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## Documenting the Undocumented:

International Engagement, Archives and Preserving the Refugee Experience (Part One)



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## Exploring the St George's Archives for the First Time



# Advocacy Special Issue

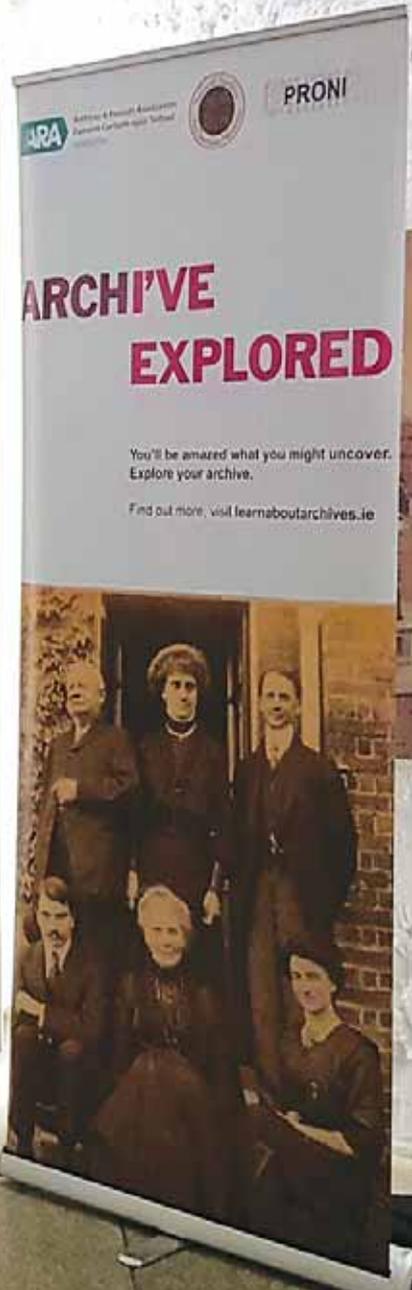
## Explore Your Archive: Central to an Historic Commemoration Year in Ireland

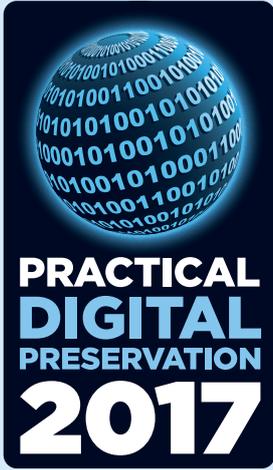
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Archives & Records Association

& Records  
on, Ireland

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# Practical Digital Preservation 2017

An exciting series of events combining executive briefings led by key industry speakers and workshops designed to support archivists and records managers to raise awareness of the importance of digital preservation within their business and with IT stakeholders.

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### Bring Your Boss: Future Proofing Digital Content to Protect Corporate Value

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- 9.30am - 4.30pm Wednesday 25th January 2017 in Edinburgh
- 9.30am - 4.30pm Wednesday 22nd February 2017 in London

### Bring Your IT Manager: Protecting Digital Information - The Importance of a Digital Preservation Strategy

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**Afternoon:** Practitioner workshop, fast track your digital preservation learning with hands on experience

- 9.30am - 4.30pm Wednesday 19th April 2017 in Edinburgh
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Build on your knowledge of digital preservation and learn about the latest practical digital preservation techniques and best practice

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11am - Wednesday 1st February 2017

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11am - Wednesday 8th March 2017

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## How do I reserve my place?

### Executive Briefings:

ARA website, [www.archives.org.uk/events](http://www.archives.org.uk/events) or call 01823 327077

### “How-To” Webinars:

ARA website or visit [www.preservica.com/resources](http://www.preservica.com/resources)

### Guest Speakers

- Tina Staples - HSBC
- Emily Nimmo - HES
- Lesley Ferguson - HES
- William Kilbride - DPC
- Gartner Analysts

*“This programme is key to supporting our members’ efforts to raise awareness of the need to properly govern long-term and permanent digital information with their senior management and IT teams.”*

**John Chambers,**  
ARA CEO

*“As more of what we all do becomes digital, it is vital for key decision makers within the organisation to understand the risks to long-term digital records.”*

**Scott Sammons,**  
IRMS Chair

## Welcome to ARC Magazine January 2017

This month's issue on Advocacy plays host to interesting reports back from Explore Your Archive, with some coverage of the ARA Excellence Award winners this year.

Our hope is that readers will find the feedback enlightening and positive. Thanks go to Jon Elliott and to all contributors for their submissions.

Advocacy is the development of support for our craft; equally, we need not lose sight of that which draws people to this work. The remaining space of this editorial goes to the words recently passed on by an anonymous contributor.

### Archival Description

I am the keeper of forgotten relatives.

Killed in wars, left in asylums,

The bigamous family four stops down the line.

Lost to time,

But every so often rediscovered.

I am the gatehouse to the passion of lovers.

A flash of genius, the hatred of nations,

The dreams and ambitions of a life unfulfilled.

Now stilled,

Emotions that changed our times.

I am the guide to your personal journey.

The patient interpreter, a comforting shoulder,

For the times history becomes too real.

So it feels,

The past bleeding into today.

I am the custodian of your evening's entertainment.

A purveyor of history, a teller of tales,  
Captioned and cast as the past's elegist.

An Archivist,

En-gloved in white cotton,

Sitting in a 'Dusty' room, waiting to be taken out of my box.



**Matt Naylor**  
ARC Co-Editor

**ARC Magazine** is the monthly publication that is published by the Archives & Records Association (UK and Ireland) Prioryfield House 20 Canon Street Taunton Somerset TA1 1SW Tel: 01823 327030

### 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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Send articles/comments to: arceditors@archives.org.uk  
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# opening lines



Explore Your Archive is a joint campaign delivered by The National Archives (UK) and the Archives and Records Association across the UK and Ireland. It aims to showcase the unique potential of archives to excite people, bring communities together, and tell amazing stories. This year saw the 4th Launch Week for the campaign, and it proved an exciting week.

With new artwork commissioned this year, we saw a wide variety of promotional material produced for the campaign from across the sector, for a huge range of events. Over 100 events went on during the week, throughout the UK and Ireland. Among those not featured in the following pages were numerous talks and drop in exhibitions, from “ExpertTeas” (at the Royal College of Nursing) and Pop Up Archives (by the North Yorkshire County Record Office) to archive craft (at St. Helens Central Library).

Our social media campaign continued to build on the success of previous years.

Over 30,000 tweets were sent using the campaign hashtags during the week, and each of the daily hashtags trended on their given days with #archiveanimals and #hairychives trending 2nd and 3rd in the UK and Ireland respectively. This was a phenomenal amount of coverage, and we saw tweets from a huge range of institutions across the UK, Ireland, Germany and even the US. From the National Portrait Gallery to BBC Radio 3, and all sorts of people and institutions in between, it was brilliant to see the variety of content which was shared during the launch week.

Our ambassadors Diane Louise Jordan and Stephen McGann helped us gain further media coverage of the campaign – Diane Louise had a slot on the Robert Elms Show on BBC Radio London, where she talked about her excitement at delving into a variety of documents in order to research a local property she is interested in, and Stephen’s piece on the serendipity of researching in archives was published by the Daily Telegraph. We also saw coverage in the

Huffington Post, The Stage and on the Royal Academy’s website, as well as in regional and local press.

It’s been inspiring to see the creativity and variety of events and activities put on across the sector this year. It’s clear that archives and records offices are able to draw on an extensive range of sources within their care, which resonate with diverse communities throughout the country, and to be able to point to such a tangible amount of activity within the sector is really valuable for advocacy. It’s been brilliant to be able to work on a campaign which provides such a diversity of activity, and which demonstrates so clearly what can be achieved with collections at the very core.

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**Jessamy Carlson**

The National Archives (UK)

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# Collecting Matters

## Higher Education Archives Programme (HEAP)

The Higher Education Archives Programme (#HEAP) is part of The National Archives (UK)'s continuing programme of engagement and sector support with particular archival constituencies. Research underpins the programme, building on a foundation of engagement and mapping. It is a mixture of strategic and practical work encompassing activity across The National Archives.

The programme is very much co-created by the sector and is supported by a very active steering group from across the Higher Education sector. The steering group meetings are always well attended, with lively debate and enthusiastic contributions.

The regular network meetings are open to all those working in university archives, libraries and special collections and cover a wide range of topics from Archive Service Accreditation to embedding archives in Higher Education teaching and wider research on Higher Education Collecting Drivers. Further events are planned on open source software; Research Data Management and internal advocacy.

Following a review of the first 2 year action plan, a further programme of work is being planned which includes research on citation capture and a pilot project around demonstrating impact. We are working to ensure that the plans reflect the diversity of the Higher Education sector and meet multiple needs. The plan also needs to be realistic in terms of resources and align with work across The National Archives where appropriate.

If you would like to be involved in this programme or have an idea for future network meetings do get in touch. For more information see: <http://www.nationalarchives.gov.uk/archives-sector/projects-and-programmes/the-higher-education-archive-programme/>

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**Tina Morton**

The National Archives (UK)

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[asd@nationalarchives.gsi.gov.uk](mailto:asd@nationalarchives.gsi.gov.uk)

# ARA app – a new addition to the family

As many members will know, ARA has launched an app for members. The app can be downloaded easily and works on Android and Apple devices as well as on Kindle Fire tablets.

We envisage that the app will soon become your main gateway to everything on the ARA website, giving you greater flexibility of access, so that you are not tied to a desktop or laptop. Initially, it will just contain major communications. Over time, more content will be added. Eventually, the app will develop into a mobile hub for members to access information and, hopefully, audio/video content and webinars. Our goal is to improve member experiences and deliver added value, including in terms of the immediacy and flexibility with which members can receive and share information.

### What's on the app right now?

- ARC Magazine
- ARC Recruitment
- ARA Today
- News from the website
- Conference details and handbook.

### Why do we need an app?

There are a few good reasons why we need the app.

Firstly, like any membership organisation and professional body, we need to keep abreast of technology and enhance our offering to members. Mobile apps

are also now commonplace, with many people now using them on their smart phones; so having an app is just part of the 'new-normal'. So we decided to do that alongside developing the app, which will bring resources like ARC Magazine, section news and other items to your smartphone and (thereby) closer to your fingertips, as well as helping you share more information, more quickly, with each other.

Secondly, the app means better value for money. Putting more information into digital and reducing our print costs enables us to redirect resources to front-line priorities and keep your membership subscriptions as low as possible.

**Additional benefits**

The launch app is just the first step. Once we've got the basics right, the technology will allow incremental developments and benefits.

**What's being considered for future development?**

- An easy-to-use facility to renew your membership and update your contact details. This is due in 2017.
- A simple link to finding and booking training, and development opportunities – via the website.
- Recruitment opportunities – through job adverts and early notification for some interesting vacancies.
- Webinars and more audio/video content going forward.

We know that many members will choose not to use the app. That's fine: you'll still be able to access ARA publications and services as you do now.

**Operating systems**

The ARA app is available for three types of devices:

1. iOS – that's Apple devices, such as the iPhone and iPad. [Must be version iOS version 7 or above.]

2. Android – the Google operating system that runs just about every other smart phone and tablet. [Android software needs to be version 4.0.3 or above.] There's a huge range of Android-compatible products available, with phones and tablets starting from less than £50.
3. Kindle Fire – uses a custom version of the Android system.

**How to download**

If you are familiar with downloading apps, then the ARA app will be easy to find and install – go to the Google Play Store, Apple App Store or Amazon (for Kindle Fire) and search for "Archives and Records". A more detailed, step-by-step guide for the relatively (or totally) uninitiated is available via the Publications page on the ARA website.

You'll need your existing ARA website user name and password to log in to the app. If you have forgotten one or both, or have never had a user name and password, you'll need to reset/apply via the ARA website.

We will also ask members to revalidate their app details every three months – as a basic security precaution.

**The benefits**

Members that download the app will benefit from (or contribute to) greater:

- Efficiency – faster communication; you'll get (and be able to share) information more quickly.
- Mobility – information – eg, on job opportunities - will reach your device wherever it is (and you are).
- Convenience – you can keep in touch wherever and whenever it suits you, i.e. wherever there's a mobile connection.
- Web-enabled access – when we publish new documents and information with the app, it can be web enabled, with links taking you straight to the website or hyperlink connection being referenced.



- Engagement - the app enables ARA to better engage with members, and enables members to better engage with each other.
- Value for money – the app helps us reduce publication printing costs and offers another platform for possible advertisers: all this helps us redirect resources to front-line priorities and keep ARA membership subscriptions as low as possible.
- A better environment - by reducing the amount we print, we use less paper and materials associated with packaging and distribution, and emit fewer greenhouse gases.
- Professional development - we hope that the app will open up new opportunities to hold webinars and other video/audio content.
- Things we haven't thought of yet! - we'll welcome members' ideas on how the app can grow and develop in the coming years.

**We need your feedback**

We'd love to hear what you think, so please send us through your ideas on how we can improve the app, make it more user-friendly or develop new services. We might not be able to do everything at once, but we'll want to do as much as we can as often as we can. Please send your feedback to [app@archives.org.uk](mailto:app@archives.org.uk)

**John Chambers**  
CEO, ARA

# Continuing Professional Development News

Last month, eagle-eyed readers will have noticed a change to the title of this column. No longer 'Registration News', the column has been renamed 'Continuing Professional Development News'.

So, why the change?

The new title reflects the shift that is taking place regarding how the ARA supports your ongoing professional development. Registration is no longer the end of what's on offer but, instead, part of a far more comprehensive CPD programme that will take you from the beginning to the end of your career.

The Board will be taking major decisions on CPD in January. The results of a survey of members will go up on the website in December. You will find more information on all this, and on CPD more broadly, at <http://www.archives.org.uk/cpd.html> Alternatively, drop us a line with any questions.

For those of you enrolled on the current Registration Scheme, don't worry, you haven't been forgotten. The Registration sub-committee will continue to support your activities through workshops and the provision of advice, should you need them (see below).

**Please do consider taking up some or all of these options: they can only help you navigate the submission process and improve chances of passing.**

We would also like to hear how many people plan to submit their portfolios this year. There are two remaining assessment rounds (**deadlines: 1 April 2017 and 1 October 2017**). If either is likely to fit your schedule, please email me at: [regschemecomms@archives.org.uk](mailto:regschemecomms@archives.org.uk)

In addition to your mentor, you can currently call on the Candidates' Representatives and the Registrar. Workshops and portfolio surgeries can help you with new ideas of specific feedback on your portfolio. Full details will be announced as soon as dates and locations are confirmed. Please keep an eye-out for announcements in ARA Today, ARC magazine and general emails to members.

[www.archives.org.uk](http://www.archives.org.uk)

Please also email me if you anticipate requiring particular assistance or information that you have so far been unable to access. I look forward to hearing from you, including with any comments you might have.

## Contacts:

General enquiries for the new CPD programme to [cpd@archives.org.uk](mailto:cpd@archives.org.uk)

For candidates on the Registration Scheme (now closed to new entrants):

General Registration Scheme Enquiries:

[<registrar@archives.org.uk>](mailto:registrar@archives.org.uk)

Registration Scheme Events Enquiries:

[<regschemeevents@archives.org.uk>](mailto:regschemeevents@archives.org.uk)

Registration Scheme Admin and Bursaries:

[<regschemeadmin@archives.org.uk>](mailto:regschemeadmin@archives.org.uk)

Registration Scheme Communications Officer:

[<regschemecomms@archives.org.uk>](mailto:regschemecomms@archives.org.uk)

Registration Scheme Mentor Queries and Advice:

[<regscheme Mentors@archives.org.uk>](mailto:regscheme Mentors@archives.org.uk)

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## Richard Wragg

Communications Officer

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“Don't forget: Existing candidates have 8 months to submit their portfolio under the existing Registration Scheme.”

# Documenting the Undocumented: International Engagement, Archives and Preserving the Refugee Experience (*Part One*)

The first of two parts written by Paul Dudman on International Engagement. Part Two will be published in a subsequent issue of ARC, further detailing work done following the establishment of the international working group with the International Association for the Study of Forced Migration (IASFM) covered in this article.

The preservation of the archives within our care, and the multiple interplay of narratives that they contain, is at the heart of our professional work. But how can we approach the collection of those narratives which may not fall within easy reach of our collection policies? I will attempt to respond to this question over the course of two articles for ARC magazine, and endeavour to explore the oral history work that we have been undertaking in the Refugee Council Archive at the University of East London. I will also discuss the dialogue held in an international conference of the International Association for the Study of Forced Migration (IASFM) in July 2016 - a conference which I attended, funded by the ARA International Engagement Fund.

The University of East London (UEL) has been host to the Archive of the Refugee Council for over a decade, where we have provided active research and teaching support for a postgraduate MA in Refugee Studies and the UEL Centre for Migration, Refugees and Belonging (CMRB). The Refugee Council Archive is one of the largest collections in the UK documenting the history of the refugee experience. The Council dates back to the early 1950s, when in response to the creation of the 1951 UN Convention on the Status of the Refugee, the British Council

for Aid to Refugees and the Standing Committee on Refugees were founded, later to merge in order to become The Refugee Council.

Their subsequent Archive, maintained over a period of fifty years, details both a substantial history of the Refugee Council's work in supporting refugees through the survival of the charity's minutes, correspondence, and general administrative files. However, in addition, the Archive contains a substantial collection of materials collected by the Refugee Council during the course of undertaking their work. Made up of reports; working papers; conference papers; community publications; press cuttings; audio-visual and related grey literature, this represents an in-depth history of the historical responses to refugee issues. Surviving archival records document the Hungarian Uprising in 1956; the expulsion of Ugandan Asians by Idi Amin in 1972; the flight of the

Vietnamese Boat People in the late 1990s and the break-up of the Former Yugoslavia in the 1990s.

Whilst providing a range of literature documenting both the flight of these refugees and charting their reception and adaptation within the UK, researching issues like employment, education, access to welfare and



Living Refugee Archive Logo (red). UEL / Paul V. Dudman



Booklet image. UEL / Paul V. Dudman

changes to UK Government policy, there still remains a substantial gap in the surviving documentation; namely, the life history narratives and testimonies of the refugees themselves. This raises a significant question, and one that as an archivist I have become increasingly conscious of how can we ethically approach the documenting of refugee narratives and testimonies, especially in light of the current refugee and migrant crisis?

In the autumn of 2014, UEL launched its new civic engagement agenda, and as a part of this, an internal civic engagement fund. The aim of this fund was to finance internal projects for up to £5,000 with the express aim of engaging with local communities. This presented the Archive with an opportunity to fund a small pilot project looking to undertake the collection of oral history recordings of refugees and migrants and to establish a Living Refugee Archive portal ([www.livingrefugeearchive.org/](http://www.livingrefugeearchive.org/)) to host both the oral history recordings and provide a point of engagement for the wider community.

Undertaken in conjunction with an academic, Dr Rumana Hashem, and postdoctoral colleagues associated at the CMRB, this interdisciplinary project enabled us to engage with a number of academic, oral history and third sector practitioners - nationally and internationally - and to address a number of important epistemological questions. These included questions around how archives engage with the wider community, especially where this community has traditionally been underrepresented and may be reluctant to engage with perceived “authority” institutions. Issues surrounding the ethics of undertaking oral history work with refugees and migrants was a recurring theme, as was the very process of how we archive and make accessible our archival holdings through the civic engagement project

[www.archives.org.uk](http://www.archives.org.uk)

we have undertaken during February to July 2015.

Whilst our internal funding only lasted for a period of six months, we felt that it was important that we continue to look at ways of developing this work, as we have received feedback from external and internal colleagues and research participants that there was a definite interest in looking to follow up on these questions. We therefore sought to look for new collaborations for extension of the project. One way we were able to achieve this was through a successful application for seed funding from the International Association for the Study of Forced Migration (IASFM) which helped us

to establish an internationally focused Working Group on the Archiving and Documentation of the History of Forced Migration and Refugees (<http://iasfm.org/adfm/>).

Dr Rumana Hashem and I have jointly set up the working group with IASFM, which has now seven working group members and many online members. We set up an online forum with Jiscmail, a Twitter and Facebook account to share works on the subject, and a blog for members’ contributions. Contact: [p.v.dudman@uel.ac.uk](mailto:p.v.dudman@uel.ac.uk); 020 8223 7676.

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**Paul V. Dudman**

University of East London

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Image of the UEL Docklands Archive Reading Room. UEL / Paul V. Dudman



# An App Means to Opening Up a Collection

There is a wealth of items and records in the archive of the Royal Society of Arts (RSA) relating to the 260-plus years that the Society has been in existence. The archive is housed in the historic RSA House in London designed by Robert Adam, one of the famous Adam brother architects. But, in practice, there are few in-house areas suitable for safely displaying archive items.

**E**arlier this year we began looking into alternative options to showcase our archival holdings and the stories attached to them. The aim was to find a quality, cost-effective, time-efficient way to put the archive ‘out there’ in a way that would also fully involve our team of wonderful volunteers. We chose an alternative to the standard solutions, by designing and launching the new RSA Heritage App. And it seemed a logical step to further experiment with the app as part of our programme for this year’s ‘Explore your Archive’.

The mantra in museums and archives for the past several years has been digital, digital, digital... so it was not

surprising that we looked to digital solutions to our advocacy needs. We found several options out there. But the rapid, ongoing development of mobile technology was the key that we believed would open up exciting possibilities for showing and interpreting what we had in the archive and helping our visitors see the links between RSA House and the Society’s history.

In truth, we weren’t making a standing start. The archive had successfully undertaken a digital initiative in 2012 with JSTOR, resulting in the digitisation (and subsequent publication) of the Society’s volumes of Transactions and Journals covering the period 1783 to 2011. We saw

**ARCHI'VE**  
**EXPLORED**  
**DISCOVERED**  
**FOUND**  
**DETECTED**  
**CONNECTED**  
**ENGAGED**  
**UNEARTHED**  
**LEARNT**  
**IMAGINED**  
**CREATED**  
**UNLOCKED**  
**OPENED**  
**REVEALED**  
**CELEBRATED**

You'll be amazed what you might uncover.  
 Explore your archive.  
 Find out more at [exploreyourarchive.org](http://exploreyourarchive.org)

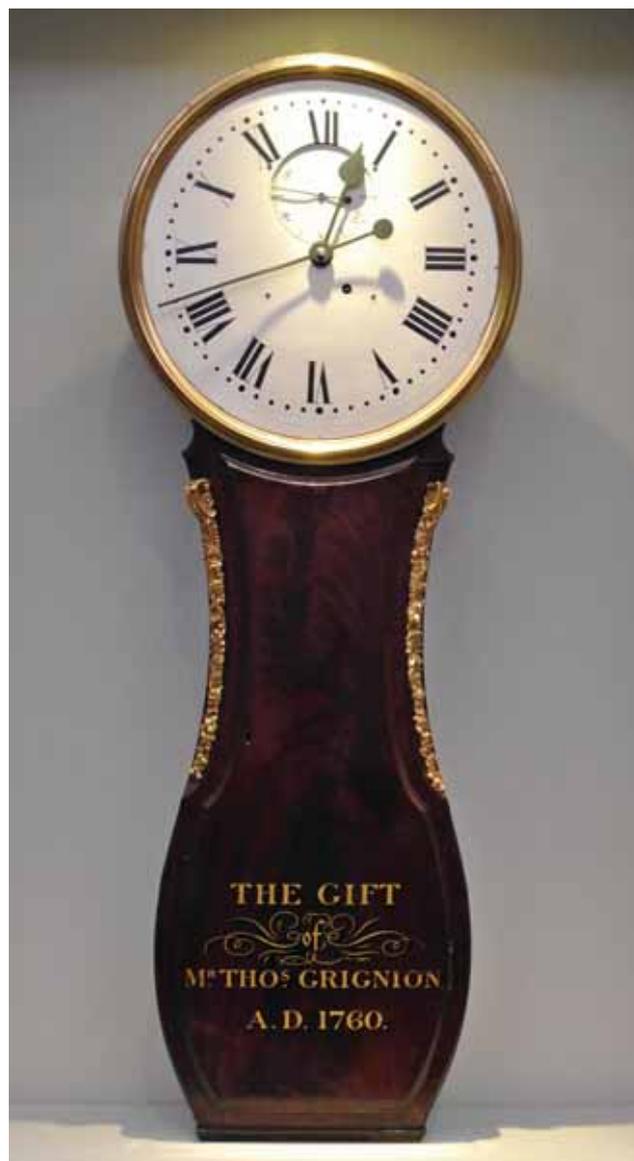
**ARA** Archives & Records Association  
**The National Archives**

Fronting your activity - Campaign Logos, copyright ARA

that offering access to these volumes via the internet had introduced the Society's history, activity and story to a much larger and broader audience.

One tangible result was that enquiries were generally more informed, and there was a discernable improvement in the requests received for us to undertake research, saving staff time and improving our ability to deliver a quality service.

In addition to the JSTOR initiative, we were already producing in-house, digital surrogates of letters, artworks and minutes on an ad-hoc basis to forward to researchers who were unable to visit the archive in person. We began a more concerted effort last year, dispatching over 2,500 outsized drawings and paintings to be photographed externally, at high resolution. A further 3,000 are scheduled for this year. Hopefully, the eventual outcome will be a digital repository to contain and preserve an expanded RSA digital archive.



The Grignon Clock - ArchI've Detected. Courtesy of the RSA

With such excellent quality images it was inevitable that we would want to display them, and so we set about finding a digital platform. This was actually easier than we had expected, as we found a number of companies demonstrating their wares at heritage events and conferences. In the end, the option that appealed the most was to create an RSA app, enabling downloaders to access 'bite-sized,' easily digestible 'taster' images via the app. This would allow us to combine quality images with related text - factual, anecdotal, interpretive and thematic. And we wanted a double advocacy win, linking the archive to our (internal) community of Fellows, staff and researchers via a portal, but also our (external) customer base. In practice, this could mean everyone, including completely new audiences without any previous interest in the Society's past or present.

We decided on using Llama Digital's mobile app platform, Situate ([www.situate.io](http://www.situate.io)). This is a mobile app system that

Mr Goggeley's illustrated thoughts on visiting the Great Exhibition 1851 - ArchI've Imagined. Courtesy of the RSA



Exam minutes in need of repair - ArchI've Learnt - The Society pioneered formal examinations, which eventually became standard for everyone. Courtesy of the RSA

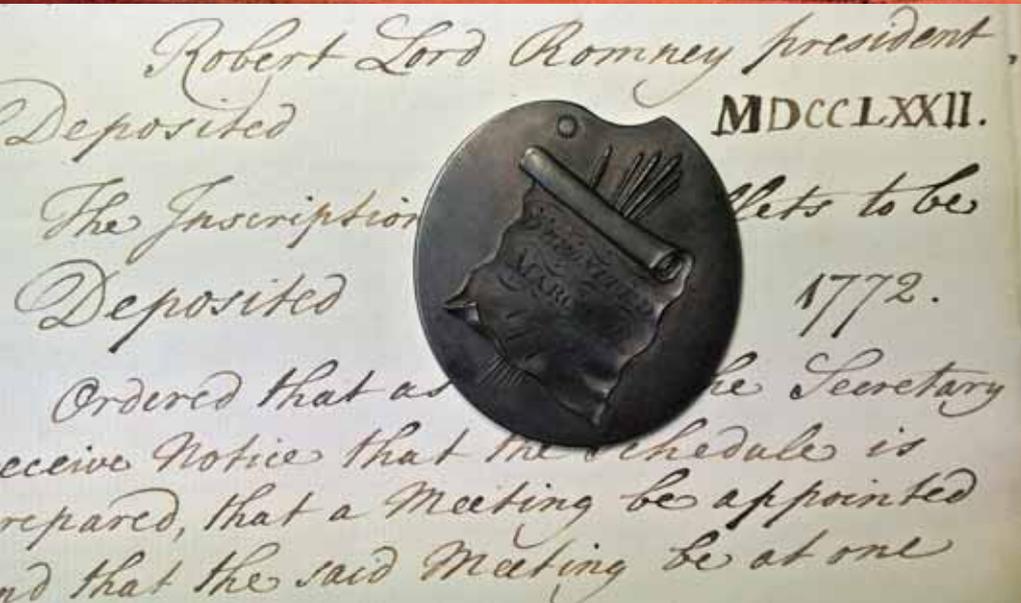
allows apps to be easily created and managed. We are still at the early stages of using this system, and - following an in-house training session - we have found it an intuitive system to use. The app was trialled successfully at an event held in the House in June of this year and included, in addition to content on aspects of the RSA's history, a section created to fit the topic of the conference, artistic copyright.

When we decided, rather late, that we would like to participate in 2016's Explore your Archive launch week, it was easy to look to the app. The multi-coloured campaign branding was a very useful starting point and worked well as the headline image for the overarching Explore section on the app. The fourteen categories under the now iconic ARCHIVE logos helped us create a framework to insert images and text. Each one was assigned a colour and produced a striking drop-down list.

The addition of numbers to the thumbnails added to the visual effect and aided browsing the app. Some of the campaign logos were easy to match to archive material in our collection. For example, alongside 'Discovered' we used the image of an 18th century shoe; 'Found' was ideal for a photograph of Henry Cole; and 'Unearthed' enabled us to highlight the recent acquisition of a unique medal that was placed under the foundation stone of the RSA House in 1772.

Other logo categories were trickier to match, but the team enjoyed the cognitive challenge of trying to match them to items, events or stories from the archive. 'Detected' proved difficult to begin with, but matching the theft of the Grignion clock to the 'detectives' who located it was fun - whether our community lets us get away with that remains to be seen! Overall, though, being able to control our own content was a key factor in choosing the Situate app: no coding was

Victoria and Albert Opening the Great Exhibition, 1851 - ArchI've Opened. Courtesy of the RSA



“It is amazing how much impact the app has had in such a short space of time”

Time Capsule Medal and Note 1772 - ArchI've Unearthed. Courtesy of the RSA

required, and we were able to try it for free to see if it was suitable for our needs.

To recap, we are still at the early stages of developing the app to meet our requirements, and we will be looking to exploit the other available technical options that we are keen to incorporate. These include using hyperlinks to open up the ‘tasters’ into a main course, experimenting with audio and maps, and creating different versions for different audiences. But it is amazing how much impact the app has had in such a short space of time.

Moving forward we intend to add new beacon technology so that visitors to the RSA House will be able to use the app as a visitor guide and automatically access content relevant to their location within the building. In the Great Room of RSA House, for example, information about James Barry’s

paintings will be available. And (using GPS) we will be able to map the history of the Society from its first meeting in a Covent Garden coffee house in 1754 through to taking up permanent residence in John Adam Street in 1774. We will also be able to locate the site of the various buildings in the area where we held meetings between those two dates.

The RSA archive is genuinely excited by the possibility of ‘what next’. Our future is digital, and Explore Your Archive offers us a platform to experiment and change the perception of our collection with internal and external stakeholders alike.

**Eve Watson**

RSA

# South West Heritage Trust: Inaugural Record-keeping Service of the Year Winners, 2016

On Monday 7 November, the South West Heritage Trust received the inaugural Record-keeping Service of the Year Award from the ARA's President, Dr Alexandrina Buchanan at the Devon Heritage Centre in Exeter.

Among the audience of invited guests were the Chairman of Devon County Council, the Mayor of Barnstaple, heritage professionals, representatives of local societies, and staff members plus volunteers from the Devon and Somerset Archives and Local Studies Services. A delighted David Gwyther, Chairman of the South West Heritage Trust, received the award on behalf of the Trust team. He commented:

“The Trust is delighted to be the first winner of the award, which recognises the excellent work of its staff, volunteers, local societies, Friends and supporters in Devon over its first two years.”

Founded in 2014, the South West Heritage Trust is an independent charity committed to protecting and celebrating the rich heritage of Somerset and Devon. As well as the outstanding Museum of Somerset in Taunton and two other museums in Somerset, the Trust manages the historic environment service for Somerset and the archives and local studies services of the two counties.

The Friends of Devon's Archives nominated the Trust for the award for its extensive work to enhance the Devon Archives and Local Studies Service over the past two years. The winners of this (inaugural) award - for the UK and Ireland - were decided in an open public vote during the summer of 2016 from a total of five shortlisted archive and records services.

Prior to the presentation of the award, Tom Mayberry, the Trust's Chief Executive, gave the guests an introduction to its work. Dr Janet Tall, Head of Archives and Local Studies for the Trust, then outlined the ways in which the Devon service has improved since the Trust was formed. For example, the last two years have seen considerable re-organisation of the Heritage Centre's public facilities, as well as a substantial increase in the number of volunteers assisting with the work of the service. The Trust also launched a redesigned and greatly-improved online archive catalogue during the summer; and work by both staff and volunteers to add material to the catalogue means that it is evolving and growing almost every day.



World War One recruitment poster. Courtesy of South West Heritage Trust



World War One recruitment poster. Courtesy of South West Heritage Trust



David Gwyther receiving the Trophy from ARA President Dr Alex Buchanan. Courtesy of South West Heritage Trust



# Exploring Recipes: Welsh Archives Reaching New Audiences

As part of this year’s Explore Your Archive campaign here in Wales, the focus has been on ‘food’, and we created a series of short films in English and Welsh - featuring historians and archivists - looking at nutrition in prisons and workhouses, bygone remedies using some weird and wonderful ingredients and food preserving techniques.

The films can be viewed on the Archives Wales YouTube channel: the one here is about ‘Unusual Remedies’ <https://youtu.be/KNxGyepEV-g>

Renowned chef Bryn Williams helped to kick off the Explore Your Archive campaign in Wales at Denbighshire Archives on 18 November. The Archives are located in the atmospheric old Pentonville Gaol in Ruthin. In his comments, Bryn said:

“It’s fascinating to look at bygone recipes and to see what people used to cook with and also to examine how those old ways of cooking have influenced what we do in kitchens today. Recipes were one of the things that everyone wrote down and passed on to future generations, so they give us a great insight into the food that was served in the richest of houses right down to the rations given out to prisoners or those in the workhouses.”

At the event, promotional goody-bags were handed out to all 90 attendees and these included some old recipes for ginger cake and bara brith, which Hazel Thomas from the National Library of Wales recreated and served on the day!

Behind the scenes, we in the Audience Development Team for Museums, Archives & Libraries in Wales have been collating content from archives in Wales

to use on Archives Wales Facebook pages and Twitter feeds (#archwilioarchifau) and developing a Wales-specific Explore Your Archive toolkit (take a look here: <https://archives.wales/staff-toolkit/explore-archive-2016/>). This ensures everyone in the Wales network has access to a range of artwork, template press releases and feedback forms.

Additionally, the team provided grants to archive services enabling them to develop events or films or projects which support the Explore campaign and raise their profile at a local level, too.

This year, along with the Welsh-English bilingual logo pencils, notepads, postcards and posters, Welsh archive services also received beer mats (or coasters if you prefer) branded with the

bilingual logo and images from archives across Wales. We hope these materials will be used throughout the year, not just during the Explore ‘launch week’ but at outreach events, internal events and talks/exhibitions held within the archive.

Another new addition to the portfolio was our ubiquitous ‘selfie-frame’, which was used to great effect at the launch event.

Finally, having developed the bilingual logo for Wales, it was great to be asked by ARA if we could create Gaelic and Irish language versions for Scotland and Ireland. You can see them on the pages that follow; we were thrilled to see our Celtic cousins joining the brand!

**Jane Purdie**  
All Wales Audience Development Team



Clockwise from top left: Promotional Materials ©Welsh Government/MALD, Bara Brith & Ginger Balls ©Welsh Government/MALD, Chef Bryn Williams launches Explore in Wales ©Welsh Government/MALD, Catering students from Coleg Llandrillo on their first visit to an archive! ©Welsh Government/MALD.



## Archival and Records Advocacy: a Six-Month Social Media Campaign From Scratch

Lauren Clifton launching social media at Sussex Day event. Courtesy of West Sussex Record Office

West Sussex Record Office celebrated its 70th birthday in 2016. To mark the occasion, we asked 70 of our users, depositors, volunteers, supporters and staff to explore the archives and nominate their favourite document. On Sussex Day, 16th June, we published a booklet featuring these 70 archives, distributing 10,000 copies across the county. We then launched a social media campaign to support the booklet, with a blog expanding on its content, giving us 70 ready-made posts we could present as part of a finite over-arching series and which could be shared via other social media platforms.

In researching how we might best use social media, we found articles and case studies on its application in libraries and museums, but limited sources addressing the practicalities and potential role of social media within archive services. So we approached the West Sussex County Council (WSSC) Communications Team for some guidance, who were very helpful in introducing us to their Social Media Best Practice Policy. A brief survey of other record offices and their use of social media revealed

that although some used blogs to promote project or partnership work, the majority utilised both Facebook and Twitter on a more regular basis.

We started by setting up a blog on Wordpress.com and creating accounts on both Facebook and Twitter, whilst trialling an account on Instagram. When registering accounts for each platform, we were reluctant to sign up using our shared record office email address - for obvious reasons. To keep all notifications and contact distinctly separate, we created a separate Outlook account that was dedicated to social media, and used this email address to sign up for Wordpress, Twitter and Instagram.

Facebook presented a different challenge. A public 'page' on Facebook has to be created by a personal Facebook account, but we didn't want to use an individual staff member's private account, not least because terms and conditions suggested that 'ownership' of a public page would be difficult to re-assign if staff were to leave. So, instead we used a 'ghost' profile, setting up a page using login details



70th anniversary booklets. Courtesy of West Sussex Record Office.

provided by the ever-helpful WSCC Communications Team.

When it came to the practical matter of running and managing our online presence, we decided that three people should share the responsibility for posting and monitoring the sites, with a social media role added to the staff rota. We also purchased an iPad, as a portable means of tracking online activity and taking snapshots of events or records to post online immediately.

We planned to make things manageable; i.e., post three blogs a week between the launch of the booklet (in June) and our Anniversary Open Day and Reception (in November). We invited each of our 70 contributors to write more about their chosen 'favourite' record, including additional images and a photograph of the contributor where possible. We decided against watermarking images used online, although we were careful to check copyright and permissions, and used low quality .PNG images to discourage unwanted reproduction.

Wordpress's helpful functionality enabled us to schedule these items to post automatically several weeks ahead, and - through the statistics function - we found that our first blog post was viewed over 100 times in the first week alone. Post views steadily increased over subsequent months, with the majority of visits being referred from Facebook and Twitter. Without this added publicity, the readership of our blog would have been considerably diminished. Overall, by November, we had a total of 4,944 views from visitors as far afield as Vietnam and Ghana!

It also soon became apparent that our Facebook page and Twitter account were building slightly different audiences, with interest on Facebook tending to come from within West Sussex, and a core group of users and supporters there regularly engaging with the content that we were posting. Twitter has a broader reach, but offers limited space in which to engage with followers, and its function leans more towards raising awareness and promotion of services.

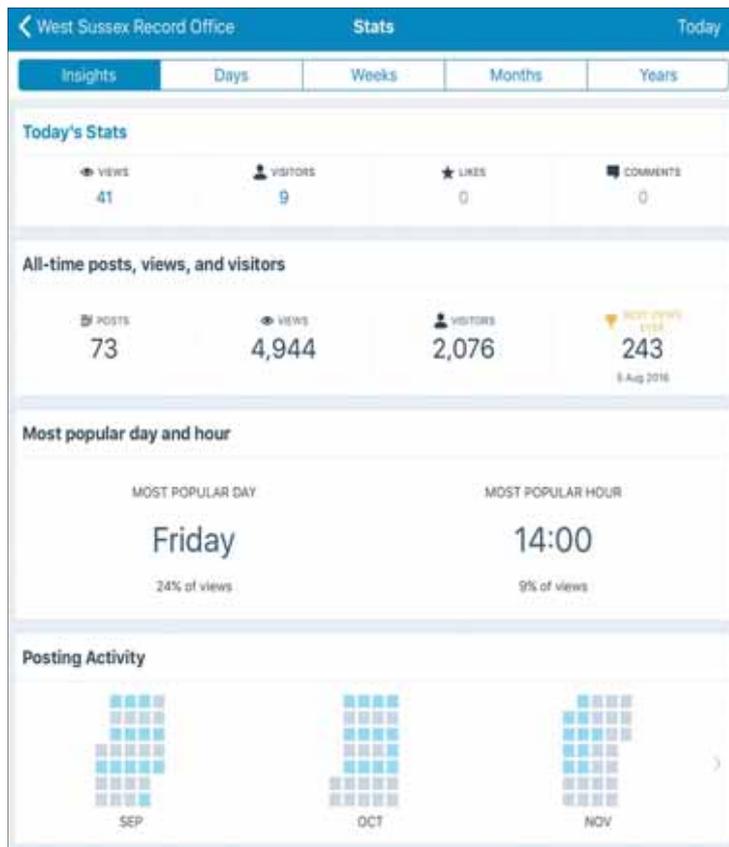
We used Instagram sporadically, but found that



Facebook screenshot. Courtesy of West Sussex Record Office



Open day images. Courtesy of West Sussex Record Office



Wordpress stats. Courtesy of West Sussex Record Office



Open day tweet. Courtesy of West Sussex Record Office

our inability to post links hindered its use as a promotional tool for the blog. However, we have used it to participate in topical trending themes, such as #NationalDogDay or #InternationalLiteracyDay, which has gained us 43 new followers, and no end of staff amusement in finding appropriate images in our collections.

It was not all plain sailing. There have been minor issues, most notably in managing the technicalities of posting, inserting images, and sharing links. It also took time to gain familiarity with each platform. But the experience has allowed staff to expand their skill-set and become more proficient over time. Managing staff time was also an initial concern, but by planning and scheduling posts in advance, we maintained a steady online visibility without feeling pressure to have a constant presence.

The response of our stakeholder community to our efforts over the past six months has been overwhelmingly positive, with comments from readers who have discovered records through the blog that have aided their research, and one visitor who was able to listen to a recording of her great-grandfather's voice for the first time, after our post about a First World War oral history project.

Offline, we have had a number of visitors to talks and our Open Day as a result of seeing the events posted on social media, and some users requesting copies of records featured on the blog. An added benefit from the campaign has been the opportunity to engage actively with (and strengthen) our relationships with depositors and supporters, linking with their own separate events and marketing.

“By planning and scheduling posts in advance, we maintained a steady online visibility without feeling pressure to have a constant presence.”



First tweet. Courtesy of West Sussex Record Office

Following the success of the last six months, we plan to continue developing our social media presence, as we now have a foundation of ‘followers’ that we can build upon. We are now able to engage with the Explore Your Archive campaign across all platforms and have seen a great response.

Moving forward, we intend to use the blog to further promote our service through ‘record of the month’ features, posts about new accessions and project work, advertising events and talks at the Record Office, and inviting other guest bloggers to take part on an ongoing basis.

We would like to thank everyone who has supported the campaign, and if you are yet to follow us, we can be found in the following places:

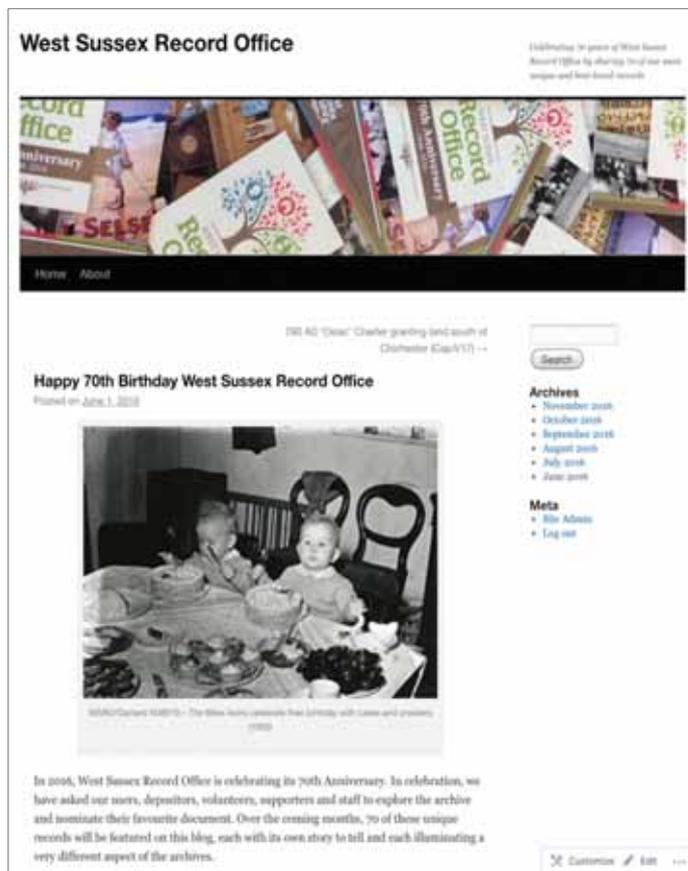
- Blog: <https://westsussexrecordoffice.wordpress.com/>
- Twitter: @WestSussexRO
- Facebook: West Sussex Record Office

**Lauren Clifton**

West Sussex Record Office



Instagram screenshot. Courtesy of West Sussex Record Office



First blog. Courtesy of West Sussex Record Office



Record-keeper of the Year Award Winner 2016: Sarah Wickham, University of Huddersfield (pictured receiving her award from Dr Alex Buchanan (ARA President), Huddersfield, November.



Archive Volunteering Award 2016 Winner: the National Library of Wales. From left to right: Dr Alex Buchanan (ARA President) and Rhodri Glyn Thomas (President, National Library of Wales). Aberystwyth, November. Courtesy, National Library of Wales.



Distinguished Service Award Winner 2016: Dr Ray Refaussé, Church of Ireland. From left to right: Dr Liz Mullins (UC Dublin), Dr Refaussé, Dr Alex Buchanan (ARA President), Ross Higgins (Chair, ARA Ireland). Dublin, October.



Distinguished Service Award Winner 2016: Steve Connelly, Perth and Kinross Council Archive, speaking following receipt of his award at the 2015 ARA Conference in London, August.



Distinguished Service Award Winner 2016: Kim Collis, West Glamorgan Archive Service. From left to right: Mr Collis, David Mander, OBE (former ARA Chair). ARA Annual General Meeting in London, May.



Community Archive and Heritage Group of the Year Award Winner 2016: The Dartmoor Trust. From left to right: Peter Mason (Dartmoor Trust), Sue Hampson (Chair, CAHG), Tony Clark (Dartmoor Trust), Dr Nick Barratt (UC London).

# Launching Explore Your Archive in England: Hereford 2016

In his keynote speech at the launch of Explore Your Archive in England, the historian, author and TV presenter Dr Ian Mortimer issued a clarion call for archives. Speaking at the Herefordshire Archive and Records Centre (HARC), Ian gave a personal, reflective and amusing address that drew on his early enthusiasm for research, his experience as an archivist and his subsequent career as an acclaimed writer.

**F**amily history came to Ian, a self-confessed history nerd, rather sooner than is usual. A childhood fascination with the great marcher lord who shared his name led to the slightly disappointing conclusion that his own origins were rather less illustrious. There is, however, something pre-ordained about his journey to the presidency of the Mortimer Society, one of numerous official positions he holds. A fine example of nominative determinism if ever there was one.

Ian enlivened his address with anecdotes from the various phases of his career. We heard of a former colleague whose approach to customer care was - shall we say - not 'progressive' by today's standards. When a researcher sought access to a bishop's register rather too near closing time, the colleague was most effective in dissuading him, with a warning that it was probably contaminated by the Black Death. Then there was the academic whom, let's face it, we've all encountered, who reassured the staff that any potential damage to the document he was consulting was immaterial, as future use would be obviated by his lofty conclusions.

A concept that ran through the speech was the importance of understanding archives. This is a quality that Ian, with his perspective as both practitioner and user, has demonstrated in abundance. He clearly understands the issues and impulses affecting the use of archives, from the financial pressures that currently haunt us all to the impact of digital cameras on the research process. He called on archive service managers to develop centres of excellence.

Ian also encouraged services to have the self-confidence to be flexible in discharging their policies. To illustrate this,

he recounted an uncomfortable afternoon in an unnamed institution with an iron-hard three-item-per-hour production rule. Having swiftly dispensed with his allocation of three volumes of indexes, he spent the ensuing period in the otherwise deserted search-room, staring defiantly at the unfortunate archivist until the next hourly ordering window eventually opened.

Yet Ian reserved his loudest campaigning voice for the paymasters. He castigated authorities who appeared to contemplate the reduction or even the demise of their archive services with apparent equanimity. These are precious resources, he asserted, that are not simply for the researchers who may use them directly, but for the whole community. He matched this appeal with trenchant criticism of private companies that dispose of their records with casual disregard for any historical value that they may hold.

Ian's message was well received by an audience of HARC volunteers, Friends, representatives of Herefordshire's local history societies and researchers. Already converted they may have been, but they drew further inspiration from the other presentations.

Amanda Huntley, director of the privately-run Huntley Film Archives, made an impassioned appeal for an understanding of the particular difficulties she faced. The Huntley collection is housed in Ewyas Harold, a sprawling village on the Welsh border where an abundance of space prompted its relocation from London. Maintaining the right conditions for long-term storage of film demanded eternal vigilance, sound financial resource-management and a relentless enthusiasm (which Amanda displayed copiously).

The use and management of film presents not only physical challenges but intellectual ones, Amanda suggested. Like any archive medium, its trustworthiness could not be taken for granted. In illustration, Amanda asked the audience what proportion, in their opinion, of the extensive footage depicting soldiers of the First World War going over the top represented a genuine record of actual combat. The answer? Barely a frame. Nonetheless, Amanda demonstrated how her collection could still help bring the past to vivid life by showing a mesmerising smorgasbord of clips.

Herefordshire is also home to seminal documents from a much earlier age. The Reverend Canon Chris Pullin gave a preview of the events planned to commemorate the 800th anniversary of the 1217 Magna Carta, an example of which is housed in the archives of Hereford Cathedral. The planned programme of lectures and exhibitions in 2017 will draw attention to the slightly more recent version - or the more important one as Chris put it - of the great charter that was celebrated globally last year. Interestingly, HARC holds a transcript of a lesser-known but complementary document to the 1217 Magna Carta, called The Charter of the Forest. The latter is held in a 13th-century bishop's register.

Banners depicting passages from Magna Carta in specially commissioned calligraphic designs will adorn Hereford Cathedral's nave in 2017, and two of these were hung in the atrium at HARC for the launch of Explore Your Archive.

An insight into the therapeutic value of archival research was then offered by Dr Kate Lack and Di Stephenson of the Bromyard and District Local History Society. The Society recently completed a project in conjunction with Herefordshire MIND and a group of volunteers, some with mental health problems. Bringing together archaeology and archives, The Past in Mind, which focused on an investigation of a long abandoned village on the outskirts of Bromyard, revealed a significant synergy between the processes of social history and mental health recovery.

Celebrating its fiftieth anniversary this year, the Bromyard and District Local History Society provides a shining example of the innovative contribution such a voluntary group can make to research and to the broader health of a local community.

After such a stimulating afternoon of presentations, there was only one possible conclusion: cake - mountains of it. After that a tour of HARC - in its unique passivhaus home.

As an experiment, local services were asked to volunteer to host the England launch of Explore Your Archive this year.

[www.archives.org.uk](http://www.archives.org.uk)



Cake. Courtesy of Fenny Smith



Dr Ian Mortimer. Courtesy of Fenny Smith

“Banners depicting passages from Magna Carta in specially commissioned calligraphic designs will adorn Hereford Cathedral's nave in 2017 and two of these were hung in the atrium at HARC for the launch of Explore Your Archive.”

Herefordshire was the first: the launch offered us a chance to showcase our rich heritage offering and diverse value of our archive. We'd happily recommend to colleagues elsewhere that they volunteer in 2017.

**Rhys Griffith**

Herefordshire Archive and Record Centre

# Explore Your Archive 2016 and Social Media at the Wiltshire and Swindon History Centre

On 2 November 2016, I delivered a talk at my workplace entitled “Getting more out of the Wiltshire and Swindon History Centre”. It was like no talk I’d done before - most have been thematic, looking at particular estates or families, or types of archive. This one was designed to give as much information as possible about our service - of the whole History Centre, not just the archives - and what we can offer to researchers. It was aimed at people who had never used our service before, or those who had only used one part of it.

We wanted people to see just how much they could discover from a visit to us. My talk was the first in a series of talks and workshops held throughout November to coincide with Explore Your Archive 2016 launch week.

The talk included a tour of the History Centre, which finished up with a visit to the Archive Conservation lab, and gave visitors the insight into how we operate and how we provide documents for customers at all levels. A visit to the conservation lab always goes down well with everyone, including me - I learn something new each time I take a group round!

The talk itself covered the basics of how to conduct research using the resources the Centre has, including our parish registers, transcripts, wills, indexes, Local Studies Library, microfilms of newspapers, reference books and the other services on offer such as Wiltshire Buildings Record and the Archaeology service.



Ally McConnell showcasing History Centre material

Further talks in the month focused on: expanding on my first one, looking in more detail at the types of record in our strongroom; preserving and conserving archives, by one of our conservators; a workshop on reading and interpreting old handwriting; a study of institutions in Wiltshire and how to use their records; and a look at the life of Queen Mary I, as well as a talk by wildlife photographer Nick Upton, which was given as part of our *Collecting Cultures* project. These talks were distinctive but also held together well as a programme to showcase the diversity of resources on offer. We were pleased to see some people booked on more than one.

The talks took place all through November, and four were included in Explore Your Archive launch week, on varying days to try and attract those who might be restricted on weekdays or weekends. Numbers were fairly consistent, and the workshop on

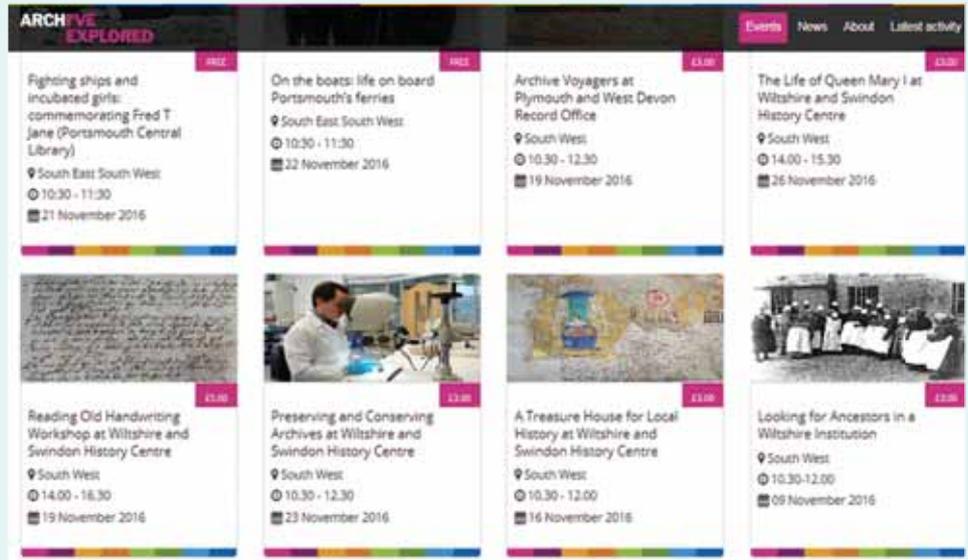
palaeography was sold out (!). Much of the advertising was done not just through the Explore Your Archive campaign infrastructure but through our own social media.

We are in a sort of growth phase with social media. We currently run seven different social media platforms to varying extents, including: Twitter, Facebook, Pinterest, Instagram, Flickr, History Pin, You Tube as well as our weekly blog. When I first joined the team of Archives and Local Studies assistants three years ago, we were just running a Twitter account and Pinterest to a limited degree. Part of my role was to take the lead on social media and further develop it.

So I set up a Facebook page within the first few months and established a few regular features for it, such as posting interesting articles each week from *Wiltshire Times* issues published 100



Using Instagram (courtesy of Wiltshire and Swindon History Centre)



Wiltshire and Swindon History Centre events on the Explore Your Archive website

years ago. I initially linked it to our Twitter account to help with building content on the empty Facebook page but quickly found that, for our purposes, it flooded the page with too-frequent updates, and we lost the Facebook specific posts.

Interestingly, analysing the demographics of our Facebook followers showed that they were predominantly the same as those who made up the majority of the users of our building. One of our aims for social media is to reach different groups of people, both to encourage more people to visit archives and to reach those who might not be able to visit in person but would still be interested to learn more about heritage. So we branched out and set up profiles on additional platforms. A presence on Instagram and Flickr certainly helped increase our reach, particularly Instagram with its fast growing user base and younger demographic.

As part of a local authority I have been required to liaise with the Council communications department in order to get permission to set up additional accounts. Although this has occasionally been time-consuming, my colleagues have been supportive and granted us independent use of the accounts. There have been a number of other pluses: the

ability to plug in to wider local authority social media events - such as #OurDay - also helps raise our profile.

I always need more time than I officially have to manage these accounts to their full potential, but prioritising Twitter and Facebook for daily monitoring and updates enables us to then use the other accounts in slightly different ways when the need arises. We currently use Flickr as a showcase for the kinds of material in our collection and update it each week with a few more gems. Instagram is used in a more informal way, as and when interesting things crop up, and for glimpses behind the scenes. I hope to increase our use of these as time goes on.

We've also now got a few albums on Pinterest (including our latest board on #ArchivePioneers - thanks, Explore Your Archive!). This has been particularly useful for curating material that might not ordinarily be seen together, and for themes such as World War One and our ongoing HLF-funded *Collecting Cultures: Creative Wiltshire* project.

Our main plan for HistoryPin is to create virtual tours to complement our thumbnail parish Community History web pages. Our YouTube content is currently fairly limited but



Generic Explore Your Archive branding (copyright, ARA)

includes a great video showing one of our conservators completing an extremely complex 3-D jigsaw puzzle (reassembling a Bronze Age collard urn).

So, all in all I'm pleased with the progress in our social media over the last couple of years. However, there are always plans to make more use of all the platforms, to get more creative, and hopefully to reach even more of that ever growing band of virtual stakeholders!

Here's a list of our platforms:  
<https://twitter.com/heritagewshc>  
<https://www.facebook.com/WiltshireandSwindonHistoryCentre/>  
<https://www.flickr.com/photos/wshc/>  
<https://uk.pinterest.com/heritagewshc/>  
<https://www.historypin.org/en/person/63868>  
[https://www.instagram.com/heritage\\_wshc/](https://www.instagram.com/heritage_wshc/)

And search Wiltshire and Swindon History Centre on YouTube!

**Ally McConnell and Naomi Sackett**  
 Wiltshire and Swindon History Centre



National Gallery of Ireland, Archive Open Day, 24 November 2016. (Courtesy of the National Gallery of Ireland)

## Explore Your Archive: Central to an Historic Commemoration Year in Ireland

As I write, the fourth year of the Explore Your Archive campaign in the ARA Ireland region is still very much in full swing. 2016 has seen the greatest number of events yet being run by archives services across the Ireland region as part of the Explore campaign.

The National Archives of Ireland, the National Library of Ireland (NLI) and the National Gallery of Ireland (NGI) have all run free events, but now joined by local council archives, such as Dublin City Library and Archive, and smaller niche archive services such as the IFI Irish Film Archive. The events have included talks, seminars, open days, workshops and exhibition and collection launches, and are a testament to both the work ethic of Ireland-based archivists and to the growing success and value of the Explore Your Archive branding.

This year, we were again lucky enough to secure a prominent public figure to act as ambassador for the campaign: Catherine Murphy TD, co-leader of the Social Democrats, launched the Ireland leg

of the 2016 campaign in the Crypt of Dublin City Hall on the evening of 17th November. Deputy Murphy delivered a thoughtful and sincere speech at the launch event, demonstrating her long-standing passion for archives and the archive sector in general. She covered a wide range of topics, such as digital preservation and the great leaps made in access to archives in Ireland in recent years.

Deputy Murphy was also kind enough to take part in some of the other promotional aspects of the campaign, such as a photo-call with me and the Keeper of Collections, Harriet Wheelock, at the Royal College of Physicians of Ireland, and to contribute to the campaign press release.

The launch was also attended by John McDonough, Director of the National Archives of Ireland, and Michael Willis, Director of the Public Record Office of Northern Ireland, the two leading archive services in the island of Ireland. John Chambers, Chief Executive of the ARA, came all the way over to Dublin to attend. This heavyweight start gave us the

National Gallery of Ireland, Archive  
Open Day, 24 November 2016.  
(Courtesy of the National Gallery of  
Ireland)



best of momentum going into the first event two days later.

The many events taking place this year (all free of charge) demonstrate the diverse range of archive services and collections in the Ireland region. As a taster, they include:

**‘Remembering 1916, Recording 2016: the National Library of Ireland’s Web Archive’**

As part of the National Library’s programme for 2016, it is recording the online life of Ireland on the 100th anniversary of 1916. Maria Ryan, NLI’s 2016 web archivist gave a talk on how the NLI is capturing, preserving and making available key websites that tell the story of the 2016 commemorations for future generations of researchers.

**National Gallery of Ireland Library and Archive Open Afternoon**

During the afternoon, the NGI’s Library and Archive team were on hand to highlight the stories behind the

Ross Higgins, ARA Ireland Chair, at Explore Your Archive Ireland launch, Dublin City Hall Crypt. Courtesy of ARA Ireland region





Guest of honour and Explore Your Archive Ireland ambassador, Catherine Murphy, TD. Courtesy of ARA Ireland region

collections for two themed events, 'Art and Archives during times of War' and 'Art in Ireland in the early twentieth century'. Artists represented included William Orpen, Mary Swanzy, Jack B Yeats, and Mainie Jellett.

### Seminar on Popular Theatre at Dublin City Library and Archive

Radio producer and theatre historian Conor Doyle spoke about the great Irish actor and comedian Jimmy O'Dea, and award-winning author and theatre historian Cecil Allen spoke about the Queen's Theatre, which was known as the home of Irish drama long before the Abbey Theatre ever existed.



Popular Theatre: Cecil Allen's talk on the Queen's Theatre (courtesy of the Dublin City Library and Archive)

### Seminar on the First World War and the Somme at Dublin City Library and Archive

Genealogist and historian Declan F. Brady gave a talk titled 'WW1: Forgotten But Not Gone - Experiences of Returning Ex-Servicemen in the Irish Free State'; historian and journalist, Ronan MacGreevy, spoke on 'Wherever the firing line extends: Ireland and the Western Front', and finally project archivist Noelle Mitchell discussed working on the Dublin City Library and Archive exhibition, 'Dublin Remembers: Stories from the Somme'.

### Report of The Survey of Hospital Archives in Ireland, National Archives of Ireland

This talk by archivist Brian Donnelly centred on this newly published and highly anticipated report. The survey is the fruits of a project run by the National Archives of Ireland with support from the Wellcome Trust. It brings together archivists and historians to discuss the current state of Irish medical archives and to draw attention to the myriad of issues that practitioners face when dealing with historical health-centred and medical archives.

For the second year in a row, we were also lucky enough to secure extra funding from the ARA to hire a PR company to assist with the promotion of Explore Your Archive 2016 activities. With this support, we secured significant coverage of the campaign in national print and web media, including pieces in the Irish Times, Irish Examiner and the Journal.ie. We were able to promote the campaign on RTÉ Radio One’s leading history show, and on archive-interest websites, like [www.irishgenealogynews.com](http://www.irishgenealogynews.com) and [www.theirishrevolution.ie](http://www.theirishrevolution.ie) (to name but two).

It’s already an exciting campaign, and it’s not over yet! Here’s to Explore Your Archive 2017 and building on the ever-growing success of this and previous years' campaigns.

**Felix Meehan**

ARA Ireland

All photos ‘Courtesy of ARA Ireland region’ unless otherwise stated.



Felix Meehan, ARA Ireland Outreach Officer, at Explore Dublin launch. Courtesy of ARA Ireland region

“ 2016 has seen the greatest number of events yet being run by archives services across the Ireland region as part of the Explore campaign.”



Post-launch reception in Dublin Crypt. Courtesy of ARA Ireland region



Historian Conor Doyle on Irish comic great, Jimmy O'Dea (courtesy of the Dublin City Library and Archive)

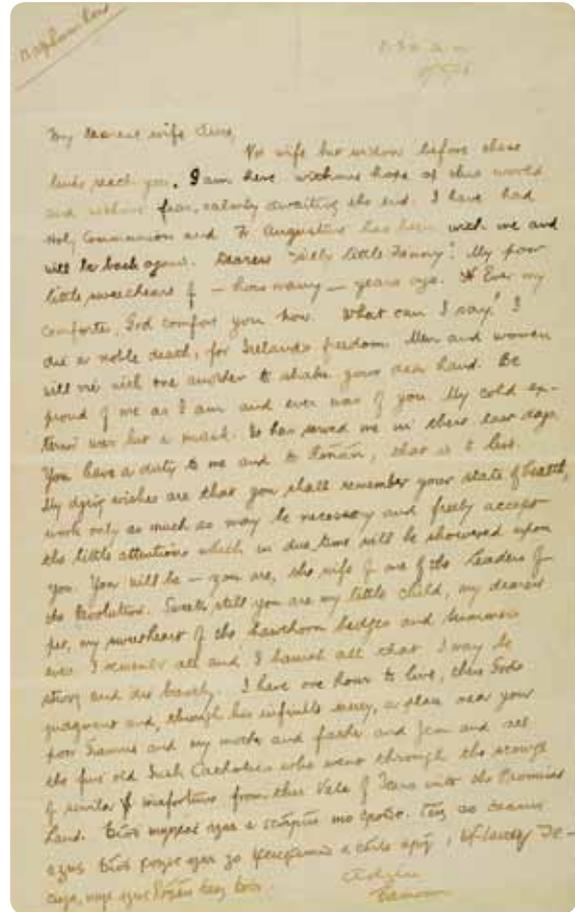


Image courtesy of the IFI Irish Film Archive

Horgan's Picture Theatre Orchestra, Youghal, County Cork, c.1920. The Horgan Brothers' films (1910-1920) held at the IFI Irish Film Archive are some of the earliest moving images made in Ireland. Brothers George, James and Thomas Horgan began their careers in the late 19th century in Youghal, Co. Cork as shoemakers and photographers. They ran magic lantern shows in Youghal and in the surrounding villages and townlands. From 1900, following the success of their photographic studio and magic lantern shows, James Horgan began to use a motion picture camera to capture current events and their local community. These films are now freely available to view on the recently launched IFI Player. See [ifiplayer.ie](http://ifiplayer.ie). Image courtesy of the IFI Irish Film Archive. For more info on the Horgan Brothers Collection, see the IFI Irish Film Archive storybox at [learnaboutarchives.ie](http://learnaboutarchives.ie)



Charles Hachette Hyland, a graduate of the Royal College of Surgeons Dental School, was living in Percy Place close to Mount Street in 1916. When fighting broke out in the surrounding streets, Hyland donned his white coat and during brief ceasefires, joined the nurses and other staff from Sir Patrick Dun's Hospital as they tried to help the wounded soldiers. On Thursday, 27 April, Charles Hachette Hyland was shot dead on Percy Place. He was one of several civilians killed during the battle at Mount Street Bridge. Image courtesy of the Royal College of Surgeons in Ireland. For more info on Charles Hachette Hyland, see the Royal College of Surgeons in Ireland storybox at [learnaboutarchives.ie](http://learnaboutarchives.ie).



Letter from Éamonn Ceannt to Aine Ceannt saying goodbye on the morning of his execution, 1916 May 8. The letter is held by the National Library of Ireland and forms part of the 1916 Digital Collections, a unique digital repository of personal papers and photographs that tell the story of the momentous events of 1916. Image courtesy of the National Library of Ireland.

# High Life Highland: Combining Events to Widen and Sustain Engagement with the Community

This year at the Highland Archive Centre we decided to do something a little different for Explore Your Archive. Realising that the launch week was taking place at the same time as Book Week (Scotland) we decided to combine the two and encourage people to come into the archives, explore some of the amazing documents we hold and use them as inspiration for (and to take part in) a creative writing event in any medium - short stories, poems or illustrations.

There are thousands of interesting stories and fascinating characters hiding in repositories across Scotland. The Highland Archive Centre is no exception, and we have some emotive documents on many diverse subjects, from slavery and the Jacobites to gold rushes and the 'clearances'. So we set out to select documents that are particularly rich - either in setting or in character - and which would best lend themselves to creative writing.

The 'setting' documents ranged from a 1752 letter from the Isle of Nevis describing hurricanes, epidemics and slaves, to a Dingwall burgh memorial from 1740 asking for help after election rigging led to murder in the streets. The documents chosen specifically for their 'characters' included a letter written during the Second World War by a woman in the French Resistance detailing her (understated) bravery in rescuing British airmen, and the scrapbook of an aristocratic Victorian lady containing social gossip.

We worked hard to make the selection of documents as user-friendly as possible for those unused to working with archives. For example, we chose documents, photographs and maps covering a wide date range. We wrote detailed captions for each document, giving the reference number and a summary. We typed transcripts whenever and wherever the original handwriting was hard to read. And we added ideas to inspire visitors alongside each item, as if we thought they would need inspiring!

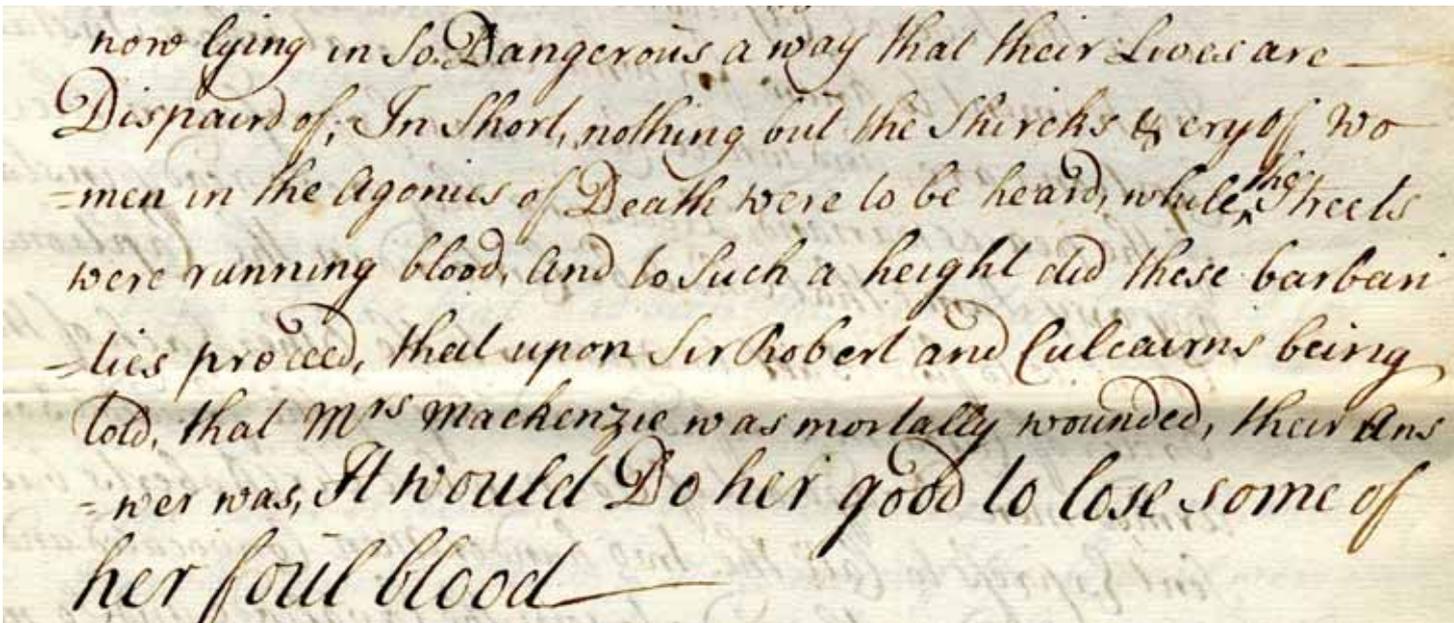


Creative writing storyboxes. Courtesy of Highland Archive Centre



A penny-farthing to inspire the children. Courtesy of Highland Archive Centre

We also worked hard to make the event as widely-accessible as possible - all documents without copyright/reprographic restrictions were scanned and



Dramatic extract from a letter by Dingwall Burgh magistrates. Courtesy of Highland Archive Centre

uploaded onto a specially-created event page on our website (enabling people outside our immediate area to take part) and we created storyboxes to go into Inverness Library and Inverness Museum. These contained scanned copies of the documents, captions, transcripts and ideas for inspiration.

As well as utilising the national visibility (and easy free advertising!) of both Explore Your Archive and Book Week (Scotland), we pursued our own active marketing for this event. We sent a press release to Highland newspapers, we wrote directly to all the primary and secondary schools in the Highlands and we invited local writing groups to take part. We also advertised both the creative writing event and the Explore Your Archive campaign in general through our social media channels and via a stand-alone storybox in the foyer of our building (which is shared with the Inverness Registrars). This raised awareness of the campaign as a whole with members of the public who were in the building for other purposes.

We decided deliberately not to make the writing event a competition with a prize, but more of a celebration of what can be found in archives. And we gave people plenty of time - a month - to get their creative juices flowing: the closing date for submission of 'new' creative works was Monday 19th December.

It doesn't end there: submissions received as part of the event will feature in a 2017 exhibition at The Highland Archive Centre and on Highland Culture website Am Baile. Hopefully this will have a sustained impact in terms of the archive's visibility. So if you're up in Inverness in early 2017, why not drop in and see the exhibition and what we've done?

“We worked hard to make the selection of documents as user-friendly as possible for those unused to working with archives.”



New bilingual Gaelic-English Explore Your Archive logo. Courtesy of Highland Archive Centre

It's all been a lot of work, but the inter-connectedness of the headline campaigns, the creative writing piece and the exhibition will hopefully have a multiplier effect - in raising sustained awareness of what we do - and help us to build some strong relationships across our wider community.

**Lorna Steele**

High Life Highland

Visit by St Joseph's Primary School. Courtesy of Highland Archive Centre



# A Plan for Connecting with Schools

Once we in the Highland Archive Centre had decided to use Explore Your Archive to focus on creative writing inspired by documents, we needed to design our marketing plan.

**W**e aimed to market this event to as wide an audience as possible and began to think about distinctive branding. We have three Gaelic-medium schools in our catchment area, so we worked with Jane Purdie and her team in the Wales Audience Development Team and Elevator Design to adapt the Welsh bilingual logo for Explore Your Archive into a bilingual Gaelic/English version, with distinctive Scottish colours. We made sure to include this on posters created to appeal to both adults and children.

The next step in our marketing strategy focused on targeting. We were very keen to encourage school groups to come in, look at the documents, and produce creative works based on what they had seen. From

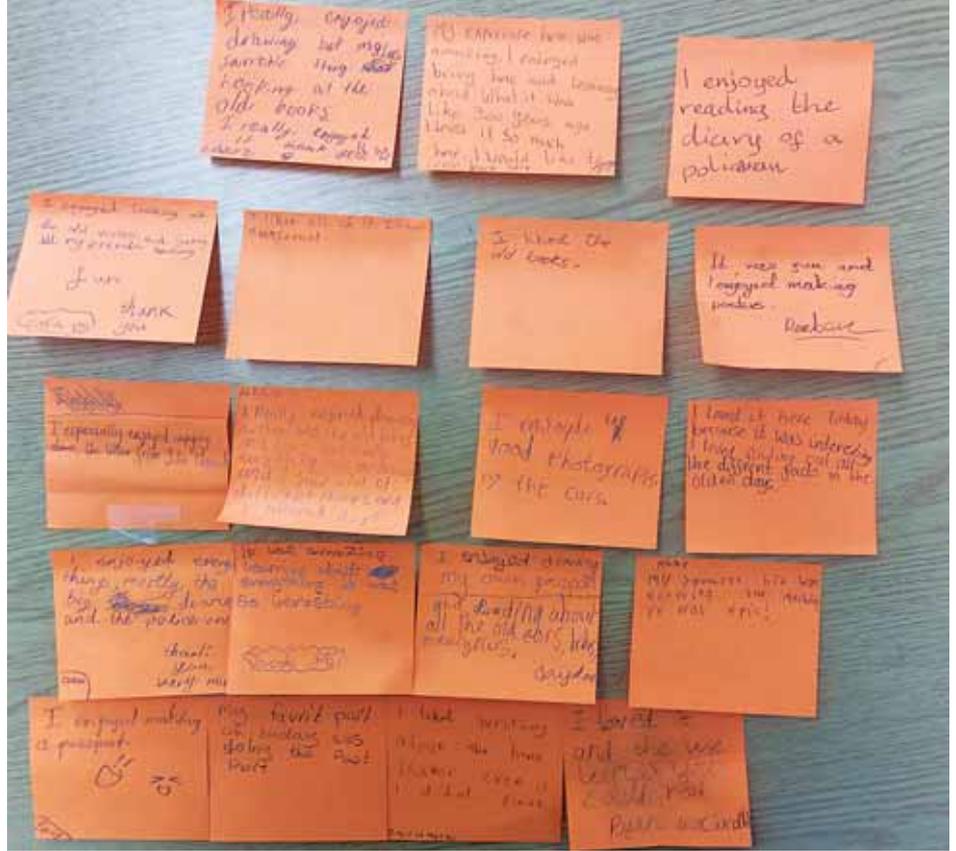


Archive search-room set up for creative writing event. Courtesy of Highland Archive Centre





Constance Mackenzie, who lived an 'unconventional life.' Courtesy of Highland Archive Centre



Visit by St Joseph's Primary School. Courtesy of Highland Archive Centre

working with schools in the past we know that children can become completely absorbed just reading documents and can't believe that they are allowed to get their hands on letters and books from hundreds of years ago. We wanted to encourage more of the same!

We also feel that it is important for Highland school children to know that what we hold is their history, and that it can be made vivid, exciting and relevant to them. In this way, we hope to inspire the next generation about the importance of archives. Another reason for targeting schools was the long term aim of showing teachers what we hold and encouraging them to think of us in connection to projects - not only in the usual suspects - history, English, art, etc. - but any other subjects. As we hold documents from the 1300s onwards there are many areas in which we can help teachers inspire and educate.

The first school to respond to our outreach was Millburn Academy, the largest school in the Highlands, who asked if they could bring almost 200 S2 History and English pupils to the event. The sheer logistics of this meant tailoring the programme to make it manageable without losing the excitement factor. We decided to organise the documents loosely according to historical themes (Victorians, 20th Century, Jacobites, etc.) and split the pupils into smaller groups. Each group was tasked with investigating their given time period and producing a group creative work from what they saw and read. This enabled us to connect the History and English departments of the school in a new and exciting way - helping pupils see beyond their immediate subjects and the teachers see that joint projects can freshen up their classes. As we cover such a large geographical area (the Highland



Explore Your Archive stand in the foyer of the Highland Archive Centre. Courtesy of Highland Archive Centre.

region is roughly the same size as Belgium and is served by the Highland Archive Centre in Inverness and three area offices), it is always a challenge to think of ways to make events as all-encompassing as possible. This event also had a dedicated web presence, making it easier for us to reach beyond the immediate area and 'sell' the idea to schools and individuals across the Highlands and further afield.

It always takes time to establish a new idea and tempt people through the doors, but we are hoping that now the groundwork is in place we can continue to develop the concept over the coming years. We are now setting our sights on VisitScotland's Year of History, Heritage and Culture in 2017. New year, a new target community.

**Lorna Steele**  
High Life Highland

# Kids Take Over the Archives at Manx National Heritage

Manx National Heritage (MNH) Library and Archives on the Isle of Man (based at the Manx Museum, Douglas) took advantage of the November 2016 launch week of Explore Your Archive to combine with a local school and the annual Kids in Museums 'Take Over Day' (which we take part in every year).

**W**e thought we'd go a step further than usual and see whether we could train a local school to 'Take Over the Archives' for a day.

We approached our local primary school, St Thomas's, and their Year 5/6 class (9-11 year olds) were keen to take part. Over eight weeks the pupils worked with Manx National Heritage's learning team and archives staff to ensure they were up to the job. We began with a classroom-based session called Every Archive Tells a Story, where the pupils were introduced to the concept of archives - including why we care for them, what they can be used for, and how primary evidence differs from secondary sources.

This was followed by a weekly trip to the Manx National Heritage Library and Archives, where we visited the storerooms; pupils got to grips with the reading room and its resources; and we explored the museum galleries looking for evidence of archival material on display.

During the training period, we talked to the pupils about what they wanted to do on 'Take Over the Archives Day', and it was agreed that we would work together on a new

[www.archives.org.uk](http://www.archives.org.uk)



Getting closer to the collections. Courtesy of MNH Library and Archives



Year 5 Preston liaising with the local media! Courtesy of MNH Library and Archives



Studying 19th century prison records. Courtesy of MNH Library and Archives

family-friendly trail around the galleries encouraging visitors to seek out our archives. With the help of our designer, we settled on creating an ‘Archive Code Cracking’ trail. We launched the product on the event day, 25 November 2016. The pupils each chose one area from the trail to focus on, and used the archives to undertake primary research. On the day itself, the pupils shared their research with our visitors.

The day was a great success, not least because the pupils had sent personal handwritten invitations to all the great and good of the Isle of Man. A particular highlight was watching 10-year-old Hattie show the Lieutenant Governor a 17th-century death warrant for Manx hero Illiam Dhone.

We also had a mini-director for the day, Year 6 pupil Robert Docherty. In his comments afterwards, he, reflected:

*“It has been really exciting learning about Manx history and understanding all the information that you can find in the archives. I really like military history and I loved talking to visitors about the Royal Manx Fencibles. I also loved taking our VIP guests on tours during the day and getting to explore ‘the stack’ [storerooms]. Our whole class loved being able to look at and touch really old papers - carefully of course! We are all going to create our own family archives now.”*

Our ‘Take Over the Archives Day’ was received with great enthusiasm by our library and archives team, who do not regularly work with school children. They enjoyed the energy and enthusiasm of our pupils, and were delighted



Hattie with His Excellency the Lieutenant Governor Sir Richard Gozney - trying out the Archive Code Cracker Challenge. Courtesy of MNH Library and Archives



Our communications team for the day: Lizzie, Hattie and Catherine. Showing their ‘Archive Code Cracker’ trail. Courtesy of MNH Library and Archives



Part of the Archive Code Cracker Trail in the Manx Museum Galleries. Courtesy of MNH Library and Archives

“One of the school’s core aims for the day was to improve pupils’ speaking and listening skills, and they surpassed all expectations”

to see how engaged the children were with the archival material. They were also impressed with the care that the pupils took with the archives - the reverence with which they handled (under supervision) each document. It was fantastic for all to see.

One of the school’s core aims for the day was to improve pupils’ speaking and listening skills, and they surpassed all expectations, with even the quieter pupils gaining the confidence to speak in public and sharing their passion for their chosen archive.

The ‘Archive Code Cracking’ trail will be running at the Manx Museum until February 2017. If you want to find out more or receive an electronic version of the trial then contact me directly ([katie.king@gov.im](mailto:katie.king@gov.im)).

#### Useful links:

Manx National Heritage Library and Archives: <http://www.manxnationalheritage.im/our-collections/library-archives/>

#### iMuseum (collections online):

<http://www.imuseum.im/>

#### Archives Hub:

<http://archiveshub.ac.uk/contributors/manxnationalheritage.html>

#### **Katie King**

Manx National Heritage Library and Archives



St Thomas’s Year 5/6 Class exploring the newspaper stores.  
Courtesy of MNH Library and Archives

[www.archives.org.uk](http://www.archives.org.uk)

# Exploring the St George’s Archives for the First Time

Earlier this year I began as the first professional archivist at St George’s, University of London, the medical school which shares a site with St George’s Hospital in Tooting, south-west London. Although today the University and the NHS Foundation Trust are separate organisations, they have a shared history, and continue to work together. Supported by the St George’s Hospital Charity, I am leading the St George’s Archive Project, which aims to preserve the archives and make them accessible to researchers and unlock their research potential.

Between 1996 and 2007 the St George’s Hospital Group deposited the majority of its historic hospital records, consisting mainly of patient and staff registers, at London Metropolitan Archives. Manuscripts relating to the history of the Medical School are also held by the Royal College of Surgeons of England. The records that remain at the University relate to both the history of the Hospital and the Medical School. They have the potential to provide a rich resource for research, not only about the history of the Hospital and Medical School, but also about the wider transformation in the teaching and practice of medicine since the 18th century.



The St George's Hospital residential house staff in 1917, with two of the Medical School's first female students. Courtesy of Robert Harris, Digital Services, for St George's, University of London

Following a trial of the newly introduced access arrangements with students undertaking a history of medicine special project, we used the Explore Your Archive campaign to launch the new archive service more widely. Much of the work in the first six months of the archive project took place behind the scenes. The Explore campaign therefore gave us the opportunity to promote the project more overtly and celebrate our success in making the collections more accessible. Explore allowed us to showcase how the collections could be used to engage our staff and students in the history of St George's. For greater exposure, alongside Explore Your Archive launch week, we celebrated our archives throughout November as part of our monthly *Library Loves* campaign, which focuses on one aspect of our service and promotes this to our users.

To get our Explore activity going, we gathered a small working group, which we called *Explore Archives*, made up of a variety of staff from the Library, led by the archivist. We invited colleagues that had expressed an interest previously in the archives or the history of St George's. When we made the first approach, we

presented it as an opportunity to gain new skills and knowledge, supporting their professional development, as well as the chance to do something different from their usual day job. As a lone archivist, it also offered me the chance to share the workload in planning our Explore contribution.

We also planned and held two 'handling' sessions for University and Trust staff and students, inviting them to hear stories from our history. During the sessions we displayed a curated selection of items from the collections: each item chosen to tell a different story from the long history of St George's. The sessions offered us the chance to invite advocates for the archive project, as well as senior management. But the real success was the broad diversity of the attendees - following an open invitation promoted via our internal communications channels. There were students, academics, NHS staff, and those working in a variety of administrative roles across the two institutions. Working with our colleagues in digital services, we also had items from the archives professionally photographed, and these featured in a series of postcards which we gave to attendees.



Students viewing a Post Mortem Case Book of St George's Hospital during a handling session. Courtesy of Ka-Ming Pang, Library Services for St George's, University of London

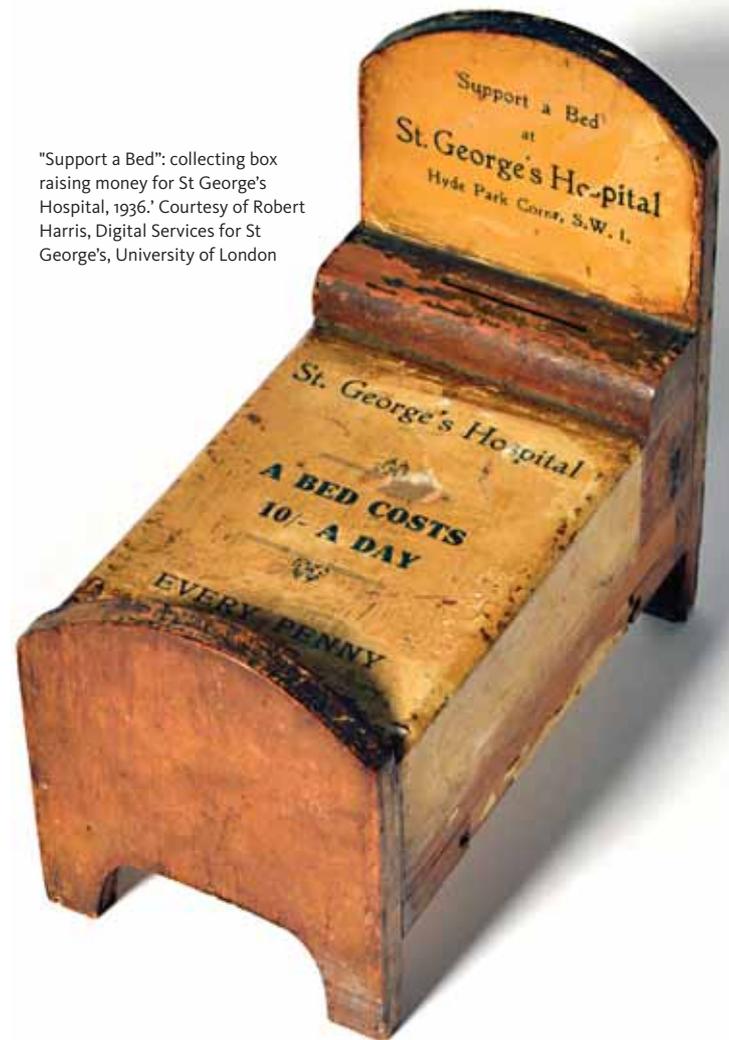


Elisabeth Thurlow introducing items during a handling session. Courtesy of Chrissie Phillips, Library Services for St George's, University of London

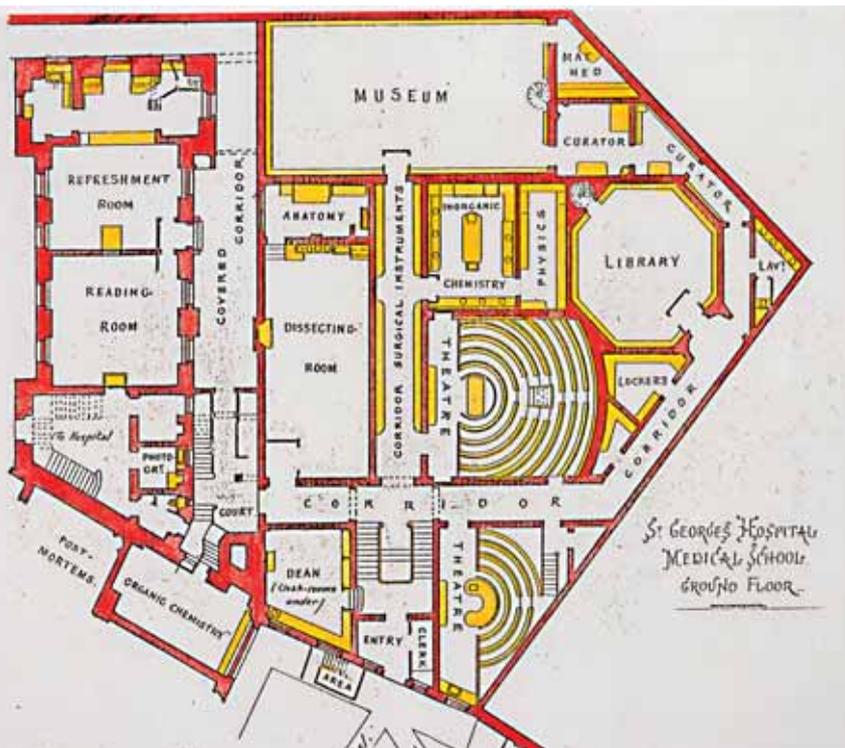
We also organised an active social media plan for the week, making use of the assigned daily hashtags and the already established Library social media accounts. We allocated responsibility for each day of the week to a member of the working group. Most the group were not active users of Twitter, so this was the chance for them to gain new practical skills, and make use of tools like Hootsuite to schedule their tweets. I encouraged members of the Explore Archives working group to explore the collections themselves to find images and information to help write their own tweets.

As the handling sessions were the first-ever events of this kind at the University, we used them to see what worked and what didn't, to help us plan future activities. At the end of each handling session we gathered feedback from attendees, asking them to complete three short questions: What did they most enjoy; what was their favourite item/story; and how did they hear about the event? Overwhelmingly people said that what they most enjoyed was hearing the personal stories of individuals from our history.

This interest in the stories of individuals was also reflected in the feedback gathered from members of the working group. Chrissie, our Research Publications Assistant said: *The Explore events provided me with the opportunity to hear the more human side to St George's history - the items in the handling sessions really gave a sense of people's stories and made the history of the medical school and hospital far more relatable and personal.*



"Support a Bed": collecting box raising money for St George's Hospital, 1936.' Courtesy of Robert Harris, Digital Services for St George's, University of London



Plan for the ground floor of the new St George's Hospital Medical School at Hyde Park Corner, c.1868. Courtesy of Robert Harris, Digital Services for St George's, University of London

Following the success of our first contribution to the Explore campaign, we have been invited to contribute to the University's formal staff induction programme, carrying out a handling session with new starters, giving them an insight into the rich history of the institution they are joining. There are also plans to film the stories told during the handling sessions, to share this online and reach a wider audience.

Being the first archivist at the institution, building and supporting my internal advocacy has been key to the success of the archive project so far. Explore Your Archive launch week gave us a fantastic platform for this and to shout about the archives. Until the arrival of the first archivist, this rich resource had been largely inaccessible to the whole St George's community.

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**Elisabeth Thurlow**

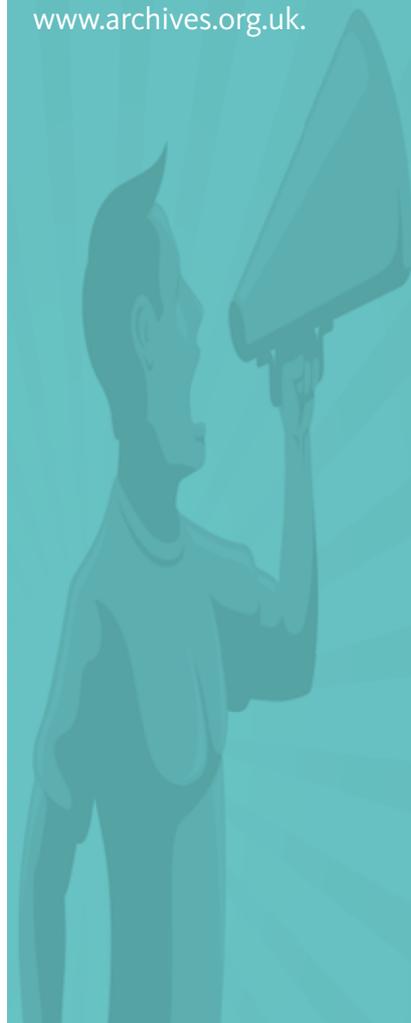
St George's, University of London

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# Calling all colleagues!

ARC is always seeking articles reflecting the issues that matter to you most. We would love to publish pieces that reveal the sector's opinion and showcase successful best practice.

If you would like to send something for inclusion in the magazine, please send articles to [arceditors@archives.org.uk](mailto:arceditors@archives.org.uk), or write and let us know what you'd like to read about. Guidelines for articles for ARC can be found on the Association's website: [www.archives.org.uk](http://www.archives.org.uk).





# 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**

**Email: [lizzy.aratraining@outlook.com](mailto:lizzy.aratraining@outlook.com)**

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



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