

BROADSHEET



WELCOME

number 34

Anyone who has visited Edinburgh during the festival will know that it a wonderfully bustling, exciting and distracting place to be. Here in the office, we've been working away to the daily August soundtrack of the pan pipe players as the festival crowds pass by our window. We've managed to resist the temptation to be lured onto the streets with all the merry daytime festival goers and have instead been focussed on reflecting on the previous year's events (which you can read about in our 2014-15 Annual Report), planning for a very busy autumn, and marvelling at the fact that we're almost half way through another year. You can download the 2014-15 Annual Report at www.scottisharchives.org.uk/ar201415.

This September we will be seeing off our first cohort of 'Opening Up Scotland's Archives' Heritage Lottery Funded Skills for the Future trainees and welcoming the second round of trainees. We're delighted that Fiona Hyslop, Cabinet Secretary for Culture, Europe and External Affairs will be joining us on 16 September 2015 to congratulate our current trainees on their achievements over the past 12 months. We are very grateful to the Cabinet Secretary for her support of this exciting project and to the host organisations and project partners who have been so crucial to its successful delivery.

Regular readers and contributors might recall that we recently asked for your thoughts on *Broadsheet*. Many thanks to everyone who took the time to share their ideas and suggestions. Overall, we've had some excellent and very constructive responses concerning both content and design. As ever, we're keen to hear from you and we're always on the lookout for new contributors so do get in touch. The reader survey remains open for feedback.

This month we're offering a range of news and articles from across Scotland and as far afield as Geneva. Perhaps the most inspiring piece this month is a warm and admiring tribute to Marion Stewart, MBE. A remarkably energetic and forward thinking individual, over the course of her career Marion made lasting contributions to the archive sector, particularly to the community of Dumfries and Galloway. Our thoughts go out to the friends, family and former colleagues saddened by this loss.

COVER IMAGE

Photograph of historic Edinburgh tram number 142 - Princes Street and Comely Bank - featuring, from left, the conductor, a police officer and the driver (c1900-1910). From the Lothian Regional Transport collection, Edinburgh City Archives. www.scottisharchives.org.uk/edcity.

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Use our survey to give feedback (good or bad!): www.scottisharchives.org.uk/magazine/feedback or send us your questions and content ideas via email: contact@scottisharchives.org.uk

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THE VERY DAB

Marion Stewart MBE

1942-2015

Marion was born in Ayrshire on 25 July 1942. Following in the footsteps of her father, a nuclear scientist, she chose St Andrews University, after which she took the unusual step of travelling to South America. There she spent four years teaching in Buenos Aires and used her vacations to explore the remoter reaches of that continent at a time when it was almost unheard of for a foreign woman to travel alone. Her many adventures included charming her way past trigger-happy border guards in an area where a few days before Che Guevara had been captured and shot. Her travels must have helped to develop that intrepidity and independence of thought and action which she brought to her later professional work. It certainly provided an endless fund of entertaining anecdotes.

On her return to Scotland Marion embarked on a Masters degree in Scottish medieval history and literature. Her career in archives began at the Scottish Record Office in 1970, where she delighted readers with her friendly and informal approach. Her capabilities and versatility shone through in her next post, training naval officers at the Royal Naval College in Greenwich. She instructed them in politics, management, international relations and even military strategy.

In the late 'seventies she was appointed archivist of the Churchill Archive Centre in Cambridge. There she was responsible for acquiring and managing the collections of many of the 20th century's leading figures, including politicians such as Attlee, Bevin, Churchill, Eden and Hailsham as well as military leaders, scientists, economists and engineers. She worked with leading scholars from all over the world, including China and the Soviet Union, and was solely responsible for decisions regarding access to potentially sensitive and classified information.

Many will remember her as the (first) archivist for Nithsdale District Council and later for Dumfries and Galloway Council. The archive centre was a two-room cottage opposite Burns House in Dumfries. Eventually every corner of this building, later extended, was filled with records to the point that concerns were expressed over its structural integrity.

Marion established the service from scratch, and her dedication to "opening up the records to the whole community" (her words) has provided a wonderful foundation on which to build, and a fund of goodwill towards the service which is invaluable. Cataloguing the existing records was in itself a daunting task, and her efforts to promote the service resulted in a flood of new accessions, in turn creating further work.

In addition to all this Marion was one of the pioneers of computer databases in Scottish local archives, and was able to create from these an online catalogue in the late 1990s - one of the first in Scotland. A few years earlier, and in pursuit of her aim to open up the records



The late Marion Stewart MBE, photographed here in 2010 visiting the Friends of the Archives in Dumfries to give a talk on the Playfair papers.

to the whole community, she established a Friends of the Archives group which has introduced many to the pleasures of volunteering, and many more to archives through programmes of talks and visits. Her palaeography courses were yet another means of making 'converts'; latterly the courses were accredited by Glasgow University. In 2001 Marion was awarded an MBE for her services to Dumfries and Galloway's archives, and she was always immensely proud that she was put forward for this honour by the local community.

Marion was very active across the archival and wider scene through the Scottish Records Advisory Council, Scottish Records Association, Association for Scottish Literary Studies, Scots Ancestry Society, Saltire Society, ASLAWG and others. She delivered many papers to conferences nationally and internationally, and was the author of a wide range of journal articles. Colleagues appreciated her incisive intelligence, her breadth of knowledge - and her sense of fun, which was an essential part of her effervescent nature.

Marion retired from her Dumfries post in 2005, moving to Fife, where she was employed by St Andrews University to catalogue the Playfair papers, and worked as a tutor for Dundee University. In recent years she'd helped to run the Fife Folk Museum and acted in a Mystery Play at St Monans Parish Church. Retirement was full!

Marion was diagnosed with cancer in 2013. Characteristically she dealt with the ensuing struggle in an exemplary, clear-sighted way entirely free from self-pity. One of Marion's favourite phrases sums her up - she was "the very dab".

NEGOTIATING COPYRIGHT REFORM

The World Intellectual Property Organization's (WIPO) mission is to lead the development of a balanced and effective international intellectual property system. Their Standing Committee on Copyright and Related Rights (SCCR) is composed of member states and, as observers, a number of intergovernmental and non-governmental organisations.

As an accredited observer member, Scottish Council on Archives is actively engaged in the work of SCCR and is committed to providing a voice for the archive sector at this international forum. SCA is represented by our Copyright Policy Adviser, Victoria Stobo, who provides an introduction to SCCR's work and further detail on the meeting earlier this summer.

I recently represented the SCA at the 30th Standing Committee on Copyright and Related Rights (29 June – 3 July 2015) in Geneva. If you have already seen the statement released by the International Federation of Library Associations and Institutions, which the SCA was co-signatory to, then you'll know that the negotiations in July did not end satisfactorily. To explain why they failed, I should start by outlining what it is that the SCA and the other NGOs at WIPO are trying to achieve through the SCCR and WIPO.

CO-OPERATION

WIPO is an agency of the United Nations, with 188 member states. Its principal objectives are "to promote the protection of intellectual property throughout the world through cooperation among States." This includes the provision of a "policy forum to shape balanced international IP rules for a changing world; global services to protect IP across borders and to resolve disputes; technical infrastructure to connect IP systems and share knowledge; cooperation and capacity-building programs to enable all countries to use IP for

economic, social and cultural development; and a world reference source for IP information."

HARMONISATION

So the SCCR is just one small part of WIPO's activities, and one facet of the policy forum mentioned above. The SCCR was set up in 1998 to discuss "matters of substantive law or harmonization in the field of copyright and related rights." The key word we are interested in here is harmonisation: the current aim of the SCCR is to work towards drafting international treaties (a recent example is the Marrakech Treaty to Facilitate Access to Published Works for Persons who are Blind, Visually Impaired, or otherwise Print Disabled). At the moment, the SCCR is working towards a treaty on exceptions and limitations for libraries and archives, and a treaty for broadcasting organisations.

International treaties are important because they set out a minimum standard which should be recognised in a signatory country's national legislation. For example, many countries do not currently provide a preservation exception for libraries or archives within their own

legislation. As a signatory of a treaty that requires this exception, they would have to provide this exception through their national legislation. If all the member countries of WIPO implement these basic limitations and exceptions (never guaranteed) then copyright law, in this area at least, begins to become harmonised across borders.

The fragmented and inconsistent nature of legislation in different countries creates legal uncertainty and promotes discrepancies in access to information between rich and poor nations. Harmonisation creates global norms, which removes international barriers to research, teaching and learning, encourages sustainable development, and allows archivists and librarians to work in an international context with predictable, uniform rules.

DRAFT TREATY

At the most recent SCCR, national delegations and NGOs worked from a 'non-paper' issued by the SCCR chairman, Martin Moscoso. The non-paper outlines topics which may or may not eventually be included in the draft of a treaty. We are working

WIPO flags at the Pont du Mont-Blanc, Geneva © WIPO 2010. Photo: Emmanuel Berrod



from a non-paper because the EU has objected to 'text-based' work: i.e., we don't currently have an official draft of a treaty to work on.

The 11 topics covered are Preservation; Right of reproduction and safeguarding copies; Legal Deposit; Library Lending; Parallel Importation; Cross-border Uses; Orphan works, retracted and withdrawn works, works out of commerce; Limitation on Liability for Libraries and Archives; Technological Measures of Protection; Contracts; and Translation.

PRESERVATION AND ACCESS

Disappointingly, there were only a few hours set aside for NGOs to offer interventions on the first of these topics, preservation, on Thursday morning. Speaking on behalf of the SCA, I highlighted the experience of The Glasgow School of Art, where archivists have engaged in a comprehensive rights clearance process to make their digital collections available online. This example is important in two respects: firstly, the recovery process since the fire in May last year has illustrated how vital the preservation exception is. Secondly, the rights clearance process has underlined the fact that collecting societies very often do not represent the types of rightsholders in archive collections, which means that licensing, and the market, cannot fill the gap for archives in the absence of robust exceptions within national copyright laws. If we're providing access to our collections in a global context, then an international treaty is an essential step in creating a predictable copyright landscape.

Thankfully IFLA had organised a lunch-time side event with excellent presentations from Vincent Bonnet (Director, European Bureau of Library, Information and Documentation Associations (EBLIDA)); Teresa Hackett (Copyright and Libraries Programme Manager, Electronic Information for Libraries (EIFL)); William Maher (Society of American Archivists (SAA)); and Benjamin White (Ligue des Bibliothèques Européennes de Recherche (LIBER)) which was well-attended by many of the national delegations.

OPPOSITION

Negotiations continued until 9pm on Friday evening, but no agreement was reached on future work on limitations and exceptions, because of opposition from 'Group B' countries, most notably the EU. This is especially frustrating as the EU has stated it will work towards harmonisation of copyright across its own 27 member states, a process it has repeatedly blocked at the SCCR.

A small consolation is that the EU is now beginning to look marginalised: other Group B countries, including the United States, have made positive statements about beginning text-based work on a treaty. Negotiations at this level are a painfully slow process (limitations and exceptions for libraries and archives have been on the agenda at SCCR since 2009), but there is hope that progress will be made at future meetings. It's very important that NGOs like IFLA, EBLIDA, ICA, SAA and SCA continue to lobby on behalf of the archive and library professions throughout this process.

VICTORIA STOBO
Copyright Policy Adviser, Scottish Council on Archives

WIPO Conference Hall © WIPO 2014
Photo: Emmanuel Berrod

Many will know George MacKenzie from his time as Keeper of the Records of Scotland. After a career dedicated to the development of archives, George's commitment to the sector hasn't stopped with retirement. As Chair of the Scottish Ancestral Tourism Group, he is determined that archives should be leading the way in this £100 million market.

I fell into a job in archives in 1975, more by accident than design. I remember I didn't intend to stay very long, but then I got hooked. It was an exciting time that brought a transformation in the sector and the organisation I worked for. My last few years as Keeper were dominated by two things: the merger that formed National Records of Scotland, and the Public Records (Scotland) Act. Both were controversial, both had a big impact on the archives and records sector and both depended on the hard work and support of colleagues.

My career in archives was also very international, and I have talked before about the formative experience of visiting Sarajevo during the siege in 1995. Seeing the work the archives staff were doing to preserve their written heritage demonstrated the crucial importance of the documents. These were the evidence that Bosnia was a multi-ethnic nation, a bulwark against attempts to 'cleanse' areas of certain groups of citizens and removing their identity.

Personal identity is a powerful concept. Archives can be the key to this search for authenticity and provide an unbreakable link to the past. Ancestral tourism is an opportunity for archives and other heritage organisations across Scotland. The worldwide interest in identity and family history, combined with the ease of online access to archive resources, means that more and more people now want, not just to trace their ancestors' names, but to walk in their footsteps, to see the places that were important to them.

I felt the emotional power of this myself when on a visit to the Isle of Jura, my aunt pointed to a ruined cottage and said, "that's where your grandmother was born." I found it strangely moving to look at this pile of stones overgrown with brambles, and realise it was part of who I am – part of my identity.

With the ScotlandsPeople service online and now in a growing number of local centres, we have the opportunity to attract people to come to research, to ask questions and to make ancestral journeys. This is potentially a huge business. Market research by TNS for VisitScotland calculated not only that the market was already worth well over £100 million a year to the Scottish economy but that it had the potential to rise to £2.5 billion.

That is, if we take up the challenge. To do so we need to improve the way we attract, welcome and help ancestral visitors, especially at local level. Part of this is developing networks involving both the resource holders like archives, and the tourism businesses, accommodation providers, tour operators and local producers. Part of it is also about increasing awareness at all levels of the economic potential of the ancestral visitor. Research also shows that they stay longer, spend more and are prepared to travel over a longer season than normal tourists. That is a powerful argument for archive services to deploy when arguing for funding.

The Scottish Ancestral Tourism Group and Scottish Council on Archives are currently working together on a joint initiative to produce a range of exhibition materials designed to promote ancestral tourism and archive resources to the general public and businesses operating within the tourism industry.

'... we need to improve the way we attract, welcome and help ancestral visitors ...'

GEORGE MACKENZIE

Chair, Scottish Ancestral Tourism Group

ENGAGING COMMUNITIES

Education Development Officer, Douglas Roberts, explains that archives education can offer opportunities beyond the classroom and introduces the next phase of workshops planned by the Scottish Council on Archives.

The other week I visited the archives at the John Gray Centre in Haddington, East Lothian, to learn more about their education and outreach programme. It's an exciting modern building - well worth a visit if you haven't been - housing the library, museum, archaeology and archive services all under one roof.

ACTIVE LEARNING

Upstairs in the Archives and Local History Centre a talkative group of Primary six students had just arrived and was getting involved in a practical activity using digitised local records. Helen and Ola, both Development Officers at the John Gray Centre, explained that active learning is central to their education approach. Students work together creating coded messages, designing propaganda material, role-playing historical characters, comparing maps and photographs, and generally immersing themselves in stories and lives from the past.

The Centre's programme for schools includes hands-on workshops, resource boxes, downloadable activities, self-directed explorations of exhibitions, and collaborations with the other services in the building. It's a good example of the education and outreach work going on in archive services around Scotland, often with limited resources and staff on project-based contracts or with many other duties to undertake.

PRACTICAL TRAINING

The Scottish Council on Archives' programme of training workshops in 2014 focussed on developing just these kind of education resources for school students. We intended our workshops to provide practical



and accessible training in creating archives centred education materials, and feedback suggests the techniques we covered have proved relevant and useful. This year we plan to build on this by turning our attention to archives work with community groups.

COMMUNITY ACTIVITIES

Between September and December 2015 we're offering four new one-day workshops looking at creating programmes of community and schools activities. We're looking in detail at interesting ways of working with community groups such as local history societies, theatre groups, University of the Third Age (U3As), walking groups, youth trusts etc, as well as how to create useful relationships with schools. And our final workshop will be an opportunity to hear from different archives staff about their own education and outreach programmes and to share expertise and experience. Dates will be published in September at: www.scottisharchives.org.uk/education.



Above: SCA's Education Development Officer, Douglas Roberts. Left: Active learning at East Lothian's John Gray Centre.

RESOURCES

In parallel with our workshops programme we continue to develop website resources, providing summary versions of last year's workshop contents, case studies of good practice from around Scotland, and links to quality education materials. Recently uploaded are a set of brief guides to the Scottish Curriculum for Excellence, a process for creating simple resources from archive records and a longer account of my visit to the John Gray Centre.

CONTINUED SUPPORT

There's lots of good work going on in education and outreach in Scotland's archives and we seek to offer support in a variety of ways through our training workshops, web resources, e-mail support and one-to-one discussion. Whether it's a general chat about your service and outreach work or something specific like a funding application or local school project I'm available to talk on the phone or visit your office. You can contact me at d.roberts@scottisharchives.org.uk

DOUGLAS ROBERTS
Scottish Council on Archives

ARCHIVE SERVICE ACCREDITATION

Building on Scotland's Success

Central to the archives accreditation process is external assessment by fellow archivists who know well the challenges faced by a service. It is their task to assess whether a service is robust in terms of its organisation, its management of collections and how it meets the needs of stakeholders.

Three very different services have successfully passed through the process - Falkirk Archives, Lothian Health Services Archive and the National Records of Scotland. Their success is less about securing the accreditation award – important though it is – than about drilling down into everything from strategic objectives to daily procedures and practices in order to improve how the archive service functions.

Accreditation pulls together internal guidance (refreshing where necessary). It requires ways of thinking and acting that ensure ongoing improvement. In other words, accreditation is not an end in itself but rather a means of embedding change.

Accreditation means investing time – on the part of the applicant service and of the assessors whose recommendations are considered by the accreditation panel that makes the awards. Where significant time is involved, there should be sensible planning.

The assessment process covers several stages, beginning with initial contact from a service advising the Scottish Assessment Team of the intention to apply. This should be emailed to accreditation@scottisharchives.org.uk and include: name of the service; lead contact(s) name, email and phone details; and first and second choices for the particular accreditation panel meeting at which the application will be reviewed.

The Assessment Team will confirm the next available application review period and the date of the panel meeting where the application and associated assessment will be considered. The review period lasts for approximately three months, beginning with the online submission of the application and ending with the panel meeting. For example, if a service wishes to be reviewed at a panel meeting in early October, then the application must be in no later than early July.

It is important that the applicant service and the

assessors agree a timetable that covers the different stages of the accreditation process. Those stages are:

- Submission of the application online
- Individual assessors' review of the application, framing of questions and indication of areas of focus during the assessment visit
- The visit itself, which is kept as informal as possible
- Preparation of an assessment report by the assessors, which is submitted to the panel for its consideration
- The panel meeting and outcome

If it all sounds a bit drawn out, it is so because accreditation is important, both to individual applicant services and to the archive sector as a whole. The process must be handled with the utmost care from beginning to conclusion. The individual services that apply following a great deal of preparatory work deserve nothing better.

Those who wished to have an application submitted and assessed for consideration at the panel meeting on 5 November 2015 needed to indicate the intention to apply by 1 July and make their submission between 1 and 7 August. The next three application windows are December 2015 (for Panel on 3 March 2016), April 2016 (for Panel on 30 June 2016) and August 2016 (for Panel on 9 November 2016).

The assessors in Scotland are committed to accepting up to six applications annually and that will be done on a first-come first-served basis. What does that mean in practice? A service can make an expression of interest in applying for accreditation at any time. That is provisional and therefore not binding. However, at least one month before the due date for a formal submission, the service will receive a request to confirm its application.

Setting down the stages of the process makes everything sound very formal. Of necessity there is a significant element of the formal but the emphasis during assessment visits is on the relaxed and informal. There is no 'them and us'.

The invitation is there for archive services in Scotland to apply for accreditation. Take up the challenge. It will prove of lasting value.



Image: Celebrating Scottish Cup-Winners, Falkirk FC (1957), from the collections at Falkirk Archives.

PUBLIC RECORDS (SCOTLAND)

ACT 2011

An Update from National Records of Scotland
Hugh Hagan, Government Records Branch

The Public Records (Scotland) Act 2011 (the Act) came into force on 1 January 2013. Since then, the named authorities have been preparing and submitting records management plans (RMPs) for the Keeper's agreement. In so doing it helps them safeguard and prioritise public records as a guarantor of the rights of Scottish citizens. By setting authorities clear records management objectives the Act also provides the impetus for increased collaboration between practitioners.

The primary aim of the Act is to improve the quality of record keeping by authorities.

After more than two years the Keeper's invitation process is firmly established and working well. To meet the timetable of inviting all named authorities to submit their plans within five years we must average 50 authorities a year. We remain on target to achieve this. Since the Act came into force the Keeper has issued 126 invitations and agreed 67 plans.

The assessment team has built up considerable experience of assessing plans and identified a number of common weaknesses in the submissions received to date. Business classification schemes (Model Plan element 4) and retention schedules (element 5) were previously identified at the development stage as being areas of potential weakness. From the plans submitted these were indeed areas where a number of authorities require to improve. Also, Audit trail (element 11).

The Act promotes improvement over time and the Keeper commends public authorities for embracing this opportunity to work towards compliance.

However, the Keeper has been encouraged by the open approach of many authorities in identifying gaps in current provision and developing proposals for closing them. The Act promotes improvement over time and the Keeper commends public authorities for embracing this opportunity to work towards compliance. Of the 67 plans agreed to date, only nine achieved agreement without reference to improvement models. Continued improvement is therefore central to the success of the Act. We are undoubtedly moving in the right direction, but we must not become complacent. The Keeper believes he has the commitment of authorities to meet agreed improvement targets, but he

is encouraging authorities to measure and report on progress against those proposed improvements. In March 2015 he convened a stakeholder forum of authorities, whose plans have already been agreed, to help develop an assessment methodology for improvement models. We anticipate that a new agreed

Continuous engagement and the sharing of experience, concerns and successes...

solution will be in place by 2016.

Continuous engagement and the sharing of experience, concerns and successes, as well as practical solutions, continues to empower those yet to start the process. It also helps the assessment team to better understand the challenges faced by authorities.

The Keeper's surgeries, run in spring and autumn each year, continue to be the main forum for engagement and these now include speakers from authorities that have completed the submission process who willingly share their experience. We are indebted to those colleagues who readily agreed to participate in this way.

Another way of engaging directly with large numbers of practitioners is, of course, to host a conference. Working in partnership with the Scottish Council on Archives, the Information and Records Management Society (Scotland), the Archives and Records Association (Scotland) and the Archivists of Scottish Local Authorities Working Group

Another way of engaging directly with large numbers of practitioners is, of course, to host a conference. The first conference about the Act took place in December 2013 and was very successful. A similar event is now planned for February 2016. Planning remains at a very early stage, but working in partnership with the Scottish Council on Archives, the Information and Records Management Society (Scotland), the Archives and Records Association (Scotland) and the Archivists of Scottish Local Authorities Working Group, we will soon be considering the conference content. Watch this space!



UNESCO

MEMORY OF THE WORLD

When industrialisation enabled mass consumption the concept of branding was born – the label that differentiates the outstanding from the ordinary. From the Chanel handbag to the Jaguar car key, from the Barbour wellie to the Armani suit, one word can conjure up a sense of quality, longevity and exclusivity. Thus, I would contend, the moniker ‘UNESCO’ can do the same for documentary heritage. As Chair of the UK Committee for UNESCO’s Memory of the World (MoW) Programme I have seen the impact of an inscription on the UK MoW Register.

WORLDWIDE MISSION

But firstly a little information about the Programme. MoW is an expert-led programme that seeks to promote and protect the world’s documentary heritage. It was established in 1992. Its vision is that ‘the world’s documentary heritage belongs to all, should be fully preserved and protected for all and, with due recognition of cultural mores and practicalities, should be permanently accessible to all without hindrance’.

The mission of the MoW Programme is: to facilitate the preservation, by the most

appropriate techniques, of the world’s documentary heritage; to assist universal access to documentary heritage, and; to increase awareness worldwide of the existence and significance of documentary heritage.

The MoW Programme works at a number of levels – international, regional and national. Each has its own remit and the work is of equal importance so the levels should not be viewed hierarchically.

OUTSTANDING SIGNIFICANCE

Individual countries may establish their own national committee. In the UK, the MoW Programme is delivered through a variety of activities including managing the UK MoW Register, developing policy briefs and ad hoc events. The UK MoW Committee comprises pro bono experts in the care and use of documentary heritage.

The UK and International MoW Registers draw attention to collections of outstanding national or international significance. Any individual or organisation may make a nomination to the Registers. The UK Register welcomed its first inscriptions in 2010 and now inscribes collections on a biennial basis. It celebrates those collections that are of outstanding

significance to the UK.

For me the greatest pleasure is that the nomination process is open to any individual or organisation. The ‘exclusivity’ of this brand has nothing to do with wealth, profile or contacts. It is based on the significance of the material – it must be of outstanding significance to the UK. Now, as many of us know all too well significance is not an absolute measure. With MoW we look at significance through a variety of themes - Time, Place, People, Subject and Theme, Form and Style, or Social/Spiritual/Community. The result is a myriad of subjects, formats and nominators including medieval civic records, HIV/AIDS campaign materials, Roman curses on pewter, communications technology research, the earliest filmed interviews, banking records, maps, etc. But if you do achieve inscription what can it mean in practice?

RAISING PROFILES

There’s no doubt that inscription immediately draws attention to your collections from a wide variety of people who will have heard of UNESCO (particularly through World Heritage sites) but may have no awareness of archives. The high-profile nature of the 2014 MoW

A DESIGNER BRAND FOR ARCHIVES

awards ceremony in Edinburgh is a recent example.

The prestigious event was organised by the Scottish Council on Archives and hosted by Lloyds Banking Group. Lady Susan Rice and the Scottish Cabinet Secretary for Culture, Europe and External Affairs, Fiona Hyslop MSP, welcomed heads of cultural institutions, politicians and business leaders from across the UK who had gathered to celebrate their local archive or collection. The event was covered by regional and national media.

Indeed, some of 2014's inscriptions took the opportunity to also highlight their achievement locally and engage with their own communities. This was recognised by Bath and North East Somerset Council who hosted a fantastic awards evening for presentation of their own award for Roman curse tablets (pictured on previous page). It was in the famous Pump Rooms and included an audience of the public who were chosen by lottery. Local dignitaries and politicians attended, including the Leader of the Council. There was extensive publicity and local reporting for the event, with Bath's World Heritage status cited as another UNESCO award garnered by the city. It also

gave me the opportunity as a speaker and guest to emphasise to this wide audience the importance of documentary heritage in general.

Communicating inscriptions internally can be just as significant and inscription can change the fortunes of an archive. When the archive of the Women's Royal Voluntary Service was inscribed the archivist notified the chief executive who took the news to the trustees. This radically improved the internal profile of the archive and its management and it's now a fixture on the trustees' agendas.

RAISING FUNDS

Inscription can also be influential in gaining funding. Undoubtedly the most marked example was the saving of the Wedgwood Collection. A vigorous campaign to prevent the sale of the collection resulted in millions of pounds being raised (including £10.3mn from the Heritage Lottery Fund) so the collection could be purchased for the nation and placed with the Victoria and Albert Museum. The MoW UK inscription was part of the campaign message about the importance of the collection to the UK. Other organisations also regularly use their inscription in funding bids, so the HLF is no

stranger to the name!

However, the programme is not just about a handful of inscriptions. It also promotes the importance of documentary heritage to society generally. The international programme has developed the Archivemata digital preservation package and has publications on key issues, and through UNESCO draws attention to the destruction of materials during armed conflict. In the UK we are developing the activity of the committee to work with other partners and increase the profile of our nation's heritage.

What I have learned from working on the programme is that an MoW inscription is one of a number of tools available to the sector to encourage advocacy and quality alongside others such as the Explore Your Archive Campaign and Archive Service Accreditation. MoW inscription comes at very little cost but can be a powerful advert.

The biennial nomination process is now open so if you would like to make a submission go to www.unesco.org.uk/designation/memory-of-the-world-inscriptions-in-the-uk-uk-register/. Good luck!

ELIZABETH OXBORROW-COWAN
Chair, UNESCO Memory of the
World UK Committee

Representatives of the 2014 inscriptions, pictured here at the event in Edinburgh. The ceremony was hosted by Lady Susan Rice (centre left) and the Cabinet Secretary for Culture, Europe and External Affairs, Fiona Hyslop MSP (centre) welcomed the awards ceremony to Scotland for the first time.



ENGAGING EDUCATION

Lothian Health Services Archive have developed some innovative online resources using their UNESCO-recognised HIV/AIDS collections

In May 2015, Lothian Health Services Archive (LHSA) launched a brand new website packed with educational resources, images and audio visual material from their UNESCO-recognised HIV/AIDS collections (1983-2010). Work on the website was funded by a Wellcome Trust 'Provision for Public Engagement' grant, following on from a 12 month project to catalogue and conserve the collections, also funded by the Trust.

LHSA's HIV/AIDS collections reflect a unique period in Edinburgh's recent health history, documenting innovative and collaborative responses to the rapid rise of HIV infection in the capital, which then went on to inform national policy.

The website's educational resources are linked to the Scottish Curriculum for Excellence (CfE). Targeted towards teachers and educational professionals, the resources form the basis for activities with students aged 12 to 15 years old. Three CfE themes are covered on the website: Expressive Arts, Health and Wellbeing, and Social Studies.

The animation on the homepage of the website is based on a pink bus that was used in the ground-breaking 'Take Care' health campaign launched in Edinburgh in 1989. 'Take Care' stood out for its frank and fun approach, telling people how they could 'take care of the one you love' by making the right choices and recognising when you could be at risk from HIV.

Clicking on the bus stops above this animation leads the user directly to the resources. Each CfE theme has five educational resources linked to it, which can be downloaded in PDF format. Images and audio visual files associated with the resources can also be downloaded here, either singly or together in a zip file.

There are four pages in each resource: the first page introduces the resource and links to particular CfE experiences and outcomes. The next page gives useful background information to the resource and images. Finally, a sheet containing relevant images is provided for quick reference followed by a section that suggests activities based on them.

The pink bus used in the ground-breaking 'Take Care' health campaign launched in Edinburgh in 1989.



Activities include 'ice-breaker' tasks such as 'true or false?' quizzes, mind maps and discussion points. The resources also provide ideas for projects such as making interactive computer games using PowerPoint software, designing radio adverts and postcards, and launching a health promotion campaign.

From the website homepage, teachers and educators can also access a historical context page, an image bank and links to information on living with HIV in the 21st century, showing how far HIV treatment, awareness and support has come since the early 1980s.

The educational potential for LHSA's HIV/AIDS collections is huge – particularly on account of the highly visual promotional material contained in them. The aim of the website is not to educate students about health issues in the present, but instead to showcase our historical collections to a wider and more diverse audience and inspire educational professionals to use archives in the classroom.

Visit the website at www.hiv-aids-resources.is.ed.ac.uk and let us know what you think! LHSA would like to thank the following people for their help and support throughout this project: The Wellcome Trust; Douglas Roberts (Scottish Council on Archives); Nick Morgan (Education Scotland); Karyn Williamson (Standard Life); Iain Phillips (John Lewis Golden Jubilee Trust Secondee); Shelia Cornes (Edinburgh Council); Lisa Rigby (Crew 2000); Michael Marr (Waverly Care); and colleagues in Information Services at the University of Edinburgh.

EMILY HICK

Project Conservator, Lothian Health Services Archive

'The aim of the website is [...] to showcase our historical collections to a wider and more diverse audience and inspire educational professionals to use archives in the classroom.'

Below: Homepage of LHSA's new website based on the UNESCO-recognised HIV/AIDS collections

HIV/AIDS
Online resources
for teachers



LHSA
Lothian Health Services Archive

Supported by
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Home

About LHSA

Historical Context

Resources

Image Bank

Links

Contact Us

Expressive Arts

Health & Wellbeing

Social Studies



RECENT SCOTTISH LEGISLATION

Issues for Record Keepers

The Scottish Council on Archives keeps an eye out for statutory changes that will impact on archives and records management across all sectors in Scotland. Let's look at some recent Scottish Parliament acts and statutory instruments with implications for recordkeeping in a wide range of organisations.

We seek to keep the SCA Records Retention Schedules (SCARRS) as current as possible and

update them when new information on records retention requirements becomes available from our advisors or from our wider membership. We will shortly be issuing a minor revision to the schedules. If you are aware of any new regulatory or statutory requirement impacting on records retention periods, or have additions or amendments to propose, please email frank@infogov.scot by 30 August.

Legal Writings (Counterparts and Delivery) (Scotland) Act 2015

This seeks to assist businesses and recognise modern ways of working for dispersed and global organisations. The Act means that the parties to a document governed by the Laws of Scotland can now sign it "in counterpart". This means they can each have a separate, identical copy instead of all having to sign one physical document. This removes the need to meet together to sign it or shuttle the "original" back and forward. The Act also permits a document created and signed on paper to be delivered electronically and still have full legal effect.

Children and Young People (Scotland) Act 2014

For authorities providing children's services, the Act sets out the required content and management of a child's plan, as well as a three-year review period for Children's services plans and reports.

Revenue Scotland and Tax Powers Act (Record Keeping) Regulations 2015

From this year, devolved tax-raising powers will have records management implications for many organisations. This makes provisions about records which must be kept in relation to landfill tax. They also provide for records which must be kept in relation to land and buildings transaction tax or property transactions that are not notifiable.

These regulations build on the Revenue Scotland and Tax Powers Act 2014 sections 74 and 75 which outline the responsibility of organisations making returns or notifications to Revenue Scotland to retain supporting records until the "fifth anniversary" of the return or notice.

Food (Scotland) Act 2015

While this is primarily of relevance to Food Standards Scotland and those in the industry, it does contain a clause of potentially wider interest to all interested in records and information management. In the section on Governance and Accountability, the Act defines the concept of "Good decision making practice":

S4 (2) "Good decision-making practice" means-

- a) consulting people who may be affected by decisions before taking them,
- b) having good information on which to take decisions and taking decisions based on that information,
- c) recording decisions and the reasons for them, and
- d) making decisions and the reasons for them publicly available.

This may be obvious, perhaps, but it is refreshing and useful to see it set out explicitly in legislation.

OPENING UP SCOTLAND'S ARCHIVES: YEAR TWO

Project Manager, Audrey Wilson, reflects on the successful first year of SCA's Skills for the Future project and is preparing to welcome the next cohort of six trainees as they take up positions in host archive services across Scotland.

It's hard to believe that almost six months have passed since I started managing the Heritage Lottery Funded 'Opening Up Scotland's Archives' traineeship project. It seems that I've only just had the opportunity to get to know the current trainees and their hosts on the programme and it's already time to see them off with their portfolios full of the varied and impressive project and skills development work each of them has undertaken over the past year. I have no doubt that all of the trainees will take valuable experience and skills with them on their future career paths and hopefully many great memories of a challenging and exciting twelve months.

At General Register House, on the 16 September 2015 we will be

saying farewell to the first cohort of trainees and welcoming the new comers. Our current trainees will have a chance to share with the next cohort what they have learned on their diverse work-based projects across outreach and education, collections development and digital preservation. This will be a great opportunity to celebrate achievement as well as reflecting on lessons learned and exchanging ideas about how we can build on the positive outcomes of this first year. We're keen to ensure that in the months ahead we continue to offer an excellent range and depth of training and development opportunities for both the hosts and trainees.

The six new trainees being welcomed to the programme in

September represent a handful recruited from over 600 applications we received for the 2016-17 cohort. We're delighted to welcome our new recruits who will no doubt be introducing themselves via *Broadsheet* and in person at various training events and workshops planned over the next year: Gary Thomas (Falkirk Community Trust - Digitisation Trainee); Catriona Doyle (The Glasgow School of Art and Glasgow City Archives - Outreach and Community Engagement, and International Links Project Trainee); Michael MacKinnon (North Lanarkshire Archives - Outreach and Education Trainee); Naomi Elysia Harvey (Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS)



Year one trainees and hosts visiting the Scottish Parliament during Scottish Archives Week (March 2015)

and Midlothian Council - Digital Preservation, and Education and Outreach Trainee); Olivia Howarth (University of Glasgow - Digital Preservation Trainee); and, Anabel Farrell (University of St Andrews - 'Learning by Doing' Archival Trainee).

It promises to be a busy autumn - the trainees will be off to the UK National Archives in London for a 'basecamp' week in November. At TNA they will join the 'Transforming Archives' trainees for four days of seminars and workshops across a range of topics, including an introduction to the archive sector, alongside explorations of the important role of social media in education and outreach initiatives. Additional basecamp days will be hosted by the Scottish Council on Archives at the National Records of Scotland.

Host led training days already in the calendar for our trainees will include a hands-on, practical introduction to palaeography workshop in Martyrs Kirk Research Library part of the Special Collections Division of the University Library, St Andrews. They will also experience a 'show and tell' display of interesting new acquisitions at the University of Glasgow Special Collections. In February, Falkirk Archives will be hosting a day focussed on Heritage Premises Management with an introduction to collections management in a museum and archives context.

Trainees will also have the chance to select additional training throughout the 12 months to complement their work based projects and refine and develop their existing skills. Not only will the trainees receive work experience and training opportunities, but they will also have the chance to complete a distance learning module in their area of focus from the Centre for Archives and Information Studies at the University of Dundee.

This is a programme that relies heavily on the dedication, contributions and professional knowledge generously offered by our host organisations and partners. We're extremely grateful for the support and enthusiasm these individuals and organisations have shown over the first year of the project - our sincere thanks to the Heritage Lottery Fund, ARA-UK & Ireland, CAIS University of Dundee and the University of Dundee Archive Service, East Lothian Council, University of Edinburgh Centre for Research Collections, Glasgow City Archives, Glasgow University Archives and Special Collections, The Glasgow School of Art, Lothian Health Services Archive, National Records of Scotland and the UK National Archives. There are a long list of others we would thank individually if space permitted - many thanks to you all.

If you're interested in learning more about the project, our partners and its aims to bring fresh and diverse talent and skills to the sector, go to: www.scottisharchives.org.uk/sff.

Glasgow City Archives is proud to support such an important project for our sector. During our first year as hosts, we had two trainees: one specialising in outreach and community engagement and the other in collections development. Their work has been invaluable in allowing us to develop our current outreach offer and to provide a formal scope of the nature of our collections as well as their strengths and weaknesses. We look forward to continuing our partnership with the SCA and The Glasgow School of Art.

**Barbara McLean
Archivist, Glasgow Life**

The Glasgow School of Art's Archives and Collections have been delighted to host a trainee during 2015. The scheme has allowed us to expand upon our programme of activities relating to World War One and it has enabled us to work more closely with colleagues at Glasgow City Archives. Working with the trainees has also provided an insight into how archives are perceived outwith the profession and how they can relate to other groups and sectors.

**Susannah Waters
Archivist, The Glasgow School of Art**

Falkirk Archives is pleased to have the opportunity to contribute to developing skills in new entrants to the archives sector. The team are looking forward not only to sharing their existing skills and experience but also learning from the different perspectives of the trainees and the other host archives. Hosting a trainee will undoubtedly provide us with an additional resource but the benefits for the archives go beyond that, in challenging how we currently do things and in bringing new ideas, and we hope that over the next year we can share those developments and insights with colleagues across the archives and heritage sector.

**Elsbeth Reid
Archivist, Falkirk Community Trust**

STIRLING COUNCIL ARCHIVES: CELEBRATING 40 YEARS

What have the lascivious Laird of Kippendavie, the Stirling witch who frightened a King, and a philanthropic shipbuilding Baronet with a fondness for Strathblane got in common?

The answer is that they all feature in a recently launched blog created by staff at Stirling Council Archives to celebrate their 40 years of public service. '40 Items on our 40th Year' showcases the fascinating, intriguing and downright peculiar stories that are hidden in the records. Staff have carefully chosen some of the gems of the collection and will present these on the site with images both of the items and of other fascinating material associated with them.

Find out about the savage killer that haunted the streets of Stirling in the 1830s, or how aliens were routinely discovered living in Central Scotland around the time of the First World War.

The Council's Archives first opened its doors to the public 40 years ago in 1975. Help us celebrate our 40 years by visiting www.stirlingarchives.scot where you will have the chance to comment on what you find there and vote for your favourite item. We are also planning an open day at the archives in the autumn when we will exhibit some of the 40 items and lead a special behind-the-scenes tour.

Stirling Council Archives has a wonderfully diverse collection of records from the heart of Scotland. Beginning with the records of Stirling Burgh, dating from the 14th century, the archives hold the records of local administration through its various incarnations up

to the present day. Alongside this are records of the Church of Scotland - the Presbytery of Stirling having the oldest surviving minute book in the country - and the marvellous Kirk Session court minutes for each parish with their intricate details of local life. We also hold Parochial Board and Parish Council records for all the parishes of the Stirling area. There are records of the Justices of the Peace, Customs and Excise records for the ports of Stirling and Alloa, school records, and records of some Episcopalian churches in the area.

Alongside the official records there is a wealth of deposits from private individuals and local organisations. We have some fine family collections and estate papers, records of sports clubs and Women's Rural Institutes, a lovely collection relating to the Merchant's Guild of Stirling and the Incorporated Trades associations. There is so much that is interesting and unique that the list of what is best here could go on for a very long time. Anyone taking the time to come and visit this lovely and deeply historic part of Scotland will find themselves very well rewarded. Visitors to the Council Archives will always be assured of a warm welcome and any assistance that they require, whatever the nature of their research.

PAM MCNICOL
Council Archivist, Stirling Council Archives





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