

Scottish Universities Special Collection & Archives Group (SUSCAG)

John Anderson meeting room, University of Strathclyde Library

11th June 2015, 12.00-16.00

Report of Meeting

SUSCAG invites Judith Henderson from SGSAH to discuss SUSCSAG involvement proposal document before SUSCAG business meeting

Date and Time	11 th June 2015, 12.00
Venue	John Anderson meeting room, University of Strathclyde Library
Chair	Siobhán Convery
Secretary	Rachael Egan
Attendees	Siobhán Convery , University of Aberdeen Rachael Egan , University of Glasgow Jude Henderson , Scottish Graduate School for Arts and Humanities Victoria Peters , University of Strathclyde Moira Rankin , University of Glasgow Helen Taylor , Heriot Watt University, Edinburgh Susannah Waters , Glasgow School of Art
Apologies	Caroline Brown (University of Dundee), Jill Evans (National Library of Scotland), Stuart A Harris-Logan (Royal Conservatoire), Rachel Hart (University of St Andrews), Rachel Hokser (University of Edinburgh), Cathlin Macaulay (School of Scottish Studies, University of Edinburgh), Karl Magee (University of Stirling), Lesley Richmond (University of Glasgow), Pat Whatley (University of Dundee),

Agenda points

1. Minutes of Last Meeting
2. Scottish Graduate School for the Arts and Humanities Proposal document- discussion with Jude
3. Scottish Council on Archives- Update sent by Rachel Hart
4. National Collecting Policy, SUSCAG invitation
5. Other Business
6. Members' News

Opening:

Members thanked Victoria Peters for kindly hosting the meeting at the University of Strathclyde Library.

1. Minutes of last meeting:

The Minutes of the last meeting (19th February 2015) were approved by members.

2. Scottish Graduate School of Arts and Humanities (SGSAH) collaboration with SUSCAG members Proposal document. Conversation with Jude Henderson, director of SGSAH.

Jude reiterated the positive feedback from attendees of the “Arts in the Archive” pilot event with SUSCAG and SGSAH in Stirling on 19th Feb 2014. Jude reported that all students found the event useful, particularly liked the ability to talk with archivists and hearing from current students working with collections.

In answer to queries sent from SUSCAG members unable to attend the meeting:

- *Is this for special collections and archives or does it include museums as well?:* The scheme would ideally include projects based in museums as well as Special Collections and Archives though SGSAH will liaise separately with UMIS regarding museums involvement.
- *How related if at all would the research project be to the student’s own research? Do you expect a match to be important?:* A close match with the student’s research will not be a requirement. Applicants will explain why they want to conduct a particular project (either proposed by themselves or a project conceived by a SUSCAG institution) in their application. SUSCAG members do not need to match projects to student research.
- *Would this be an additional 12 months on the student’s timetable? Would it be full time?:* No it will not be an additional 12 months. AHRC funded students receive funding for an extra 6 months to conduct projects extra to their thesis while non AHRC funded students do not have a set time-limit for projects. The projects could be worked in a block of full-time work or over a longer period. This will be at the discretion of the host institution and what is most mutually convenient. Institution can advise upon the lengths of projects based on knowledge of collections. It is envisaged that students will largely work independently once training has been given. Could involve pre-project discussions to assess time-scale of project.
- *Funds available for travel and accommodation: more details on these would be useful:* SGSAH have a budget for accommodation and travel. This will not be a barrier for SUSCAG members. SUSCAG members can advise of travel and accommodation and SGSAH will have an affordability criteria when awarding projects.

- *The Centre for Archive and Information Studies at the University of Dundee may be able to provide training:* Jude noted this with thanks and will get in touch with Dundee to discuss further.

Further ideas discussed regarding the scheme:

Projects can be conceived in a range of ways. Either institutions may advertise specific projects to work with collections institutions would like worked on/ to promote, or may invite applications for more general projects. Students may also raise projects themselves to institutions.

Jude had the idea that collections projects could have a requirement that the student undertaking it should engage with the current Masters students of that institution.

Students would present their projects at the Nov/Dec showcase event.

It was noted that students would only apply for one project- though some projects could be cross-institutional. Jude is keen to get students to travel to where they have not been before.

Ideas were discussed about providing a presentation about remote access to collections. Regarding remote access to collections, SGSAH could perhaps fund digitisation of a collection if a case could be made that this would be more cost effective than travel and accommodation.

It was thought to be important to include an awareness of general principles of copyright and intellectual property legislation within a training session for students.

It was noted that the application form should perhaps include a section to display awareness of research ethics and data protection.

It was also noted that this scheme will not be the same as the University of Glasgow's Hunterian Associates programme but could act as an expansion to this project.

In the future Kelvin Hall will be the ideal space for events and training for SGSAH but it will not be finished this year. This may be an opportunity to open up Scotland this year with an event out-with the central belt.

The SGSAH associates can be brought together for training events once selected- this would bring them together as a cohort and they could organise the show-case event in November.

Jude agreed to revise the time-scales of the original document and will circulate in June.

Members asked about what the web presence of the competition would be. Jude advised that SGSAH would be mainly responsible for promoting the competition by creating a web-page and

promotion via e-mails. All participants can promote the competition on their own sites and SGSAH could have links to participants' web-pages for further information.

It was agreed that in this first year, the priority would be high quality placements rather than volume.

There was discussion on how best to manage the application process. The processes used in the Hunterian Associates scheme was seen as a helpful model.

It was agreed that this would be an opt-in programme for services and that institutions would not be obliged to supply projects. Further details on the application process will be given by Jude in the revised proposal to be circulated to members.

It was agreed that students should be able to indicate whether they have spoken to an institution prior to submitting their application but that this would not be signed off by the institution at this stage.

The panel would vet the applications in the first instance, then send the relevant applications to member institutions who can send approximate costings to SGSAH. The SGSAH will then select candidates.

Regarding a show-case event: Proposed timing: November/December for a research collections open day.

Location for first event still to be confirmed, it was considered that an event in the central belt, perhaps Edinburgh, may maximise attendance.

Proposed format:

- Introductory presentations (i.e. welcome to the archives and special collections sector and introduction to accessing archive collections, perhaps a talk on public engagement)
- A number of short pecha kutcha style presentations for SUSCAG members highlighting their collections.
- Mingling/lunch
- Breakout tours of host institution collections/working spaces
- Back to the hall to view/talk with SUSCAG members tables/stalls around the hall
- Round up attendees to launch the application competition
- Back to mingling with archivists & tea/coffee

Jude offered SGSAH to organise eventbrite and ensure attendance at event.

Jude will also look into how to engage students' supervisors also, invite academics to the event. Jude will discuss with Dee Heddon (Dean of the Scottish Graduate School for the Arts & Humanities).

Action Points:

-Jude will revise the document based on our discussion and circulate for expressions of interest by the end of June.

-Jude will circulate a draft application form for projects for comment from SUSCAG members.

-Jude will draft a proposal for an event based on discussion.

3. Scottish Council on Archives- Update sent by Rachel Hart:

Members discussed the document kindly sent by Rachel Hart regarding the changes to the SCA. There will be no cost element and there is a lot of information on the website:

<http://www.scottisharchives.org.uk/>

Members are encouraged to join the SCA.

Action Point: Chair will join SUSCAG as a member of the SCA

Members agreed that the SCA played an important role in keeping the sector high in government and legislative thinking.

Members also discussed their positive experiences of Skills for the Future Trainees.

Members agreed that it would be useful to have a discussion about accreditation at the next SUSCAG meeting. It would be particularly useful to have an idea of the time-line of accreditation. Perhaps hear from someone who has completed the process.

Once SUSCAG is a member of SCA- this will become a standing item to discuss at SUSCAG meetings.

Members encouraged to fill in the SCA advocacy survey if they have not already done so. (<http://www.smartsurvey.co.uk/s/archivesadvocacy>) They will then join the SCA map for archive services.

Members agreed that SUSCAG would be more than happy to contribute to the parliamentary SCA event in the future.

4. National Collecting Policy, SUSCAG invitation:

Members discussed the letter sent to the Chair from Dr Irene O'Brien regarding SUSCAG involvement in the development of a Scottish National Collecting policy and also discussed the information sent by Jill Evans of the NLS. Members agreed that it would be interesting to monitor where University collections can feed into a National policy.

Action Point: The Chair will attend the meeting to discuss the National Collection Policy (to be arranged) and will send out a call for comments in due course. Chair will report back what was discussed and how SUSCAG can feed into further discussions.

It was noted that Jill Evans of the NLS kindly sent a document regarding a National Collecting Policy for printed material. SUSCAG appreciated being kept up to date on SCURL discussions around a National Collection with regards to printed material and will monitor developments, and feed into further discussions as appropriate.

5. Other Business:

Lesley Richmond sent a note that members may like to discuss the Re-Use of Public Sector Information Regulations, revised in 2015. This was noted as an agenda point for the next SUSCAG meeting and it would be beneficial for a member to provide a short presentation on this topic.

Michael Moss sent information about a conference on 24/25 November at the University of Northumbria and will send registration information in due course to be circulated to SUSCAG members. Conference title:

'Threats to Openness in the Digital World -A strategic conference to discuss the growing threats to citizens' right to access public archives in the digital world'.

Speakers will include Sir Alex Allan, who has been asked by the Prime Minister's Office to report on digital record keeping, Professor Mary Daly, president of the Royal Irish Academy, Professor Paul du Gay, University of Copenhagen, and Professor Agnes Jonker of the University of Amsterdam.

6. Members' news:

Victoria Peters (University of Strathclyde):

- Cataloguer for the Wellcome funded Asbestos archives project, Anna Mayer, has been appointed and is progressing well.
- The Wellcome scoping bid is progressing- joint project with the University of Edinburgh to catalogue and digitise the papers of Patrick Geddes.
- Victoria is presenting a business case for Archivemata, the sister software of Atom.

Susannah Waters (Glasgow School of Art):

- Architects have been appointed for the re-building of the Macintosh building- Paige & Park. It will take an estimated 3 years to have the building up and running and the last piece to be re-built will be the library.
- The archives will move over the summer to a location nearer the city centre and could open again in mid-September.
- The programme of recovery continues with a focus on business continuity and a linking of recovery to day-to-day activities.
- The GSoA Skills for the Future trainee is underway. Her 6 month project will be to build the GSoA WW1 Roll of Honour and build biographies into the existing catalogue.

Moira Rankin (University of Glasgow):

- Archive Services and Special Collections will be integrating along-side the redevelopment of the library.
- The Hunterian Museum is due to bring their K-Emu cataloguing software on line next week.
- Wellcome Trust has awarded a grant for the cataloguing of allotments material, to begin in the next month and have also awarded a grant to catalogue material from Erskine Hospital.
- 2 business cataloguers will be starting next month to catalogue business collections.
- The Incunabula exhibition in the Hunterian Art Gallery has been a great success and is closing next week.
- The Scottish Theatre Archive have been on tour to the Mitchell Library and Dundee where they held family history events. These were a great success with great engagement in collections and led to more donations and visits.

Helen Taylor (Heriot-Watt University):

- There is redevelopment works outside the archive at both entrances. This will lead to a new audio-visual and interactive space. The archives will re-open in September.
- The train line will open in September- Galashiels station.
- Helen has written a research data management policy.
- There will be a new Principal for Heriot-Watt starting in September.

Siobhan Convery (University of Aberdeen):

- There will be a 1 year King's College archivist post, to catalogue the papers of King's College, advertised soon.

Members thank Victoria once more for her hospitality and tour of Strathclyde library and archives.

End of SUSCAG Business meeting

Next meeting notes:

- Looking at 29th October St Andrews. Points to include in the meeting:
 - Looking to a joint meeting with Rare Books in Scotland group to discuss the Scottish Graduate School scheme and other matters
 - Looking to organise a feature/presentation about accreditation.
 - Looking to organise a speaker to present on the re-use of public sector information Regulations 2015.

Action Point: Chair and Secretary to organise next meeting and possible speakers (Accreditation, Re-Use of Public Sector Information Regulations), possibly in St Andrews.

Date of next meeting	Possibly 29 th October- TBC
Venue	Possibly St Andrews- TBC
Time	Possibly c11.00- TBC