



<b>MEETING NAME</b>	Preservation Committee Meeting
<b>DATE &amp; TIME</b>	26 August 2014, 12:30
<b>LOCATION</b>	SCA Offices, General Register House, 2 Princes Street, Edinburgh
<b>CHAIR</b>	Linda Ramsay
<b>MINUTES</b>	Benjamin Bennett
<b>PAPERS</b>	Meeting Agenda Draft Minutes of Previous Meeting (04.03.2014) Draft Preservation Committee Action Plan 2014-17 (12.08.2014)

<b>PR 14</b>	<b>PRESENT</b>
<b>14.1</b>	<p><b>Committee Members Present:</b>            Moira Mackenzie (Head of Reader Services, University of St Andrews)            Irene O'Brien (Chair, Scottish Council on Archives)            Caroline Peach (Director, Preservation Matters, Ltd.)            Linda Ramsay (Convener, SCA Preservation Committee)            Louise Robertson (Paper Conservator, University of Glasgow)            Alison Rosie (Registrar, National Register of Archives for Scotland)            Gerry Slater (Policy Adviser, Scottish Council on Archives)</p> <p><b>Apologies:</b>            Alan MacDonald (Senior Lecturer, History, University of Dundee)</p>
<b>14.2</b>	<p><b>Others in Attendance:</b>            Benjamin Bennett (Communications &amp; Operations Officer, SCA)            Victoria Brown (Programmes &amp; Development Manager, SCA) (Group Secretariat)</p>
<b>14.3</b>	<p>It was noted that David Powell has notified the Convener and Secretariat that, owing to work commitments, he will no longer be able to participate in the SCA Preservation Committee.</p> <p>The Committee expressed their gratitude to D.Powell for his contributions to the Committee.</p>
<b>PR 15</b>	<b>MINUTES OF PREVIOUS MEETING (04.03.2014)</b>
<b>15.1</b>	The minutes were proposed by Alison Rosie and seconded by Victoria Brown.
<b>PR 16</b>	<b>PRESERVATION ASSESSMENT SURVEY REPORT</b>
<b>16.1</b>	<p>The Preservation Assessment Report has been finalised and published via the SCA website at: <a href="http://www.scottisharchives.org.uk/pasreport">http://www.scottisharchives.org.uk/pasreport</a>.</p> <p>On behalf of the SCA, L.Ramsay expressed her gratitude to the Committee for their contributions.</p>
<b>16.2</b>	V.Brown confirmed that the SCA sponsorship relating to three Preservation Assessment Surveys that were not taken up has been refunded from the British Library. This money will be ring-fenced for preservation activities.
<b>PR 17</b>	<b>PRESERVATION STRATEGY AND ACTION PLAN</b>
<b>17.1</b>	L.Ramsay talked through the content of the draft document. The following items were discussed:

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	<p><b>17.1.1:</b> PC Action Plan Ref 1a &amp; 1b (Consulting with the sector and investigating consortium-based box buying, etc.) – L.Robertson agreed to work with V.Brown on survey questions. It was noted that actions 1c and 1d will wait until the completion of the survey, which will result in a clearer picture of the needs of the sector.</p> <p><b>17.1.2:</b> PC Action Plan Ref 1e (Explore and promote external funding opportunities) – I.O'Brien reported on the TNA co-ordinated Catalyst Fund project. This will deliver a programme of workshops aimed at equipping the sector for pursuing private funding opportunities.</p> <p><b>17.1.3:</b> PC Action Plan Ref 1g &amp; 1i (Creation and maintenance for access to electronic records) – It was agreed that this is a major area and is outside the current resources available to the Committee.</p> <p><b>17.1.4:</b> PC Action Plan Ref 2c (Gathering existing policies and documentation) – I.O'Brien suggested drawing on the lists of material requested for Archive Service Accreditation.</p> <p>It was noted that when trying to develop common policies it is important to keep in mind the ability to scale them in line with the size of different services.</p> <p>The Committee also agreed to look at the 'user' side of policies and investigate access policies and ensuring the clear use of language.</p> <p><b>17.1.5:</b> PC Action Plan Ref 2e (Explore use of social media/webinar/Skype as medium to offer guidance, training) – The committee discussed a number of ideas, including screencasts (currently under investigation by the SCA Education Committee), 'Ask a Conservator' online event, and the production of short tutorial videos (e.g., handling).</p> <p>The Glasgow School of Art Archives and Collections was mentioned as a great example of the use of social media and blogs to keep people informed about preservation issues. Twitter was also a key tool utilised by GSA in the aftermath of the fire and was used to post update and share information.</p> <p><b>17.1.6:</b> PC Action Plan Ref 3c (Raise the conservation/preservation profile in the sector) – It was agreed that a high-profile event would be beneficial. This could take place in 2015 and L.Ramsay suggested focussing on disaster planning. L.Ramsay agreed to contact GSA and the National Library of Wales to discuss.</p> <p>I.O'Brien suggested including an element dedicated to insurance for collections. This can be a very complex area, specifically when collections are not owned by the service.</p> <p><b>17.1.7:</b> PC Action Plan Ref 4a-c (E-learning tools and Museum of London Materials) – L.Ramsay is currently looking at these resources on behalf of the National Records of Scotland. I.O'Brien suggested that this is something the SCA could also look at doing sector-wide. It was noted that the development of e-tools is costly and may require external funding if possible.</p> <p><b>17.1.8:</b> PC Action Plan Ref 4i (Explore the feasibility of devising a 'skills register'/map of conservation expertise/services) – B.Bennett reported that SCA is currently looking into developing the current Scottish Archives Google Map (hosted on the SCA website). The map will be expanded to include profiles for different services and collections and there is scope here to incorporate conservation/preservation.</p> <p><b>17.1.9:</b> PC Action Plan Ref 5a (Publish and publicise final PAS report) – The report is</p>
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	available on the website but the Committee discussed the possibility of having some copies printed and sent to lead organisations, such as the British Library, TNA, PRONI, CyMAL, etc.
<b>17.2</b>	L Ramsay thanked V Brown for her work on the action plan and asked the group to submit any final comments via email. V.Brown will amend the document and the final draft will be distributed to the Committee before publication.
<b>ACTION 1</b>	Ref: PR 17.2
	FAO: V.Brown
	Deadline: IN time for next meeting
	Details: V.Brown to amend the action plan. Final draft will be distributed to the Committee before publication.
<b>PR 18</b>	<b>AOB</b>
<b>18.1</b>	<p>C.Peach reported that guidance documents and information relating to the now closed British Library Preservation Advisory Centre (BLPAC) can be accessed via the British Library website. However, it was noted that a number of broken links have been identified. In terms of maintaining the BLPAC information, C.Peach is aware that the British Library is currently undergoing a restructure and nothing will be confirmed until after that is completed.</p> <p>I.O'Brien has raised the potential consequences of the BLPAC closure with the Archives, Libraries and Museums Alliance (ALMA UK). Their Concern was noted and the National Archives (TNA) representative at ALMA mentioned that they were also aware of the issues and were looking into it.</p>