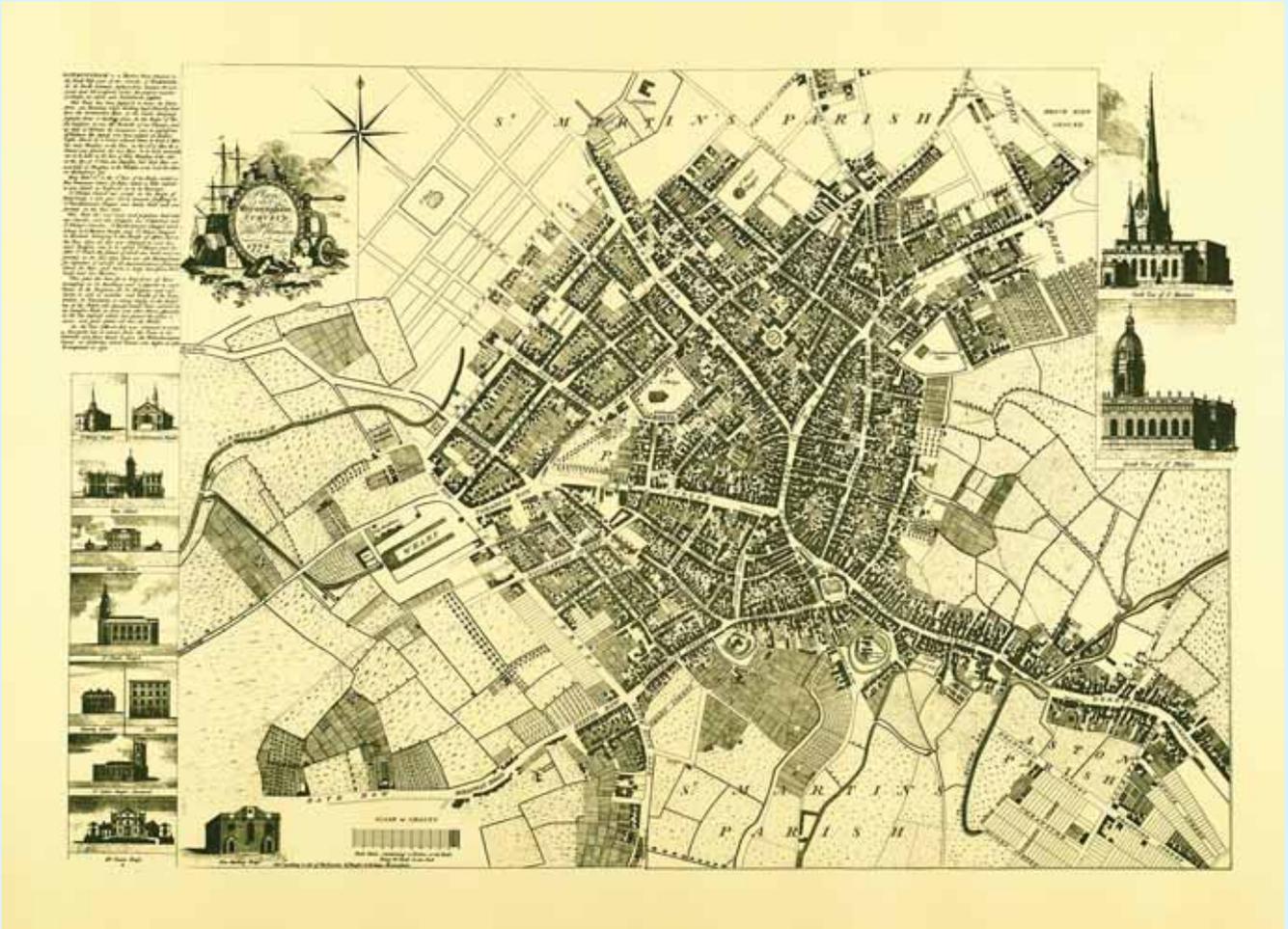
Birmingham's map collections reflected the Central Library's mixed role as a record office, local studies centre, a regional reference library and home to nationally designated special collections (covering library stock and formal archives). Manuscript maps and plans, tithe maps etc. formed a small but significant element of the total holdings and were administered under search room regulations. The greater proportion of the map stock comprised conventional material and was accessed under library procedures. Modern maps (often duplicates or copies) were on open access, covering Birmingham and the West Midlands, whilst a reference section (again containing duplicates or copies) related to the United Kingdom and abroad. A peculiarity of the Central Library was that amongst this general stock were many unique maps, often old and fragile which in other organisations would have been held in archives or special collections. Another apparent anomaly was the Cadbury Collection of rare atlases,

held in the Early and Fine Printing Collection. The guiding feature here was the high quality of the binding and typography rather than recognition of their cartographic significance.

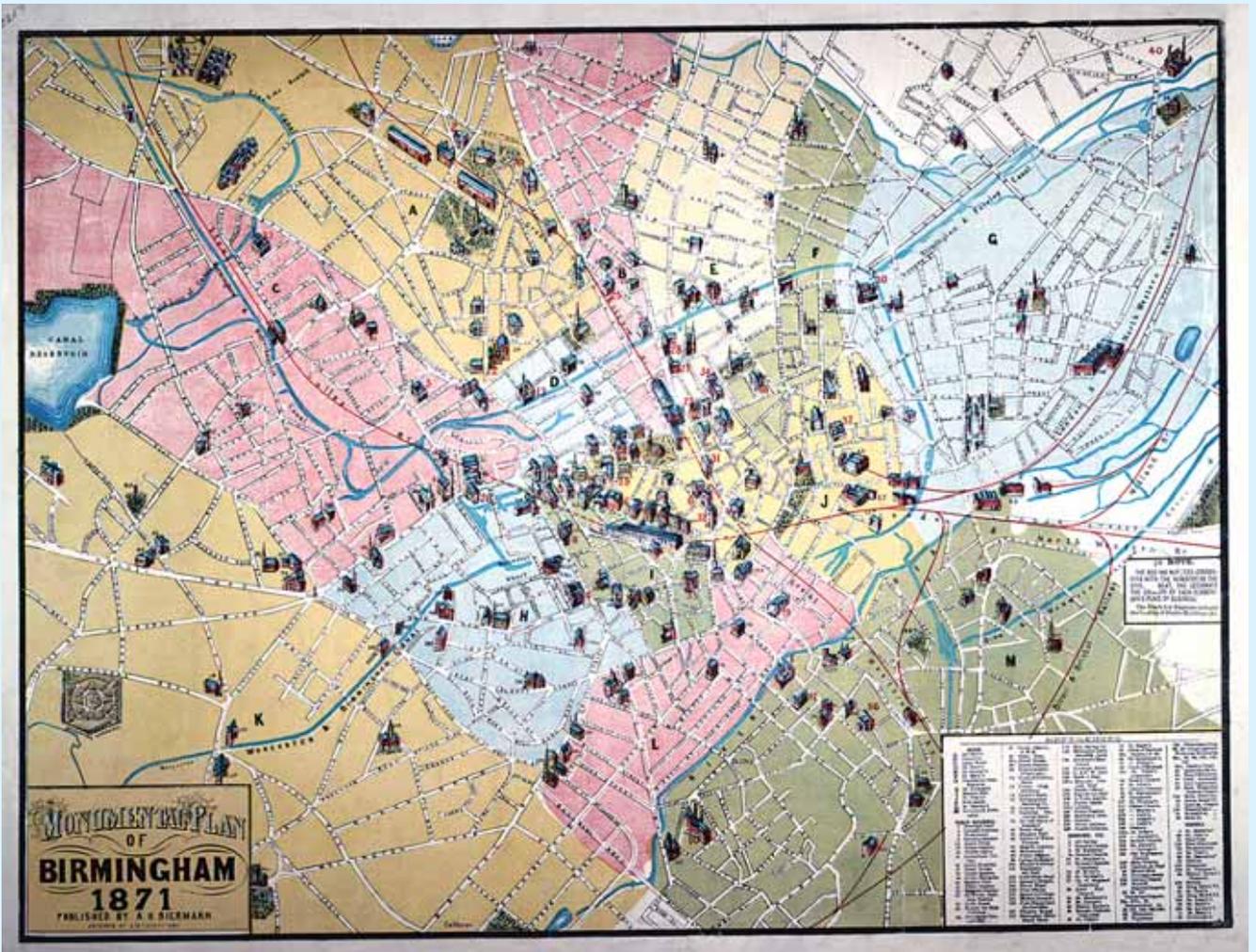
In 2008 the City Archives merged with the Local Studies and History Department, and the newly formed Archives and Heritage Service became the main custodian of this varied map stock (apart from the 'Cadbury Atlases'). Archives and Heritage was charged with detailed planning for the forthcoming move and key decisions relating to maps were required early on. The two most fundamental of these were to determine exactly what we had and what should be moved. We knew that we had too many maps for the new storage allocation, so a direct 'lift and shift' was not applicable. However, a 'knowledge gap' existed about the extent and exact nature of our map holdings, arising from ad hoc transfers between reference departments during the preceding 35 years. A survey of the map stock was undertaken along with a review of our collecting policies. A severe curtailment of map storage in the new library forced difficult decisions.¹ Maps and plans in the archives were relatively protected as such records were an intrinsic part of their respective archive collections. However, the large levels of duplicates and copies in the local studies and reference collections, combined with their extensive geographic coverage demanded close attention. A revised collecting policy

reduced the geographical areas to be covered, but showed commitment to developing the stock relating to the revised collection policy. A large proportion of discarded items were found new homes with other institutions - an important consideration given the sensitivity nationally around the disbandment of map collections.² The remaining stock received conservation interventions when required and a packing programme was undertaken.

The 'rationalisation' process was difficult for professionals committed to maintaining a comprehensive service, but it was complicated by professional sensitivities for archivists and librarians only recently merged into a combined service. It is to the credit of all colleagues that a process developed which achieved the required stock reductions whilst preserving relevant professional standards. Despite the negative aspects of this programme (for few professionals truly enjoy discarding/de-accessioning) there were numerous positives. Memorable 'discoveries' included detailed plans relating to Birmingham Water Supply Department which had resided in a map cabinet's 'hidden' compartment for forty years. The finding aids had in large part overlooked such items and the stand-by 'local knowledge' had long been forgotten. More prosaically, but ultimately having greater impact, was the completion of accessioning records and the recording of maps in electronic cataloguing systems. A pragmatic



1778 survey of Birmingham by Thomas Hanson (reprint), courtesy of Library of Birmingham



1871 monumental map of Birmingham by A.H. Biermann, courtesy of Library of Birmingham



Outsize map and plan storage, courtesy of Library of Birmingham



Rolled maps and plans in Central Library, Birmingham, courtesy of Library of Birmingham

approach by everyone permitted key details to be entered into CALM without much of the traditional agonising around archival v. bibliographic cataloguing of cartographic items. The need for the ‘Cadbury Atlases’ to have environmentally conditioned, secure storage meant that for practical purposes, these would be administered in the new Library with the rest of the map (and archive) collections.

The years of planning and effort ultimately resulted in a frenetic few weeks in the summer of 2013. The care, concern, worries and frustrations of the previous six years were replaced by anxiety, exhilaration and ultimately relief (accompanied by further anxiety) as the transfer progressed. The terror of seeing ‘our’ collections depart through a hole in the wall, to be hoisted down the Central Library’s external wall would not easily be forgotten. At the new Library, colleagues coped admirably with the consequences of the goods lift being unavailable at a critical time - as trolleys of oversized plans and maps arrived, destined for the stores near the top of the building.

Eventually, order was restored, with maps installed in their rightful locations, ready to be served to researchers. After almost two years in the new Library, we can take stock and recognise that the successful (if fraught) ‘map move’ is due to the combined and sustained efforts of the entire Archives and Heritage Team. We have consistently pulled together to ensure

that all collections safely transferred, with the associated effort that only the Team can truly appreciate. Special thanks must go to Sian Roberts (Head of Collections Development) for creating the shared professional space for the merged team to grow and flourish. With regard to maps, Sian offered Richard Abbott (Map Librarian) the scope and support for him to achieve his longstanding personal objective: to bring order and intellectual control to disparate map assemblages that were finally shaped into the Library of Birmingham’s integrated map collections.

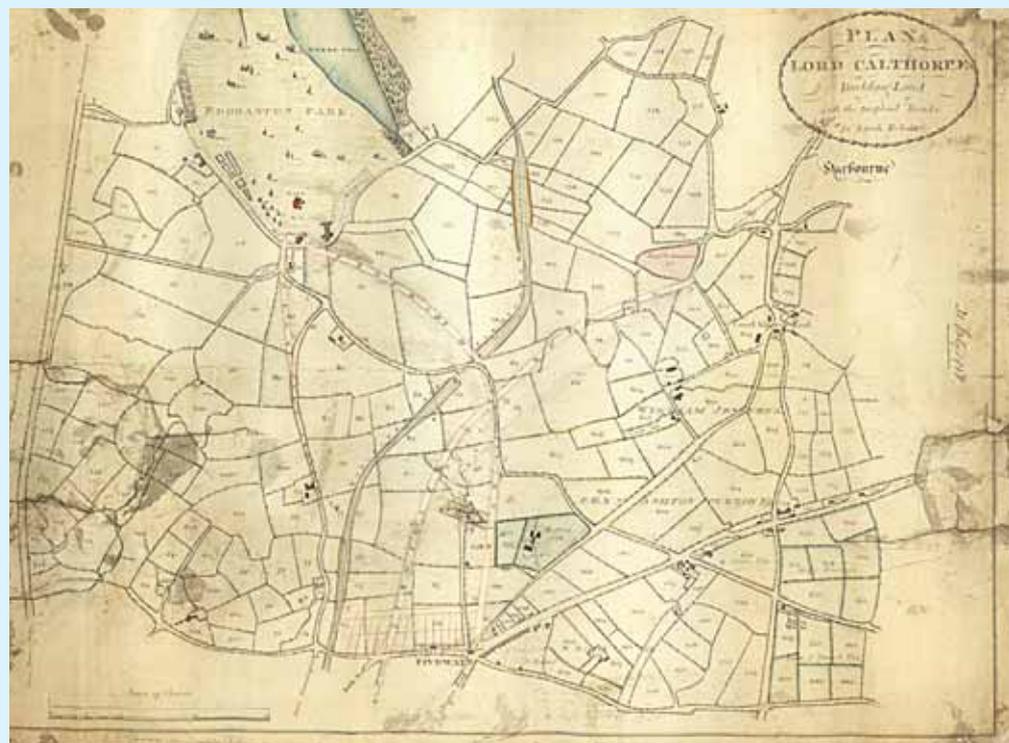
Jim Ranahan

Library of Birmingham

¹ Space constraints were an inherent limitation in the Library of Birmingham, as it strove to absorb Europe’s largest municipal library whilst providing adequate expansion space for a dynamic archive service and meeting diverse user facilities beyond those traditionally offered.

² See accompanying article ‘An Archivist on BRICMICS’ this issue of ARC.

Calthorpe estate plan (MS 2126), courtesy of Library of Birmingham



Update from The National Archives Map Team

Rose Mitchell and Emma Down report on developments at TNA.

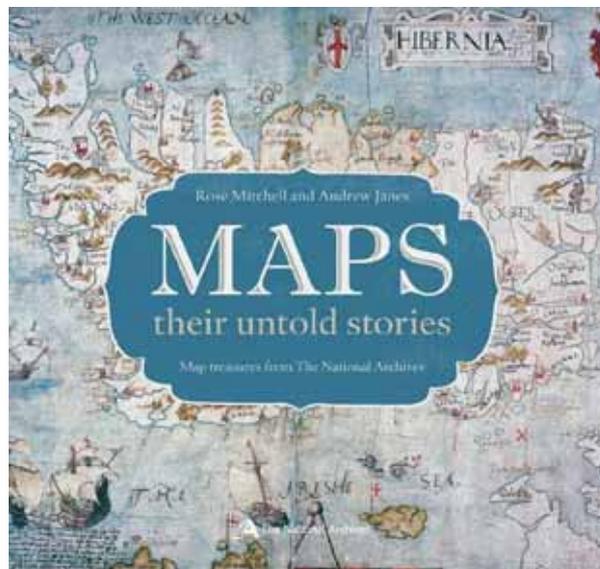
The National Archives of the United Kingdom holds older records of central government, the armed forces and higher law courts. These include maps and surveys made or used in the business of government departments. There are perhaps six or more million maps, with more accessioned from government departments each year. They range in date from the 14th century to the modern day; most date from the 17th to the 20th centuries. The British Isles and places all round the globe are represented. Maps are viewed in the Map and Large Document Reading Room at Kew, West London, on production of means of identification (see website). Many maps are included in the Archive's online catalogue at <http://discovery.nationalarchives.gov.uk/advanced-search>. Online enhancement of nearly 12,000 tithe map descriptions was completed in 2013, thanks to data kindly given by Professor Roger Kain and Dr Richard Oliver from their Exeter University project. A major legacy data project is under way to add more descriptions of maps within documents, such as those in the ships' logs of Captain Cook, and within for instance Home Office correspondence. Map web pages outline the main areas of the holdings, and give links to detailed research guides on main map areas: <http://www.nationalarchives.gov.uk/maps>.

A new book about maps in the archives was published in September 2014 - *Maps: their untold stories* by Rose Mitchell and Andrew Janes. This highlights 100 maps in chapters on early maps, towns, landscape, military maps and sea charts, maps of colonies and exploration, maps which made or witnessed history, and maps which capture the imaginative dimension of cartography. Maps range from pre-fire London, to a Cornish tithe map, and overseas maps, too. A blog and podcast about the book are available from The National Archives website: <http://blog.nationalarchives.gov.uk/blog/maps-telling-untold-stories/> and <http://media.nationalarchives.gov.uk/index.php/maps-untold-stories/>

Many other blogs on map subjects are available at <http://blog.nationalarchives.gov.uk>: for example on maps showing bombs dropped in the Second World War on London, and the contemporary National Farm Survey, and one which looks at the question of what is a 'normal' map.

During the last year the map team has changed. Andrew Janes left the map team in July to take up a post on promotion in the Catalogue and Taxonomy Team. Emma Down joined Rose in the map team in early April as the new map specialist. A qualified archivist (UCL) she comes from a post as archivist at the United Kingdom Hydrographic Office in Taunton, where she oversaw the

www.archives.org.uk



A new book about maps in the archives has been published

team cataloguing documents in the Historic Archive for accession to The National Archives.

There continues to be a steady transfer of maps and related documents from government departments. Current accessions include: surveys, charts and related textual records from the Historic Archive of the United Kingdom Hydrographic Office; and from the Ordnance Survey, especially in terms of technical data such as triangulation records.

Rose Mitchell and Emma Down

The National Archives

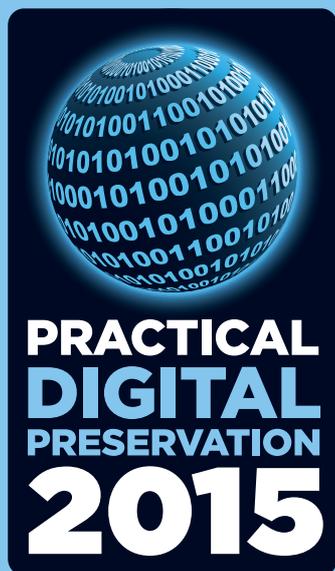
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Digital Preservation in the real world



Martin Springell, Product Director at Preservica, explores some useful ideas for getting organisational buy-in for Digital Preservation

At a recent Practical Digital Preservation Workshop in London, attendees were asked for a show of hands on who saw the urgent need for Digital Preservation at their organisation. Everybody put their hand up. This was quickly followed by nobody putting their hand up when asked who actually had a Digital Preservation policy or system in place.

And therein lies the challenge. As we explored through the rest of the workshop, Digital Preservation in the real-world is less about the technology and systems (there are now a range of “off-the-shelf”, OAIS standards-based solutions to choose from) and more about getting organizational buy-in and securing funding to start a Digital Preservation program in the first place.

Here are a few ideas, from our own experience, and the experience of some of our customers that might help.

Conduct a digital asset audit. It is difficult to build a credible business plan if you can't size and scale your digital preservation challenge. Understand what you have and how it is currently stored. Engage with other departments and parts of your organisation to build a

full picture. Don't be put off by trying to decide what to keep and what not to keep at this stage. It is usually easier and quicker to get it all somewhere safe first, and then sort later.

Next, be able to articulate the risks and consequences of content becoming un-readable or un-useable in the future. This can range from low risk and low consequence through to high risk and high consequence. Try to quantify these consequences, for example, failure to meet mandate, reputational loss, substantial fine for non-compliance, costly re-digitization, inability to re-use corporate knowledge for competitive advantage.

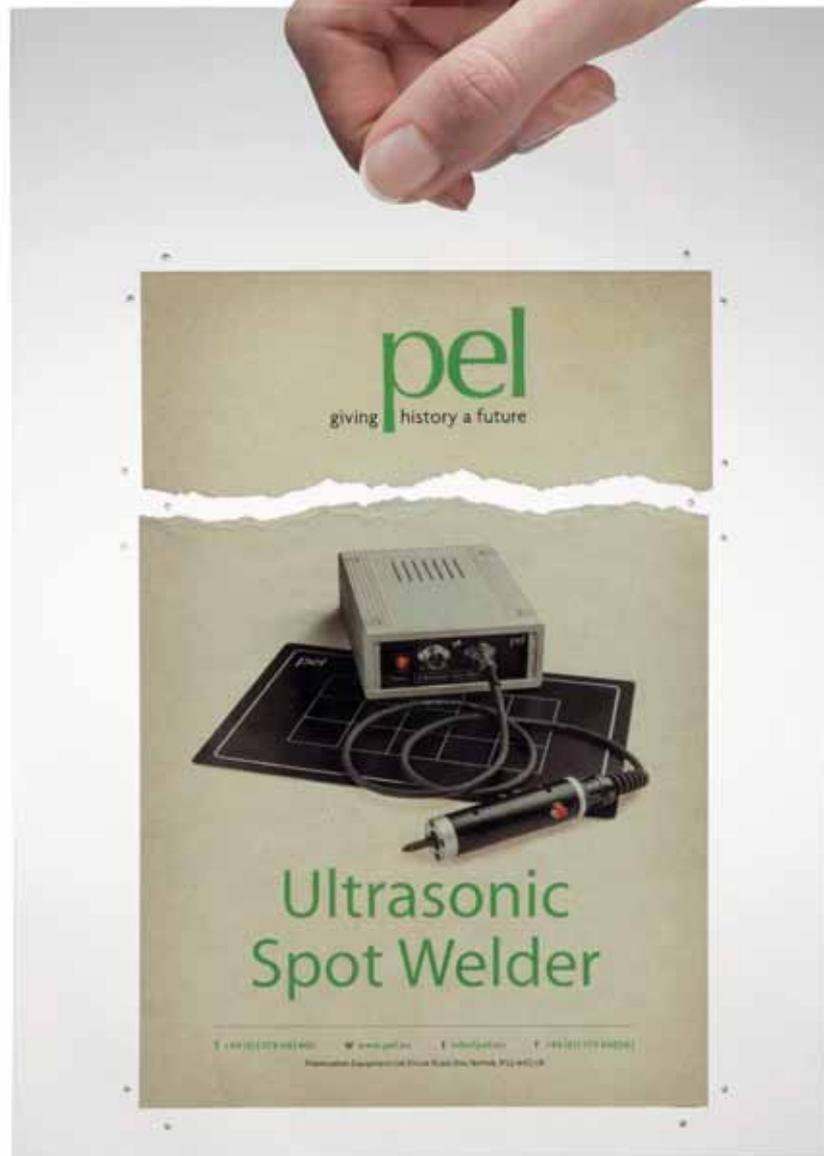
Also focus on some of the benefits, for example, making your archive and long-term records more accessible which in turn supports sustainability and brand reputation. Preservica have a great tool that can help here called the Digital Value at Risk Calculator which you can find in the Resources on our website.

Next, be able to demonstrate where and how your organisation needs to improve its Digital Preservation capability. If you are selling this to senior management then it can be good to show this as a visual Scorecard, especially if you can benchmark your current capability against a similar organisation that is already doing Digital Preservation. You might find the Preservica Essential Guide “Achieving a Step Change in Digital Preservation Capability” a useful start point here.

Finally be ready for objections, especially from your IT Department that already believe they have a solution for this challenge with Archival or Backup storage. Be able to clearly explain the need for a proactive approach for file format migration and management (which is at the heart of what a good Digital Preservation systems should do) or to share the Preservica White Paper “The Active Preservation of Digital Content” with them.

To learn more, including how other ARA members have made the case for Digital Preservation, you can join the next PDP 2015 Webinar.

**Practical Digital Preservation 2015 webinar:
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