

14

**Hearing the
voices of
Stonehouse's
past**



20

**A viral
boot
sale
find**



25

**A new way
to widen
access
to your
archive
collections**



Community Archives and Heritage Issue

They've got a CAN-do attitude
in Cornwall p22





Queens Hotel, Leeds 28-30 August 2019



Archives & Records
Association
UK & Ireland

CONFERENCE

2019



Welcome to ARC Magazine February 2019

The community archives movement is something that has fascinated me since entering the profession, so I feel very lucky that this has been my first edition as ARC editor. I hope that this edition goes towards proving that records have a value beyond the recording of events and shows that they can enrich communities across the United Kingdom, Ireland and beyond.

Community archives have made everyone reconsider the role of the record keeper and even question who that person is. It's a movement that has been at the heart of both theoretical and practical developments, keeping us professionals on our toes.

Speaking of feet, are there any issues that you feel have been tip-toed around? Or perhaps it seems that we're out of step with professionals in similar fields and need a leg up? We welcome submissions that engage with our profession's 'hot topics' and get tea rooms everywhere talking.

Finally I'd like to say a massive thank you to Sue Hampson for gathering content and to all our contributors for their submissions.



Kim Harsley
ARC 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

ARC Magazine advertising enquiries to:
 dominic@centuryonepublishing.uk or phone
 Dominic Arnold on 01727 893894

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

ARC Magazine design by Glyder www.glyder.org

Front cover: CAN members undertaking preservation training. Image courtesy of the Archives and Cornish Studies Service, Cornwall Council

DISCLAIMER

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

Association News

- 3 Editorial
- 4 Opening lines
- 5 Professional development news
- 6 ARA Conference - quick update
- 7 Collecting matters
- 8 The 2019 ARA Conference Leeds

Museums and Archives Special Issue

- 11 Welcome from the Community Archives and Heritage Issue
- 12 Conflict, Protest and Reconciliation
- 14 What makes an award-winning community archive?



- 16 Hearing the voices of Stonehouse's past
- 17 Alternative archival storage space
- 19 People's archives kept by the people for the people
- 20 Helping community archives keep records



- 22 A viral boot sale find
- 25 They've got a CAN-do attitude in Cornwall
- 28 Collaboration in Community Engagement
- 29 A new way to widen access to your archive collections

opening lines

Adrian Steel describes his role on the ARA Board, working on the brand new 'membership' portfolio.



My ARA Board Portfolio is 'membership', newly created last year. The idea is that the portfolio holder can focus on supporting the delivery of a number of key ARA member benefits. These include Advocacy, Training, and the Pay Review Group.

Advocacy

Our Head of Public Affairs, Jon Elliott, leads on the ARA's advocacy work, which currently ranges from campaigning through to providing support to members and their services when facing threats such as significant cuts to funding. I support Jon in helping the ARA Board form a view on key issues. There is plenty of work to do here, with the local government funding position generally getting worse and with issues arising around the de-accessioning of collections in increasing number.

The Pay Review Group, led by Chair Andrea Waterhouse, published its recommendations last summer and since then has been actively intervening to support the recommendations made. Although impactful change to our profession's pay rates cannot happen quickly or without a struggle, clearly stating, evidencing and standing by our recommended pay norms is an important step around which other campaigning can be anchored. It is also something members can use individually or collectively to make the case for fair pay for our sector to employers.

Training

Training is often cited as one of the most significant things members expect from the ARA. The ARA Board recently adopted these four points to sum up our priorities:

- Supporting our training officers in nations, regions, groups and sections - recruitment, networking, administrative support from ARA office, information sharing, resources and guidance – to create and deliver the best and most appropriate training offer that they can
- Identifying and progressing opportunities for centrally-provided training which are applicable to all of the ARA's membership, training to be progressed according to need and business case as resources allow, and consideration to be given to new online/audio/visual methods of delivery
- Ensuring the best information about training is available to all ARA members, including information about training offered through the Digital Preservation Coalition (DPC) and available to members through ARA's membership of the DPC
- Ensuring that information about training needs is gathered and shared within ARA as far as possible.

In providing training, ARA is greatly indebted first and foremost to our team of volunteer training officers and others, who ensure that high quality, relevant and timely training events are delivered through our nations, regions, groups and sections. To support this team I chair a twice-yearly Training Officers Network Group meeting, working with group secretary Jane Speller to keep in touch in between meetings and offer assistance where needed.

Centrally-led training – training which does not originate from one of our nations, regions, groups or sections – is being considered for the new ARA professional development programme and for the upcoming Code of Practice for the new Data Protection regime. We are also looking at other profession-wide issues such as diversity or dealing with sensitive or distressing records. Because this can only be progressed as time and resources allow, we plan to look at digital and other remote methods of delivery, or working in partnership, to bring our members the training they need.



Working with the Digital Preservation Coalition

One great example of using partnership to meet a member need is through the ARA's membership of the DPC. Access to the DPC and its resources is intended to be a significant benefit for members and, in response to member feedback, I have been trying to ensure all ARA members know how they can take advantage of this.

In particular, the ARA's membership of the DPC means that it has at least one free place available to it at DPC events. This means that ARA members whose employers aren't able to join the DPC themselves have the chance to apply to attend a DPC event for free. A recent member email communication shared details of how to access this benefit, and with the support of the Section for Archives and Technology and Lorraine at ARA HQ we hope to be able to see many members attend DPC events for the first time in the coming months.

There are other benefits of ARA's membership of DPC, including the chance to apply to the DPC scholarship fund and to participate in or follow DPC training events remotely. We are currently working on a process to manage member access to these benefits with more details to follow.

It has been a privilege to be able to contribute to ARA's work during my first few months on the board. I've enjoyed talking to ARA officers and members about the work which comes under the membership portfolio and would be glad to hear from anyone else who wants to help, feedback or ask a question. I am on Twitter @heritage_adrian and email adrian.steel@archives.org.uk

Adrian Steel

Professional development news

An employer perspective on professional development

How the ARA programme complements staff training and development at the Public Record Office of Northern Ireland (PRONI)



In September 2018, I visited the Public Record Office of Northern Ireland (PRONI) to meet the team and discuss the ARA's competency framework and professional development programme, the route to qualifying as a Foundation or Registered member, or as a Fellow.

Training and development is a high priority for PRONI, and is identified as a strategic goal in PRONI's Protecting and Providing Archives for All strategy. Dr Michael Willis, PRONI'S Director, and Deputy Keeper of the Records, on the importance of staff development explains:

"As Director of PRONI I am keen that relevant training and development opportunities are available for all. PRONI staff are encouraged to discuss and agree meaningful and relevant Personal Development Plans (PDPs) as part of their annual reporting cycle with their line manager."

Personal development plans, also known as professional development plans, are an excellent way to identify and meet training needs. Michael added:

"These plans are a valuable, personalised way for each PRONI staff member to set out their learning and development priorities. This ensures that training is focussed on supporting PRONI staff to contribute fully to delivering the quality of service that PRONI's users expect. (Current) opportunities for development include formal training courses, seminars and conferences to less-formal opportunities such as visits to other archives, record offices, and other stakeholder and peer institutions."

Professional development supporting employers

So how does the ARA's programme and competency portfolio support the aims of an employer? Over to Michael Willis:

"I particularly like the opportunity that the ARA programme gives for all staff in PRONI, irrespective of their grade, to gain national professional recognition by the ARA at the Foundation, Registered or Fellowship levels. The competency

framework itself is transferrable, and the competency-based approach of the ARA programme echoes the competency-based approach of the Northern Ireland Civil Service, which PRONI follows. As PRONI's Director I will do what I can to support PRONI staff if they decide to enrol on the programme, as this will have benefits for them as individuals and PRONI as a National Archive. It will also provide evidence of delivery against PRONI's commitment to training and development as a key strategic goal."

The leadership angle

Michael and I also discussed leadership, and the view that leadership should not be left to managers alone. An engaged workforce that confidently shares its knowledge and expertise with colleagues, customers and stakeholders, can lead in their areas of work, helping improve service levels and community engagement. So, how should employers encourage

junior staff to show leadership? What issues might prevent better engagement by employees, and what should employers need to consider in response? Here's Michael again:

"This is a critical area! The Northern Ireland Civil Service (NICS), of which PRONI is part of, has placed great emphasis on the importance of effective leadership and delivering quality public services. I believe that there is a great responsibility on senior leaders and middle-managers to break down perceived or actual barriers caused perhaps by grade or custom and practice and allow all staff to give of their best. This can be achieved by meaningfully involving all staff in the work they deliver through effective communication, team working, delegating and empowerment. However, for this to be meaningful this has to go beyond rhetoric and sound bites, and be translated into practice. The importance that the NICS

The Northern Ireland Government's former Department for Communities (DfC) Permanent Secretary, Leo O'Reilly (pictured here, centre-right), with Dr Michael Willis (top-right) and a range of PRONI staff involved in PRONI's successful application and award of Archive Service Accreditation in 2018. (Photo: courtesy of PRONI)



places on strengthening leadership at all levels is evidenced by the NICS People Strategy 2018-21. This document emphasises building the capacity of all managers to effectively lead and manage at every level of the NICS, and to support everybody to reach their potential. PRONI has a wide range of staff across a number of work areas, specialisms, and grades and it's important that everyone feels comfortable when sharing their knowledge and experience."

I have seen over many years how professionals and para-professionals can become very experienced in their chosen fields. This knowledge and experience can make an invaluable contribution to debate and discussion in the workplace, whether influencing their employers' policies and approaches, or more generally to the practice of record keeping via contributions to the various opportunities that the ARA offers members.

The confidence gained through work experience can also be enhanced by the ARA's Foundation, Registered and Fellowship professional qualifications; they represent an independent recognition that an individual has met national standards set by the ARA. This external recognition is a validation of knowledge and competency, and can provide a much-needed confidence boost to your career.

We'll come to you

My thanks to Dr Willis and PRONI staff for their time. If you would like the ARA to visit your workplace and discuss ARA professional development and professional recognition with colleagues or managers or leadership staff, then please contact me at: chris.sheridan@archives.org.uk.

Chris Sheridan

Continuing Professional Development
Manager, ARA

Collecting matters

Working with the Community Archives and Heritage Group

I am part of the Community Archives and Heritage Group (CAHG) steering group. I am always energised by the meetings and encouraged by the commitment and enthusiasm that group members put into the planning and execution of community activity. Two highlights this year have been the conference in Birmingham and the work to collate all the community archive-related training materials from many sources around the UK into one easily accessible central resource on the CAHG website: www.communityarchives.org.uk/resources

In addition to the funding we provide CAHG via ARA, my regional and networks team has been looking at how we can best work with all sorts of archives, including community archives, school archives, and emerging archives in all kinds of organisations. Many of these collections document diverse histories and, in many cases, fill gaps in coverage in the archival landscape. The myriad narratives and perspectives that these collections provide a unique and valuable source for engagement, inspiration and research, capturing heritage that could otherwise be lost for current and future generations.

The team has identified an opportunity to engage with these emerging collections and to help people who have them to understand and articulate their cultural value. Through tailored engagement and advisory work, one of the things we can do is to assist organisations and individuals in being better placed to manage and care for their archives, making them more accessible for research and inspiration, both now and in the future. My colleague Caroline Catchpole has written an article included in this edition on one of the ways we can help through our Manage Your Collections project, a flexible tool that gives archives a straightforward way to contribute catalogue descriptions to Discovery, our online catalogue.

Tina Morton

The National Archives (UK)

asd@nationalarchives.gov.uk

The 2019 ARA Conference

28-30 August - Leeds

2019 programme and 'early-bird' bookings launching on 22 February

Delegate fees lowest since 2013 - £525 for full 'early bird' package

Modest surplus from Glasgow 2018 to fund additional bursaries for Leeds

Any suggestions for keynote speakers?

Chester selected to host Conference in 2020

Just when you thought it was safe... The conference committee met at our 2019 Conference venue, the Queens Hotel in Leeds, on 22 January to finalise planning for 2019. Here's the latest.

Programme announcement in mid-Feb

Straight after the 22 January meeting, the committee began to notify those whose proposals to speak were accepted (congratulations) and those that were not (commiserations). We had fewer responses to the call for papers to speak at Leeds than for Glasgow in 2018, but

the standard of submissions for this year was extremely high. So if you were unlucky this time, I hope it will not deter you from submitting to speak at a future Conference. We will launch the programme and open bookings on 22 February.

Conference theme – Recordkeeping 3.0

A reminder: Recordkeeping 3.0 is our theme for Leeds. Our goal? To equip delegates on the full spread of developments, ideas, innovations in records management, conservation and archiving to maximise their career and personal development and their value to employers. We hope to inspire delegates and help them meet the many challenges facing recordkeepers at all stages of their careers and in their workplaces.

Delegate fees for Leeds - £525 for full-package 'early bird' rate

The ARA Board has approved the Conference committee's proposed delegate fees for Leeds. These are the lowest since 2013 and lower than some years in the noughties, thanks to good negotiation by our implementing partners, Mills Media, and the cachet that Conference now attracts. The daily rate (ie, not including accommodation) will be £180. Early-bird registration will open on 22 February and be available until 1 May. We'll send out reminders in due course.

More bursaries for 2019

Attendance at Glasgow in 2018 was the highest ever,

The Queens Hotel, Leeds (from Wikipedia)



with 388 delegates, and a high watermark in terms of sponsorship: thank you to everyone who took part, for contributing to making it such a special gathering. Another benefit was a small financial surplus, which we will convert into additional bursaries for 2019. The ARA Conference is the lowest-priced and best-value event of its kind when you factor in the breadth and depth of programme, accommodation, food and location. Nevertheless, many delegates in Glasgow told us in the post-Conference survey that they wanted more diversity in delegates and support for those who might otherwise not be able to attend.

Therefore, the committee has opted to use the small surplus for more bursaries in 2019. We will make the details available from 22 February, but anticipate at least ten bursaries being available for 2019, probably more when we have finalised discussions with potential sponsors. So please do begin to think now if you - or a colleague - might be interested in applying. We are also looking actively at funding bursaries for Conference speakers to enable some of them to stay on for the rest of Conference.

The Queens Hotel, Leeds

Our venue this year follows the model set by Glasgow in 2018. The Queens Hotel is a living historical archive in itself, attached to the city's railway station and with a strong Victorian and art deco heritage. Now refurbished, it sits within a short stroll of the station platforms and within easy transport reach (12 miles by bus) of Leeds-Bradford airport. Leeds itself – and Yorkshire more broadly - has an impressive artistic and commercial heritage, as well as a thriving modern business and records management community. As ever, Conference is about the past, the present and future of the wider sector.

For anyone interested in the detail, the original Midland Railway hotel on the site was completed in 1863. The

current hotel building dates from 1937 and was opened by the then Princess Royal and Lord Harewood. The architect was W.H. Hamlyn and it was faced in white Portland stone with brick sides and rear. The interior design and art deco fittings are by William Curtis Green. It is reputedly the first-ever hotel in the UK to have en suite bathrooms as standard and was one of the places that Stan Laurel and Oliver Hardy stayed on their final tour of the UK and Ireland in 1954 – for any fans of the excellent new biopic – Stan and Ollie – starring Steve Coogan and John C. Reilly.

Ideas for keynote speakers?

If you have attended Conference before, you will know how important our keynote speakers can be in setting the tone for stimulating what follows in each day's programme. Recent examples include Elizabeth Denham, the UK's Information Commissioner, in 2017 and Professor Gus John in 2018. Keynotes challenge us to think in new ways and confront us with uncomfortable truths. They help create the 'open' debating environment we seek. We also like to have people with some kind of connection – past or present – with the region or city in which Conference is held.

The committee normally begins to approach our keynote speakers for Conference around mid-February. We will be looking for the usual mix thought and opinion-leaders again for Leeds. But this year, we are keen to have as many ideas from members and our wider community as possible, so if you know of a particularly inspiring and/or thought-provoking speaker, who fits the Conference theme and perhaps has a connection with the north of England, get your opinion out on social media, copying to our Twitter handle @ARAconf

Chester in 2020

The ARA Board has agreed to the conference committee's proposal for Conference to take place in the historic city



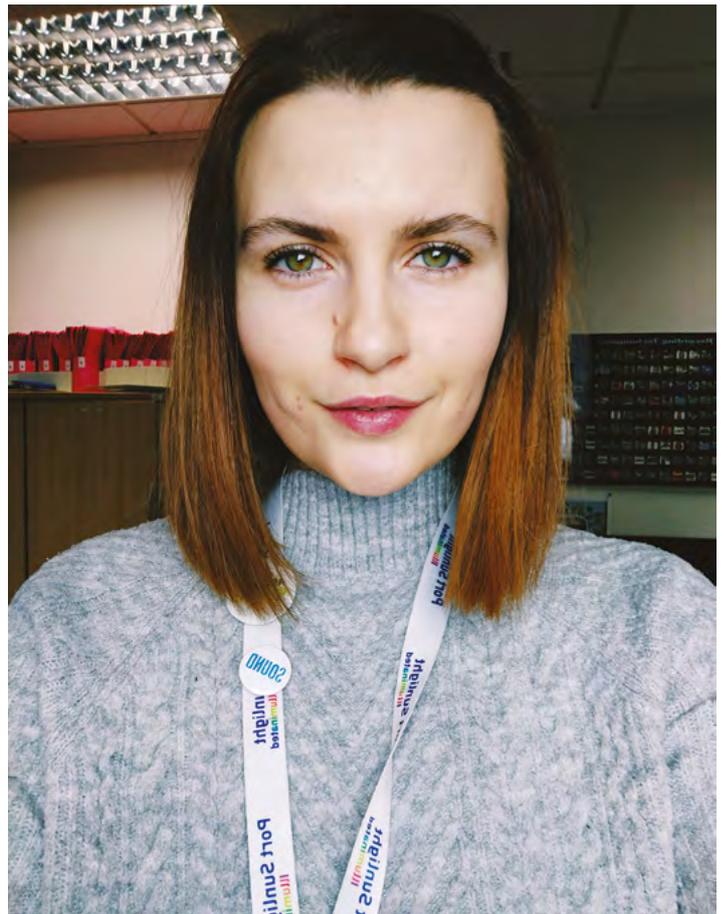
of Chester in 2020. This enables us to lock in highly-preferential room and facilities prices now, for more efficient long-term budget planning. It also means we will hold our first Conference of the ARA era on the doorstep of North Wales and the English Midlands that is also within public transport reach of most of our membership.

Last, but very much not least, the entire conference committee extends thanks to Zoe Fullard at Transport for London for her two years as the first social media coordinator for Conference. Zoe has done an outstanding job in helping stimulate debate about Conference in the months beforehand and during the three days themselves. We are delighted to welcome Beth Grant from Unilever plc archives as her successor on the committee

As ever, visit <http://conference.archives.org.uk/> for updates on this year's programme or maybe to review the videos or action points arising from Manchester in 2017 and Glasgow in 2018; and much more.

John Chambers

CEO, ARA



New Conference social media coordinator – Beth Grant

Zoe Fullard (Transport for London, TfL) receiving her New Professional of the Year award trophy and prize for 2018 on 3 January 2019, at TfL headquarters, St James's Park station, London. From left to right: Sara Brimble (Chair, Section for New Professionals), Zoe Fullard, Jon Elliott (ARA Head of Public Affairs).



Welcome from the Community Archives and Heritage Group (CAHG)

Community archives and heritage initiatives come in many different forms; large or small, long established or very recent, in partnership with heritage professionals or entirely independent. CAHG acts as a central point for this diversity and brings together community archive activists, community development practitioners and cultural heritage professionals. We readily seized the opportunity to take this representation to ARA Conference 2018 in Glasgow. You can read more about the CAHG panel, 'People's archives, kept by people, for the people,' in this issue.

For our own Annual Conference this year (our twelfth), we went to Birmingham - a first time move from our traditional venue at University College London - where we received a very warm welcome from our hosts Birmingham City University. The theme of this year's conference was Conflict, Protest and Reconciliation. The sessions did not disappoint and were an informative blend of moving and inspiring stories intermixed with practical advice and the sharing of valuable lessons (Jez Collins tells more in his article, 'Conflict, Protest and Reconciliation').

Presentation of the annual Community Archive & Heritage Awards is always a major highlight. We judged Plymouth-based 100Homes winner of the Community Engagement category and overall winner for 2018. The judges said:

"Visiting the group at a local celebration to mark their award - an afternoon of story-telling, film and food-sharing - the difference the project is making to the wider community was joyously evident." (Read more about 100homes in Donna Maughan's article in this edition: 'Hearing the voices of Stonehouse's past').

Further information about 100Homes and details of many more inspiring community archives are available via the as 'directory on our website www.communityarchives.org.uk The site also contains resources that support development of the community archives movement. In response to a survey of our members, we have recently collated archive related training materials from many sources around the

“*100Homes is a master-class in using local oral history engagement to bring the power of archives into the lives of every corner of a community***”**

UK and Ireland into one easily accessible central online resource. This includes pointers to available guidance on GDPR together with an interpretation of the implications for community archives, the subject of an informative Q&A session at our Annual Conference in Birmingham.

If you would like to know more about CAHG's ongoing work, please do register on our website to become a member. It's completely free and you will receive our regular newsletter and priority booking for our conferences. We will be returning to Glasgow in summer 2019 for our own Annual Conference, to be held in partnership with Glasgow City Archives and the Scottish Council on Archives - not an event to miss!

On behalf of CAHG Committee and members, I would like to thank Sue Hampson for her dedicated efforts over the past five years as CAHG Chair. Judith Harvey is also stepping down from the role of Secretary, and we are very grateful to them both for their significant contribution to CAHG. Fortunately, this is not completely goodbye; both have agreed to remain in close contact with the Group.

Jane Golding

Chair, Community Archives and Heritage Group

Conflict, Protest and Reconciliation

2018 saw the first Community Archives and Heritage Group Annual Conference hosted outside London. Jez Collins of the Birmingham Music Archives tells us about a day spent uncovering the hidden histories all over the UK at Birmingham City University.

2018 has seen a lot of projects, events and celebrations marking the end of the Great War and, with this in mind, the theme of this year's conference was Conflict, Protest and Reconciliation. There was some trepidation before the event about whether people would attend but we were pleasantly surprised by the amount of delegates. The general feedback was that it had been a success and something that CAHG should replicate in the years to come.

Plums and Participation

Professor Maggie Andrews, University of Worcester, gave a wonderful keynote presentation, Potatoes and Plums, about her research and participatory work with the community in Pershore, Worcestershire. The university and the community worked together, and this research informed a new book about how locally-grown food in Pershore prevented Britain from starving in wartime. Maggie also explained how the partners continue to share their methods and findings at events (including the CAHG conference) in order to inspire other similar projects and partnerships.

Revealing Hidden Histories

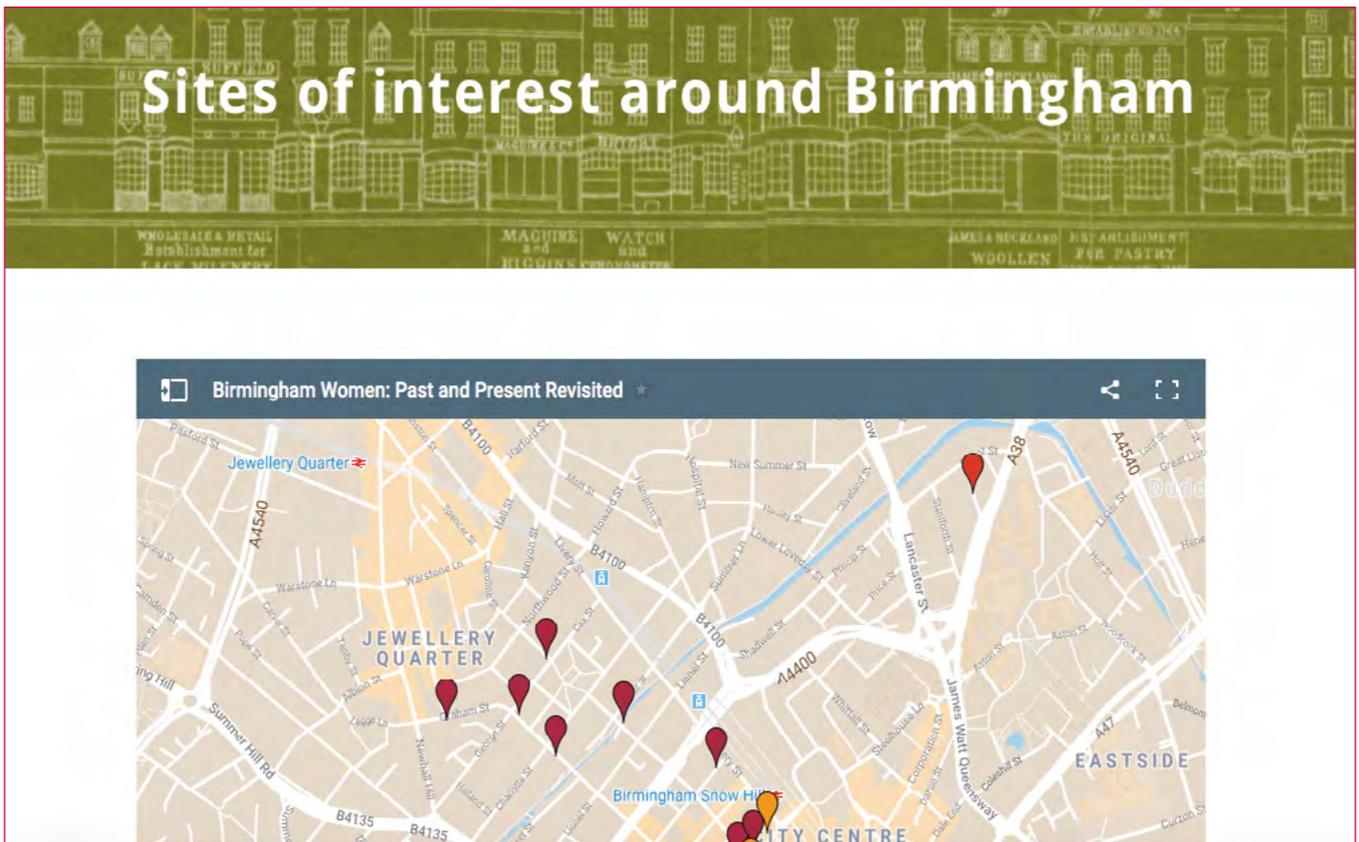
Faisal Hussain and Izzy Mohammed introduced the Asian Youth Culture Project, which has taken personal archives and stories about the lives of young Asian communities in Birmingham and created an exhibition at Birmingham Museum & Art Gallery. Exhibits included personal papers and photographs documenting some

of the pioneers of Asian radio broadcasting, such as Anita Bhalla. Reel to reel recording equipment used by Muhammad Ayub documented his founding of the seminal record label Oriental Star Agencies. 'Lost' moving image material documented various aspects of the realities of the Asian community in Birmingham in the 1960s and 70s. Accompanying the exhibited materials was a series of oral histories where visitors could learn more about the contributions that Asian youth culture has played in Birmingham and beyond.

Garry Stewart from Recognize Black Heritage and Culture gave a fascinating talk and presentation titled Yesterday, Today, Tomorrow about the involvement and role of black soldiers in the armed forces in the past 100 years. Their actions and contributions are often written out of official histories and narratives of the armed forces. Garry informed the audience that he created the project as he "wanted to find out about the types of information available to the general public but, perhaps more importantly, what stories were missed out, hidden, ignored or disregarded, with the intention of rectifying the omission so that like all good stories once heard, they will be told."

Kiran Sohorta continued on a similar theme when talking about her project Muslim Soldiers in the First World War. Her on-going campaign looks to garner recognition of the contribution and sacrifice made by the Muslim community in the First World War. Kiran's talk resonated even more for me given the perceived rise in Islamophobia in the UK over the last few years.

Our final speaker, wrapping up a great session, was Rachel Gillies, who introduced the Woman's History Birmingham Project. This is a co-operative comprising heritage and creative professionals who promote and raise awareness of women's history in Birmingham. In particular they explore women's contributions to shaping the social, cultural and political landscape of the city through creative practices. Rachel spoke about a pamphlet entitled 'Birmingham Women: Past and Present', produced by Professor Catherine Hall for the Feminist Review journal in the



Woman's History Birmingham encourages people to walk the city and learn about women's place in it.

early 1980s. The pamphlet was the basis for a walk and featured information and sites related to prominent women in the city's history. Using this as an inspiration, Rachel has updated the original idea by recording contemporary interviews with women in Birmingham and adding them to online maps to encourage more people to undertake their own history walks and journeys of discovery.

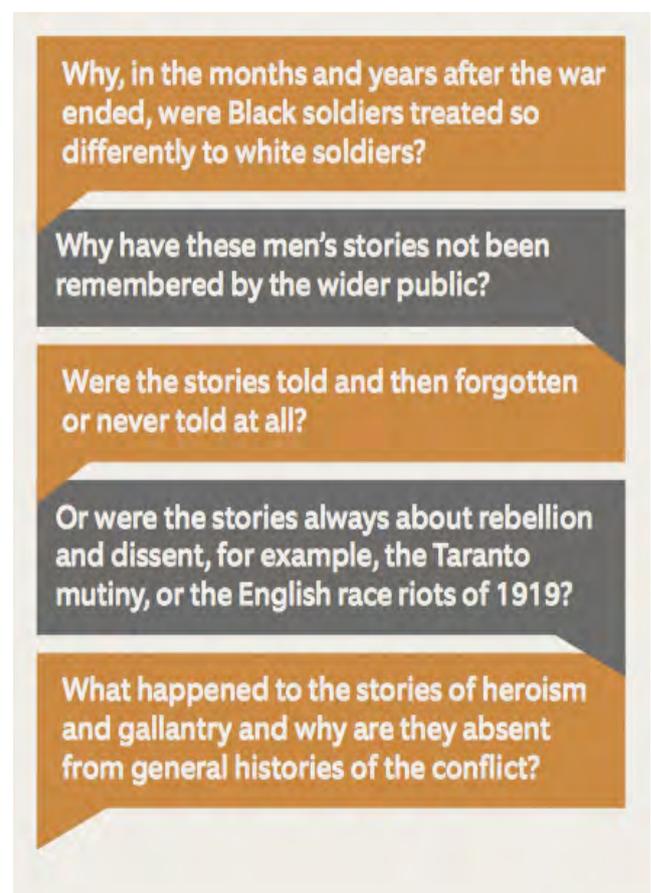
Tireless efforts

This year's Annual Conference once again highlighted the diverse range of individuals, communities and organisations working on a broad range of subjects, topics and projects relating to community history, heritage and archiving. Without the tireless efforts of these groups, huge amounts of our history and heritage would be lost, forgotten or remain hidden, and as the conference highlighted, even on subjects as well documented as the First World War.

It was a great honour to host the first CAHG Conference outside London and if we are to grow our organisation I hope that future events can be held in other areas of the country. I would like to thank all the staff at Birmingham City University who made the day run seamlessly and for their generosity in hosting us. Here's to 2019 conference!

Jez Collins

Birmingham Music Archives



'Recognize Black Heritage and Culture' asks important questions about who we remember.

What makes an award-winning community archive?

Judith Harvey, CAHG Secretary, describes the overhaul to the community archive awards and tells us about 2018's winners.

GAHG awards 2018

The categories for awards in 2018 were significantly revamped. Keeping the awards up to date is always a fluid process, but the time felt right to give a more defined nudge towards 'Gathering Heritage' and 'Engaging with a Community,' whilst still retaining the concepts of 'Digital' excellence and encouraging a 'New Group'. From small and hesitant beginnings in 2011, the concept of the CAHG awards has evolved alongside our understanding of the range and depth of community archives across the UK and Ireland. The paramount aim of the awards has always been to recognise excellence and provide examples that can be followed by other groups.

Unfortunately, each year a smattering of groups expect clairvoyance on the part of the awards judges. 'We've published a book/magazine' is great but 'the whys' and (meaningful outcomes) still need to be elucidated. Mentioning where 'archive' fits in to what a group does and what is being archived and why also needs a bit of detail.

By the time the judges met for the final discussions in April 2018 the marks from each judge had been brought together and clear winners had already emerged. That's never, never happened before!

How entries were judged

Just for information: marking is done totally independently and is against the information submitted in the entry information. Entrants don't have to meet every one of the criteria suggested, that is not possible for most groups, but they do need to explain what they, as a group, do. Marking schemes are agreed before any entries are seen. Judges' scores are consolidated when all individual marking is complete.

Location, location, location

Maybe changing the categories was the reason but 2018 was the first year that all three winners were location-based archives. In 2018 it was all about a rapidly changing community in Stonehouse, Plymouth; a dump of old documents passed into the hands of a local history group in Leicester; and a clearly defined area of York in need of a modern archive website. Communities associated with a place have always featured amongst the winners but there have also been groups with specific interests. For example:

- The fishing community in Morecombe Bay where fishing matters drive the group over and above just location
- Qisetna (Talking Syria) - last year's overall winners, who record the memories of people displaced from Syria
- Pride in our Past, from Plymouth, who viewed the history of their city from an LGBTQ+ angle.

And the winners for 2018 are...

100 Homes Project, Stonehouse, Plymouth.

They were the Overall Winners and Community Engagement Category winner. They were very clear winners of their category and scored highly in the Gathering Heritage Category. They stood out for the sheer range of their activities; the range of people they had involved and their appreciation that some want to tell stories and some want to listen. They have a really rounded project and a real understanding of their target audience. Given the major demographic changes taking place in the area, 100 Homes very much has the feel of a 'now-or-never' project.

Braunstone Heritage Group with their award. © CAHG



Braunstone Heritage Archive Group, Leicester.

They were winners of the Gathering Heritage category. They stood out for their approach and variety of projects on the go. It's hard to know if they would have gone down this route if the parish clerk hadn't asked them to clear out a loft containing boxes of old records, but since 2011 they have catalogued, indexed and preserved Braunstone's stories. They have tailored their historical documents into a learning and resource tool with the aim of creating a permanent facility and possible museum accreditation.

Clements Hall, York.

They were the winners of the Digital Category having used the Heritage Lottery Fund to change from a basic and readily available website to a more tailor made one which could function across different platforms, thus catering for many of the older people who prefer to use

tablets and phones rather than PCs. They found a local firm to design their site and have now increased storage and made searching and navigating easier. It all sounds so simple but of course it takes hard work and lots of planning to get what is needed.

The opening for entries for the CAHG awards 2019 has been delayed to allow time for more thought to be given to the categories. There are some amazing groups out there which have novel ideas or excellent delivery methods but they seem shy of entering. Record offices and archivists are probably the best way of encouraging them to enter, so please, please push groups in your area to enter!

Judith Harvey

CAHG

Hearing the voices of Stonehouse's past

Donna Maughan, from the 100 Homes Oral History Project, describes its award-winning work.

As you listen to the voices talking of a Stonehouse of the past, you can't help but feel nostalgic and intrigued to learn more. 100 Homes Oral History Project gives you the opportunity to do just that. This once-tiny project has grown into what we have today: staffed by a regular team of community volunteers and guided by its coordinator, Pete Davey, and administrator, Donna Maughan.

100 Homes Project was started in 2014 by Stonehouse Timebank as part of the remit for the Centenary Celebration project which aimed to capture the stories and memories of Stonehouse in the words of the people.

This project has since evolved far outside its original remit of collecting oral histories. It now has created a community, not only for those sharing their stories but also for those volunteering in the project.

Project growth has been possible because of the list of professional partnerships and funding from the Heritage Lottery Fund, which has allowed the project to connect with a vast, culturally diverse society. 100 Homes is an organically-grown product of its community environment. It is guided and moulded by all that contribute, but the project also gives back. This project is not only about collecting stories but about lifting pride of place and showing that the people involved have a real community spirit of sharing and supporting one another. It is also helping with social isolation, reconnecting people through the shared process of the project.

In July 2018 100 Homes received the award for Best Community Engagement and Overall Best Heritage Group from the Community Archives and Heritage Group. This acknowledgement has further aided 100 Homes in securing its place within Stonehouse's heritage. 100 Homes Project would like to express its gratitude from all its supporters and looks forward to the exciting future that will come from CAHG's support and awards.

Receiving the award for Best Community Engagement and Overall Best Heritage Group. © 100 Home Project

Donna Maughan
100 Homes Project



Alternative archival storage space

How can a small history group collect and share its research without storage space? This was the problem that Clements Hall Local History Group had to solve. Susan Major, web lead for the project, tells us more.

We set up Clements Hall Local History Group in 2013, a small group of local people with a base in a community building to the south of the city walls of York. Our aim was to explore the history of our neighbourhood – the Scarcroft, Clementhorpe, Nunnery Lane and South Bank areas of York.

In 2015 we were successful with a project bid to the Heritage Lottery Fund (HLF), focusing on the impact and legacy of the First World War locally. As a result during 2016 and 2017 we used a variety of methods to share and publicise our research: talks, displays and exhibitions, website and social media, publications, videos, performances and other events.

Developing the website

From the start of our project we recognised that the web would be a key tool, as we lacked archival space for our findings – human stories and discussion about the impact of war. While we make great use of local street noticeboards to promote our activity, we recognise that the web is tremendously important in sharing our events and research.

Our original website was based on the free version of WordPress and made great use of linking material to and from social media. Our HLF funding enabled us to develop the website, ensuring that our First World War project featured prominently on it and making it more accessible. We also wanted it to function across different user platforms, as many older people use tablets and

smartphones rather than PCs. A local firm, See Green, carried out the job to a small budget as a business community initiative. After a year of planning, the new website, based on a content management system, went live in November 2017 at www.clementshallhistorygroup.org.uk.

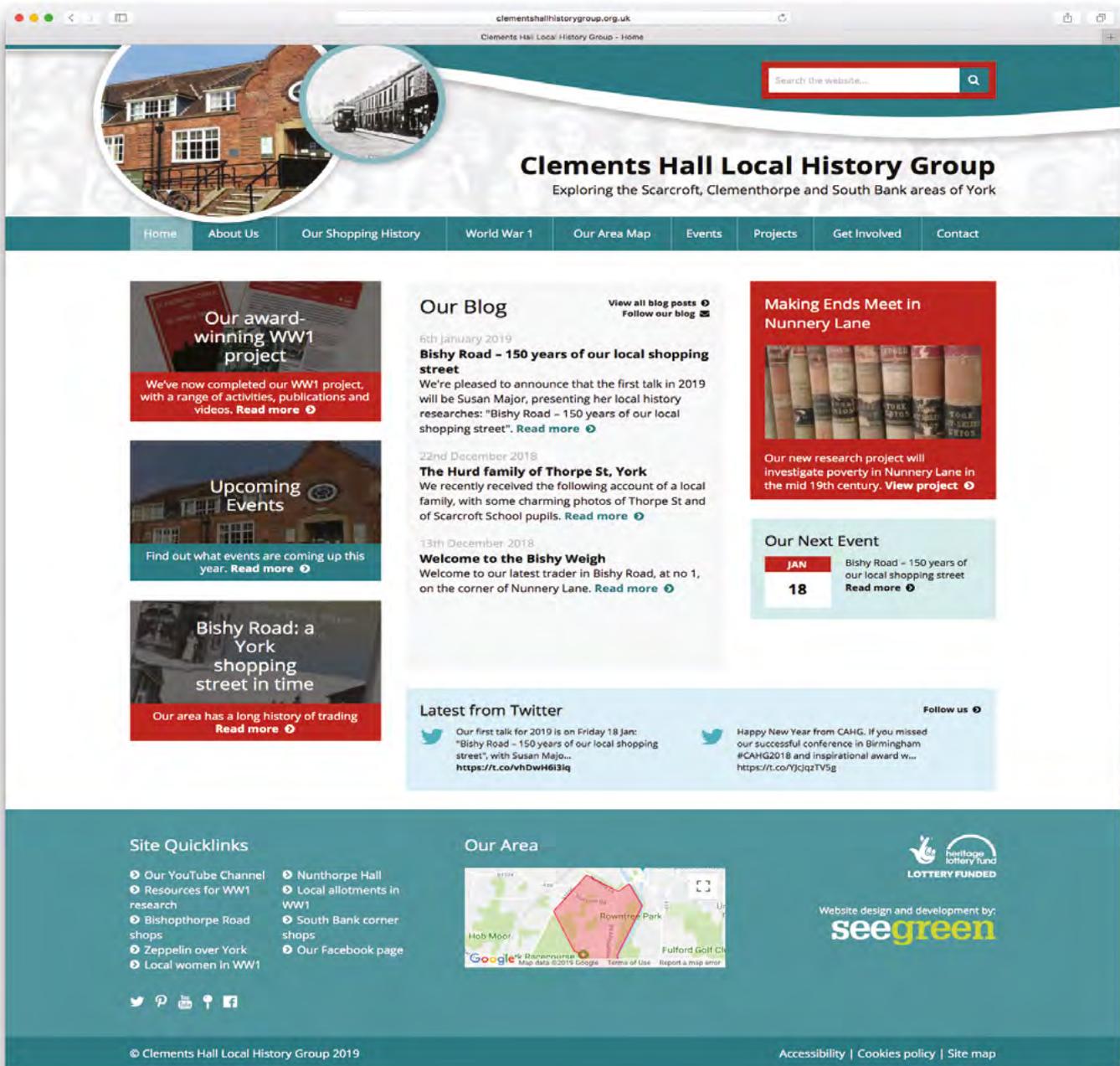
The new website uses visual imagery for our research themes, to draw in users. In total in 2017 the website achieved over 18,000 views and 4,000 visitors, attracted by regular blog posts and pages. Google Analytics revealed that use was spread over different platforms:

- Desktops (53.7%)
- Tablets (25%)
- Smartphones (21.3%)

Social media

We continue to use social media to promote blog posts and events, and to attract new members and, in the case of





The newly-designed website

Twitter, to network with other organisations and to discover new resources. In May 2016 we worked with local secondary schools to produce a live Twitter feed @zeppelinWW1live. Exactly 100 years from the date of the Zeppelin raid on our area, it gave a moment-by-moment account of the raid, with over 80 tweets. We also used Historypin to curate two collections of text and images, about conscientious objectors, and about the York Zeppelin raid (in conjunction with local schools).

We also worked with a local documentary filmmaker to create a video record of our project activity, using some special effects. Videos are now available on our new YouTube channel and via our website. These are York Zeppelin Raids 1916, Conscience and Conscriptation in WW1: responses from a York Neighbourhood and Soldier, Brother, Friend: A Calendar of the War-Dead, South Bank, York, 1914-18.

Award winning work

We were so pleased that our hard work and planning was recognised by the Community Archives and Heritage Group Digital Award in 2018. It was particularly inspiring to go along to the CAHG conference in Birmingham in July 2018, not only to tell other groups about our project but also to find out all the other ways in which community groups had been developing innovative ideas. Our success has generated excellent publicity coverage in the press and local radio and TV.

For more information see www.clementshallhistorygroup.org.uk.

Susan Major
Clements Hall Local History Group

People's archives kept by the people for the people

Alan Butler discusses the first community archives panel to be held at an ARA annual conference and the work of the Plymouth LGBT Archive.

The practice of communities looking after archives about their communities, with or without professional intervention or support, is long established. It is now 14 years since the publication of the Archive Task Force 2004 report *Listening to the Past, Speaking to the Future* which noted that "archives in the community are as important to society as those in public collections". This led to the formation of the Community Archives and Heritage Group (CAHG, originally the Community Archives Development Group).

Although a part of ARA since 2011, the 2018 ARA conference in Glasgow was the first time that CAHG has organised a panel for the annual conference. The panel's presentations addressed the theme of the conference 'People Make Records', including a look at the work of the Plymouth LGBT Archive.

As part of the panel, I outlined the formation of the Plymouth LGBT Archive, which was created from a Heritage Lottery Fund (HLF) project in 2011. Initially, the notion of the city of Plymouth as a place to collect Lesbian, Gay, Bisexual and Transgender narratives was seen as very unlikely. However, over time the project uncovered a rich subculture existing within the city, which had deliberately kept itself hidden from view.

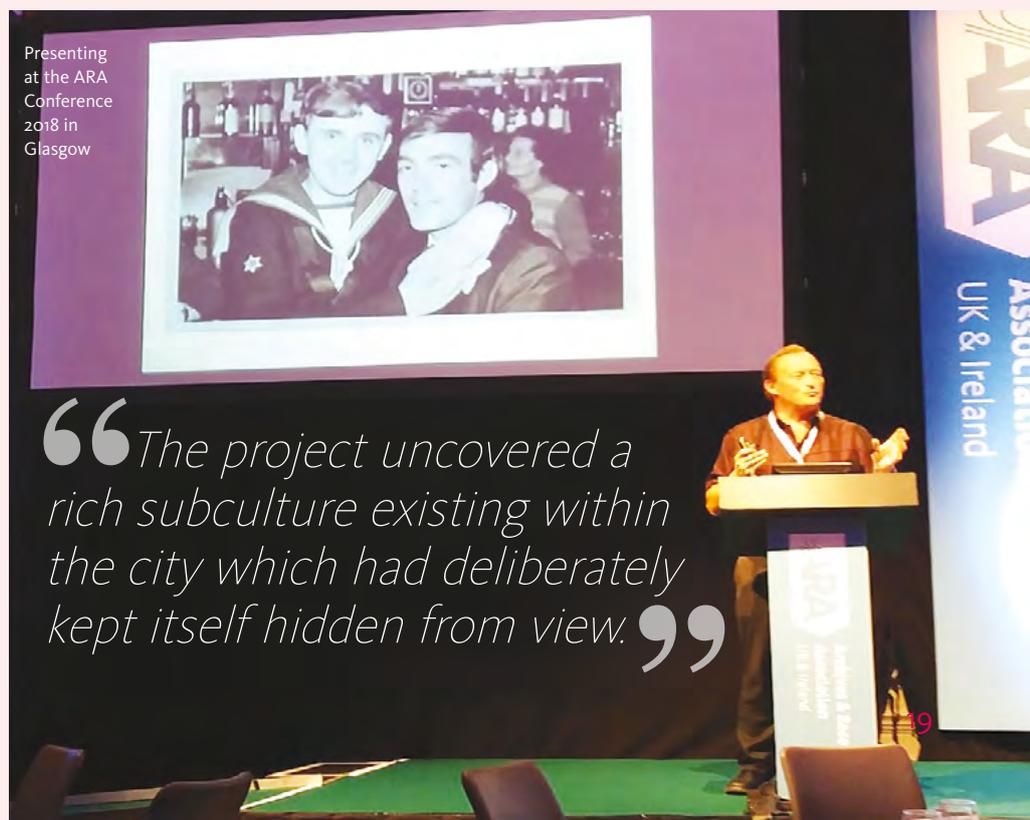
Inspirational work

The Plymouth LGBT archive has encountered some unexpected developments that have influenced its ongoing work since winning CAHG's 'most inspirational' community archive award in 2012.' One of these happened as a result of Plymouth's role as a dispersal city for asylum seekers. It came to light that many of these asylum seekers are in the UK fleeing persecution arising from their LGBT identities. Difficulties arise as part of the asylum process, where these individuals are forced to share their stories, often in a second language, and explain situations and feelings that are taboo or even undefined in their native lands. Sharing their stories as part of this archive helps that process and cements their place in the Plymouth LGBT community.

The handing down of LGBT heritage has become a priority for the archive and will drive future work. LGBT children are often not born of LGBT parents, so while they may have supportive, empathic families, they can lack that sense of a handed down heritage which occurs more naturally for other identity groups. The archive gives members of the older generation, who continue to share their stories, the opportunity to directly meet and mentor a younger generation. Putting an archive in action in these ways creates a sense of pride for generations young and old.

Alan Butler

Plymouth LGBT Archive



Website training session for the Dales Community Archives project. Photo: Jack Latimer



Helping community archives keep records

Jack Latimer, of the Community Archives and Heritage Group (CAHG), has been helping community archives catalogue their collections for the last twenty years. This article is based on a talk he gave as part of the Community Archives panel at the ARA annual conference.

In November 2016, I travelled to the Yorkshire Dales to help a community archive project begin cataloguing collections from villages and parishes all around the area (www.dalescommunityarchives.org.uk). We met in an old

station building that had been converted into a community room in the Ribblesdale Valley. It had a high-speed Internet server on a filing cabinet in the corner, which was useful because the plan was to create an online catalogue.

I've worked with many groups like this over the years, and the same questions arise again and again. What will help them succeed? How should they organise themselves to make the project a success? What help can outsiders best give?

Cataloguing standards

One thing we can do at the outset is advise on which cataloguing standard to follow. Up and down the country, all record offices follow the international cataloguing standard called ISAD(G). Museums, somewhat unhelpfully, follow a different cataloguing standard, ultimately based on Dublin Core. So, what should community archive groups do? Fortunately, there is a

Scanning session with an overhead camera. Photo: Dales Community Archives project



document which is free for groups to download called the Community Archive Cataloguing Guidelines. This helps groups think through the issues in a practical way and decide which system to follow. It also provides a simplified and cutdown set of fields which protects them from the complexity of ISAD(G) and Dublin Core. You can download the guidelines in the Resources section of the CAHG website.

Process is as important as product

Even after the group has chosen its cataloguing standard, problems can set in. It's easy to begin cataloguing in too much detail or too little; to be inconsistent with dates and keywords. Groups often get side-tracked by attempting to reorganise all the material thematically, which can be misguided as well as impractical. "Just list what's in the box", is the practical advice of Ian Elsom, who led the Yorkshire Dales community archives project. Subject keywords can be used for themes.

www.archives.org.uk

The Dales group adopted a sociable, inclusive and effective approach to cataloguing and digitisation. With community archiving, the process is as important as the product: yes, we want to produce a professional set of



Listing session. Photo: Dales Community Archives project

records as a legacy; but we also want to do so in a way that gives lots of people a role, that engages people with heritage. The Yorkshire Dales group ran 'listing' and 'digitising' sessions, which offered roles for both those who enjoyed the technical and IT aspects of the project and those who didn't. A high-speed overhead scanner was key. It also helped having initial support from an outside expert; in this case me as well as the local record office. An initial training session is all very well, I have found, but the best interventions are ongoing spot-checks.

Building upon success

The Dales Community Archiving Project was a great success. They did their funder proud – my goodness, what value for money the Heritage Lottery Fund gets from community projects! The target of cataloguing six collections was hugely exceeded, with 21 collections going online. What's more, the cataloguing work is continuing under the auspices of the Friends of the Dales, even after the project funding has come to an end.

So, a successful community archive cataloguing project. But a new raft of community archiving projects will begin in the coming year. Many of those projects would no doubt benefit from the advice and experiences of the Dales project, or a similar project in their area. How many will get it? How do community archives get in touch with each other, so they can support and sustain each other's efforts? At the Community Archives and Heritage Group (CAHG), we've been trying to do this with our national and regional conferences, our website and a recent survey. I know that other regional bodies around the UK are trying as well. Watch out for developments!

Jack Latimer

Community Archives and Heritage Group

A viral boot sale find

It's amazing what you can find at a boot sale, as one man recently discovered when his find captured the world's attention.

Last year Greg Pack bought an old wooden box from a car boot sale for £4. Greg is a retired graphics engineer and scanner whose hobby is buying old photographs, clocks and boxes. But it is rare that he finds antique photographs and he didn't expect the box to contain photographs of a whole family. It was only when he got his purchase home that day that he realised quite how good a bargain the box was and discovered the true nature of the find.

DIY digitisation

The box was full of glass slides that he tried to scan, but this damaged the images. Instead he held them up to the light outside, against a plain sky, and took photos with an iPhone. He then edited them, inverting the images. They were negative images, so it was just a case of changing them to positive, reversing the tone.

Finding clues

By the style of dress the images were dated as approximately 100 years old, thought to be Edwardian. One uniform worn by a soldier in the photographs was

What's in the box? Kindly reproduced with permission of Greg Pack





Do you recognise anyone? Kindly reproduced with permission of Greg Pack.



A negative image before processing. Kindly reproduced with permission of Greg Pack



Images of the family. Kindly reproduced with permission of Greg Pack.

dated after 1900. It was thought that the original owner may have been a photographer, as one posed image showed A3/4 papers reflected in a window that appeared to show prices. A list pasted to the inside of the lid led to much speculation, but didn't correspond to any of the slides. This implied that the box was used for plates he had overexposed or ones he wasn't using.

A media sensation

Through the power of social media, Twitter in particular, the story went viral with 30,000,000 following and helping to track down the family. Newspapers and television editors also picked up on the tale, and yet more publicity followed with interest from across the world including the *New York Times* and the BBC.

Greg had no wish to make any money from his find and was indeed quite bemused by the interest generated. His only wish was to try to date the images, find the descendants and return the slides to them. One of the people in the photographs was recognised but the original owner didn't wish to be identified or contacted.

We all know the power of social media, but no one would have expected a story about family slides to capture the imagination of so many and generate so much interest. This has enabled us to add to the story of the family and also contributed to dating the find, together with gathering more information to build a snapshot of their life at the turn of the century. It has been suggested that the family may have lived in the Cambridge area, so perhaps his next step is to contact the Cambridge Community Archive Network to complete the story and find a fitting home for the images.

Sue Hampson

Boot Sale Finds

Family fun. Kindly reproduced with permission of Greg Pack.



CAN members undertaking preservation training. Image courtesy of the Archives and Cornish Studies Service, Cornwall Council



They've got a CAN-do attitude in Cornwall

The Cornish Archives Network (CAN) was established by Cornwall Record Office (CRO) in 2006 to support and advise anyone looking after archives in Cornwall. It's now a thriving group with over 80 member organisations, including well-established community archives, new small digital archives, professional archives, archives within museums or other institutions, local heritage and history groups and everything in between. Our members are based all over Cornwall and range from one person with a shed full of photographs, to organisations that are open to the public daily with 50-plus volunteers. CAN is free and through it members:

- Receive peer and professional support and training
- Hear about funding opportunities
- Network with other people looking after archives
- Keep up to date with local, regional and national archive initiatives.

New opportunities

CRO's upcoming merger with the Cornish Studies Library and move to Cornwall's new Heritage Lottery Fund archive centre, Kresen Kernow, has enabled us

to improve support for CAN and offer exciting new opportunities. Amongst other things, these include a more comprehensive training programme in collections care in partnership with a local conservation CIC (community interest company), PZ Conservation. This six session programme offers practical training for preserving various archive media, with community

archive budgets and resources in mind.

Digital skills

We are also addressing a digital skills gap. The new digitisation suite in Kresen Kernow will not only transform our digitisation programme but allow us to start a digital exchange with CAN members. Many CAN

CAN members outside Kresen Kernow building. Image courtesy of the Archives and Cornish Studies Service, Cornwall Council



groups would like copies of items in our collections that relate to their locality or interests, but we all are currently limited by a combined lack of digital skills and/or equipment. Our digital exchange programme will enable CAN members to identify items they would like digital copies of and then help us to digitise them, learning digitisation skills in the process. We gain digital

copies of items added to our online catalogues, and CAN members gain digital skills and digital copies of items that are of interest and importance to them.

Digitisation is also at the heart of our partnership project with Archive Media Activations, where we are creating five short films about five different CAN groups and their collections. This also includes the opportunity to digitise items from their collections for free. The films will be used for publicity by them and by us, online, on social media and in Kresen Kernow itself.

CAN Quality Standard

In partnership with Janice Tullock Associates Limited and the CAN community, we've also co-created the CAN Quality Standard, a certification scheme written especially for archives that are not eligible for the national Archives Accreditation scheme, but who want to show that they are managing their archives in the best way possible. Designed to complement the national scheme and museums accreditation, the CAN Quality Standard covers organisational health, collections management, and access and engagement at a level relevant to community archives. It can be used as a tick list, a guide to best practice, or worked through and evidenced by those aiming to be awarded the Quality Mark. We are just finishing the pilot with a small number of CAN groups, and intend to have the full scheme running from April 2019.

Cornwall's commitment to all its archival heritage

Alongside these new opportunities, Kresen Kernow offers fantastic spaces for training, meetings, research and exhibitions for the CAN group. Ongoing support for CAN and community archives is embedded in our future plans and programmes, highlighting Cornwall's commitment to all its archival heritage.

Tamsin Mallett

CAN



Collaboration in community engagement

Audrey Wilson, community engagement officer for the Scottish Council on Archives (SCA), describes recent events in Scotland and plans for 2019, underlining the importance of collaboration.

Following the completion of the successful Heritage Lottery Fund (HLF) funded Skills for the Future project to Open Up Scotland's Archives, the SCA is keen to explore other ways to connect to the diverse range of collectors and users of archives across Scotland. Drawing impetus from the very well-attended SCA conference on community archives in Stornoway in June 2017, our organisation began to explore ways in which this growing area could be best supported. As a first step, I was appointed in April 2018 as community engagement officer.

Engagement with SCA

SCA is currently running a community heritage survey and wants to hear from as many groups as possible, both within Scotland and beyond. We want to find out more about community archives in Scotland and how we can support these groups through advocacy, policy outcomes and provision of valuable training. Next year we would like to get out on the road. The survey results will help us decide where in Scotland most people will benefit from our workshops and training events.

This year SCA was a partner in Scotland's Community Heritage Conference, joining Historic Environment Scotland, Archaeology Scotland and Northlight Heritage. As part of the steering group, I wanted to ensure community archive involvement. We heard from Shona MacLellan, heritage apprentice with Western Isles Council, about community Hebridean Historical Societies, and Ella Leith from Deaf Heritage Scotland. This is a sold-out annual conference and SCA engaged with a wide audience including community groups run by volunteers. They find themselves with growing amounts of archival material and want advice and training on its preservation for future generations.

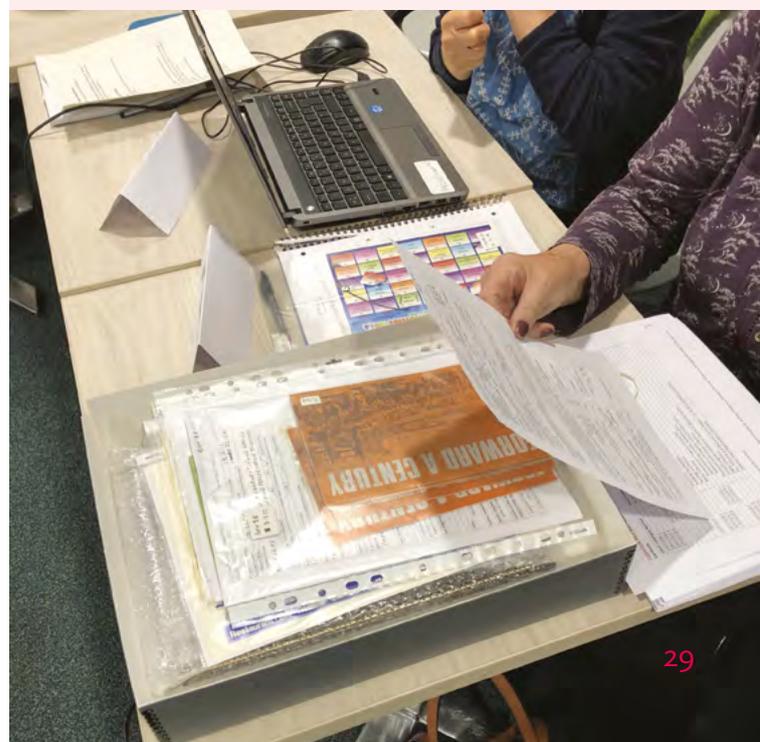


A new way to widen access to your archive collections

Caroline Catchpole from The National Archives (UK) describes the new Manage Your Collections tool available on Discovery, an exciting new development that has already benefitted one community archive.

Discovery is the most comprehensive research tool for UK archives collections and in 2017, The National Archives (TNA) released Manage Your Collections (MYC), a flexible tool that allows archives a straightforward way to contribute catalogue descriptions to Discovery. MYC allows archives control over their collections information, enabling

Guerrilla cataloguing. Image courtesy of The National Archives (UK)



Hitting the road in 2019 is another successful collaboration, the short film we commissioned from former students on the MSc film, exhibition and curation course at the University of Edinburgh. A chance meeting at a community film festival event led to SCA, with a generous grant from ARA, commissioning a film on 'Why Archives Matter,' which premiered on October 24th at the first of three conferences looking at 'Why Archives Matter' to everyone in every sector of society. The first day of sessions focused on health, wellbeing, community, young people. Regional Screen Scotland is also hoping to show the film alongside a feature on their Screen Machine, a mobile digital cinema. Screen Machine tours more than 30 communities in the Highlands and Islands with each tour lasting about 10 weeks.

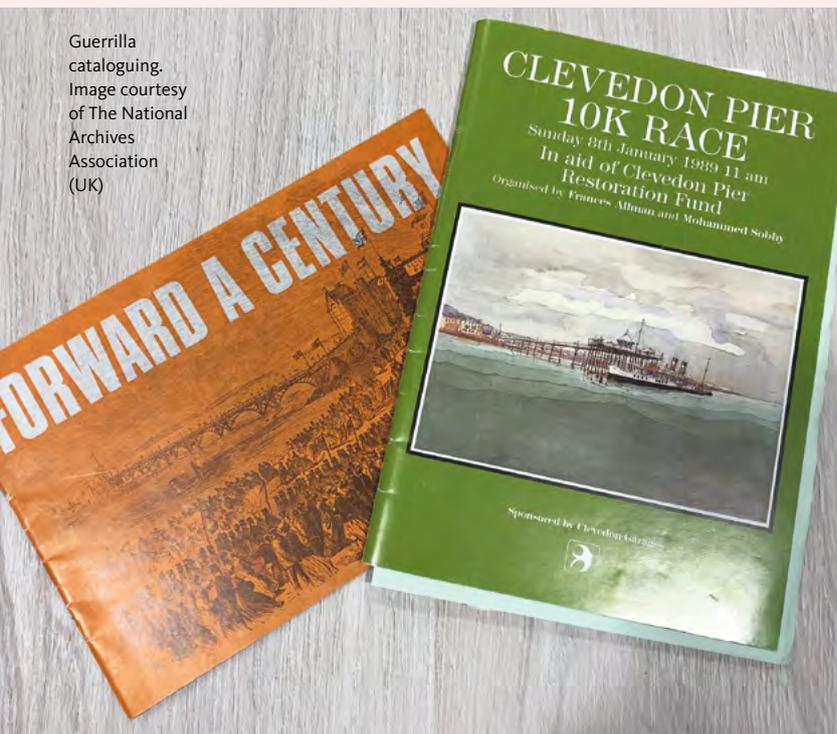
SCA is a champion of collaboration and we are delighted to be partners in the next Community Archives and Heritage Group (CAHG) conference in Glasgow 2019. There will be a warm welcome to every community group in the UK and Ireland, and we encourage everyone to get involved, learn and share your expertise. For more information on all SCA events, including the survey and short film, visit our recently revamped website www.scottisharchives.org.uk and follow us on Twitter @ScotsArchives.

Audrey Wilson

Scottish Council on Archives



Guerrilla cataloguing. Image courtesy of The National Archives Association (UK)



Guerrilla cataloguing in Clevedon

We recently worked with The Clevedon Pier and Heritage (CP&H) Trust in North Somerset to train volunteers on using MYC to upload catalogue descriptions from their archive to Discovery. The Trust works to preserve and share the history and heritage of the Victorian seaside town of Clevedon, and a community archive project was launched in August 2017. The two-year project aims to consolidate and expand the Trust’s collection relating to Clevedon Pier and key elements of Clevedon’s heritage, as well as aiming to safeguard, use and share the collection with a wider audience.

The first phase of the project, to rationalise and create an inventory of holdings, is complete, with the second phase, to catalogue the collection, underway. Having been awarded the Business Archives Council cataloguing grant for 2017, they were exploring options to catalogue and publish collections information online and were interested in MYC to do this. This coincided with the MYC team looking to collaborate with archives to undertake a guerrilla cataloguing workshop – a focused burst of cataloguing activity, designed to produce the maximum amount of catalogue information within a short time frame by recruiting as many cataloguers as possible. The aim is to use available digital tools to boost the visibility of selected collections online at low-to-no cost.

Guerrilla cataloguing. Image courtesy of The National Archives Association (UK)



the publication of open, searchable, interoperable and machine-readable descriptions.

Manage Your Collections has great potential within the community archives network, enabling any archive, whatever their digital capacity, the ability to publish and maintain collections information online and to share their collections more widely. For community archives who do not have the resource to procure a collection management system or the infrastructure to publish collections online, MYC can be used. There is a spreadsheet template available for download in the tool for cataloguing collections. Once collections are published to Discovery, it is easy to manage edits and updates, and to export the data in spreadsheet format to share with other archive networks as desired.

Bette Baldwin, archive project manager at the CP&H Trust discusses the benefits of MYC: “The Pier’s Volunteer Archive Team were excited to be able to work with Archives Sector Development at TNA to move on with creating an accessible catalogue and developing cataloguing skills. MYC is invaluable for a new, small/medium sized archive by providing a good quality Excel spreadsheet, and the brilliant advantage that it will be accessible through Discovery. There will probably be many similar heritage organisations across the country who would find the MYC programme very useful”.

Get in touch

Full guidance for MYC is available online (<http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/manage-your-collections-in-discovery/>), and we are on hand to answer any queries. We would be delighted to hear from any community archive interested in using MYC. You can contact the team at manageyourcollections@nationalarchives.gov.uk

Caroline Catchpole

The National Archives (UK)



Super tough

From capes for superheroes to a christening gown for a princess, our sturdy and durable large textile storage boxes are excellent for keeping fabrics, garments, costumes and other materials safe and secure. The unbuffered blue/grey exterior and white lignin-free bond interior ensures complete protection, while the metal edges provide extra strength and durability.

pel
giving history a future

T **+44 (0)1379 647400**

W **www.pel.eu**

E **info@pel.eu**

@preservation_e 

Preservation Equipment Ltd, Vincos Road, Diss, Norfolk, IP22 4HQ, UK



Queens Hotel, Leeds 28-30 August 2019



Archives & Records
Association
UK & Ireland

CONFERENCE

2019

