

Magazine of the Scottish Council on Archives

BROADSHEET

SCOTTISHARCHIVES.ORG.UK

ISSUE 37



WELCOME

number 37

For several months we have been running a reader survey, aimed at gathering your feedback and comments to help us improve the magazine. We are very grateful to everyone for participating—thank you! With your help we hope that *Broadsheet* will continue to grow and improve.

It's worth mentioning a change for 2016—the production of a text-only version of each new edition. We have received lots of positive feedback about our use of images and design, but we also understand that some of our readers like to print the magazine. Hopefully the text-only version will be helpful.

A WORD OF THANKS

As the Communications Officer for the Scottish Council on Archives, I have been pestering our readers and contributors alike for over five years. Thank you for your patience, enthusiasm and support! Without your articles, images and downloads there would be no *Broadsheet*. The magazine really does exemplify the dynamism, openness and diversity of the Scottish archives sector.

It's with mixed emotions that I am soon to be leaving my post with the SCA. I will greatly miss the organisation and the wider sector, and I just wanted to take this opportunity to say a huge thank you to all of my friends and colleagues.

BEN BENNETT
Communications & Operations Officer

COVER IMAGE

Front Cover: Norman Morrison (1869-1954) - zoologist, policeman and photographer - in full Highland dress, with terrier dog, c1900-1911. Part of the Dr Norman Morrison collection held by Tasglann nan Eilean Siar (Hebridean Archives).

It is thought this photograph was taken when Morrison lived at Port Ellen, Islay, where he was a policeman. It was during his time on Islay that he developed an interest in photography.

Back Cover: Portrait photograph of Catherine MacLellan (Catriona 'Ain Breabadair), widow of Donald Morrison (Dhòmhnair Mhòir), Isle of Lewis, c1905-1911.

Tasglann nan Eilean Siar
www.tasglann.org.uk/en

© CEATS-Siabost. Photographs reproduced courtesy of Comunn Eachdraidh an Taobh Siar, the West Side Historical Society, Lewis.

CONTRIBUTORS

Christabel Anderson, Juline Baird, David Heelas, William Kilbride, Ian Mackintosh, Gerry Slater, Victoria Stobo and Susannah Waters.

PUBLISHED BY

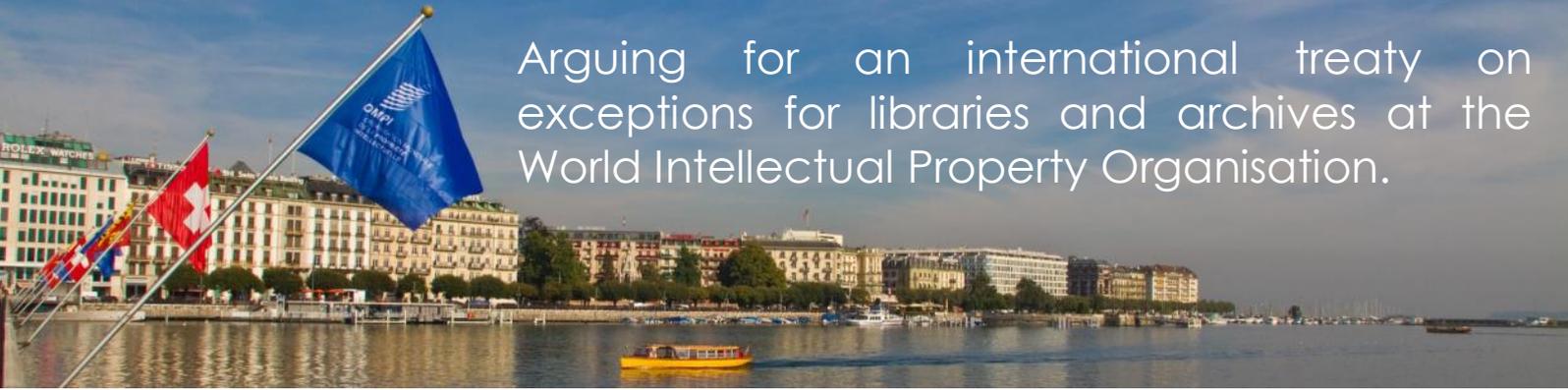
Scottish Council on Archives
General Register House
2 Princes Street
Edinburgh EH1 3YY

(W) www.scottisharchives.org.uk
(T) +44 (0)131 535 1362
(E) contact@scottisharchives.org.uk

Scottish Council on Archives is a Scottish Charitable Incorporated Organisation. Scottish Charity Number SC044553.

STANDING COMMITTEE ON COPYRIGHT AND RELATED RIGHTS

Arguing for an international treaty on exceptions for libraries and archives at the World Intellectual Property Organisation.



If you spotted my previous report from the 30th meeting of the World Intellectual Property Organisation (WIPO) Standing Committee on Copyright and Related Rights (SCCR) (please see www.scottisharchives.org.uk/copyright), you'll know that the assembled archive and library representatives are arguing for an international treaty on limitations and exceptions for libraries and archives, which would set minimum standards that should be recognised in a signatory country's national legislation. 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. Countries from Latin America and the Caribbean, Africa, and the Asia Pacific regions continue to be our strongest supporters.

So far, text-based work on a treaty has been blocked by other WIPO member states including the EU. This is all the more galling as, while SCCR31 was taking place, the EU Commission released a Communication on Copyright, setting the agenda for copyright reform within the EU for the foreseeable future. This document states that harmonisation of exceptions is a key aim to enable the growth and development of the digital single market. And yet, at WIPO, the EU delegation continues to stick to a script that singularly undermines that aim: they continue to insist that the international legal regime functions well (despite evidence presented to the contrary), that there's no need for harmonisation (despite the EU requiring it within its own borders), and that licensing can fill any gaps in the provision of access to information (despite the fact that libraries spend \$25 billion dollars a year globally on licensed content and are still unable to access and lend what they need to, and despite the fact that licensing can't solve the problems faced by archives). Suggestions that what is good for the EU might be good for the rest of the globe continue to be met with strange justifications: the single market is a 'special case,' such measures are unworkable outside the EU, and so on.

“ 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. ”

Lucie Guibault and Elisabeth Logeais presented a study on the limitations and exceptions available to museums. This new study compliments Kenneth Crews' existing work on limitations and exceptions for libraries and archives. These reports are the most comprehensive studies of the global provision of limitations and exceptions for cultural heritage institutions within national copyright laws. They highlight the discrepancies between national laws that make it so hard for citizens to access their heritage, and to share that heritage across borders legally.

Having presented contributions on preservation at SCCR 30, the library and archive NGOs were able to cover three further topics at this meeting: Right of Reproduction and safeguarding copies, Legal Deposit and Library Lending. This leaves seven topics to be discussed at future meetings of the SCCR: 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.

On a more celebratory note, Brazil and Australia took the opportunity presented by SCCR31 to ratify the Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired or Otherwise Print Disabled. This now takes the tally of current ratifications of the treaty to thirteen: only 7 more are needed for the treaty to enter into force. The Libraries and Archives Copyright Alliance (of which the SCA is a member) have contacted the IPO to urge the UK government to ratify the Marrakesh Treaty.

Libraries and archives were represented at SCCR 31 by the International Federation and Library Associations and Institutions (IFLA), the International Council on Archives (ICA), the European Bureau of Library, Information and Documentation Associations (EBLIDA); Electronic Information for Libraries (EIFL), the Society of American Archivists (SAA); the Deutscher Bibliotheksverband (DBV), the Scottish Council on Archives (SCA) and the Chartered Institute of Library and Information Professionals (CILIP).

By VICTORIA STOBO
Copyright Policy Adviser, Scottish Council on Archives

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

TELL US A LITTLE ABOUT YOUR DAILY WORK.

My job seems mostly about management these days – spreadsheets, work plans, budgets, risk registers and the like. That's because we have five staff whom I credit with the real work of the DPC. When I occasionally break away from these management functions I have the luxury of getting involved in the four strands of work that DPC does best: training, research, advocacy and building partnerships.

HOW DID YOU FIND YOUR WAY INTO THE SECTOR?

I found my way into digital preservation partly by accident and mostly without realising it. I am an archaeologist by training and started toying around with computers in the early 1990s when I was a student. I spent a lot of time thinking about data management problems for archaeology, recognising that many of the research projects I was working with were relatively long-term affairs but with technology which was changing more quickly than we could support.

Archaeology has a strong archival tradition and I was in touch with a few professional archivists at the time. Although we could see that there was an archival issue for digital data from excavations and field surveys, we were frankly struggling with the paper archives too – so we weren't in a position to develop much coherent thinking about the digital materials. But by 1999, Jisc had funded the 'Archaeology Data Service' so that researchers could get access to relevant archives online. Joining the ADS as User Services Manager in 1999 was a seminal point in my career when, instead of worrying about individual items it became obvious to me that other people around the world and in many different contexts were effectively struggling with the same problem. That's when the side interest in digital archives came into proper focus. I have worked in a number of places since then, but always come back to the enduring question of how to make access to digital materials robust, and not just for their own sake but so that we can realise the very great opportunities that are associated with digital technologies in the long term.

I am now lucky enough to work for the DPC which has the corporate vision of making 'Our digital memory accessible tomorrow'. I have the privilege of working with some of most innovative organisations internationally in delivering that vision, and the immense responsibility of making sure that everyone can benefit from their work.

Digital preservation still seems like something of a niche interest, even if the numbers of people involved has grown exponentially since the mid-1990s. I sometimes worry that all the many research and development projects in the last 20 years have become something of a barrier to effective action: it's too easy to get lost amid all the exotic acronyms and tools.

WHAT PROJECTS ARE YOU CURRENTLY WORKING ON?

We have a wide range of projects and in my role I am able to dip in and out of them all. Some of them, like developing a verification tool for the PDF/A standard (aka the VeraPDF project) are incredibly specific and technical. Others, like the new edition of the ever-popular Digital Preservation Handbook are more diffuse and longer term. We've just published a report on Preserving Personal Digital Archives, and are about to publish a report on how to preserve Social Media, and are working up a report shortly on Preserving Transactional Data. I am also involved in helping Jisc assess innovations in Research Data Management, helping a major library develop tools for the preservation of Jpeg2000 files. Later in the year we will be launching the Biennial Digital Preservation Awards which are my favourite single repeating initiative.

Over and above that I work for and with the DPC's many member supporting initiatives that matter to them. That includes things like helping the archival accreditation panel adapt to include digital collections and helping members write business cases or procure services. I really enjoy being involved in the DPC's training events, though we have a member of staff who works on this full time now.

I have learned that the most useful thing I can bring to all of these initiatives is the ability to put people together. Digital preservation needs a really wide range of people and skills and very few people (arguably no one) can encompass them all. Understanding the skills of other people and putting them together is not only a vital component in digital preservation but also a pleasure.

Continues on next page...

INTERVIEW WILLIAM KILBRIDE

William Kilbride is the Executive Director of the Digital Preservation Coalition, a not for profit membership organisation with a growing international presence that exists to help their members provide reliable long term access to digital archives and collections.



WHAT ARE THE MAIN CHALLENGES CURRENTLY FACED BY THE SECTOR?

Hmm, that depends where in the 'sector' you find yourself, and I assume you want something more specific than the familiar challenges of too little money, too little time and too much to do. And I will also not mention some of the more frustrating aspects of obsolete regulation which frustrates a lot of otherwise reasonable preservation effort in the digital domain, especially with reference to orphan works.

For many people digital preservation is just another requirement heaped onto already-stretched offices and archivists, and it's too often an unfunded mandate. In these circumstances the greatest challenge is finding the time and courage to get started at all. Bluntly, the digital domain is growing rapidly and perfect systems will never come. So a lot of agencies need to hear a message about getting started sooner not later.

And where to start? Sometimes that advice is equally frank: I usually get a laugh at workshops when I tell people 'don't store your back-up tapes on the floor of the server room'. It sounds stupidly simple. But I know of at least one prominent agency recently that discovered to their horror that their IT provider had never actually backed up their corporate systems.

Other agencies will be some way down the line in terms of preservation and may have subtly different challenges. Some will need to persuade budget holders that the structure of the IT industry means that digital preservation is an 'always emerging' problem. You can't fix it once and move on, you will need to accept change and adapt to it. Others will be procuring external services to take the problem away: they need to understand that any outsourced contract is only as good as the understanding of the staff managing the contract. So, outsourcing sounds like taking a problem away, but it can reveal a profound need for staff development.

Thinking about the evolution of the digital preservation community more generally, much of the running has been made by large memory institutions like the National Library of Scotland, or the National Records of Scotland, and especially by the major research intensive universities. This is of course welcome but it does create two types of tension. On one hand there is a gap between large and small: so we have to ask whether emerging solutions can scale. There is certainly need for more, smaller organisations to get involved. There is also a gap between public and private sector. Any agency that values and depends on digital content faces a digital preservation challenge, potentially over a short time span. But they may not see the consequent weaknesses in information governance as an archival issue so much as a records management one. So we need to be able to talk outside of the public sector and more effectively to the wider records management and information governance community.

And someone has also to be thinking about the collection of personal digital memories for the sake of community memory. I am hugely positive about community archives, local history libraries or contemporary collecting in museums. But I am hugely disappointed that the agencies funding this work – principally the Lottery but others – are failing to show leadership. They are creating the conditions for a new kind of digital disenfranchisement.

Finally, let me approach this question from the perspective of emerging practice in information

management. I'd perceive three major challenges. Firstly, digital preservation has historically been dominated by one particular standard - the Open Archival Information Standard. It is a sophisticated reference model, deriving ultimately from NASA's need to manage fragile bitstreams transmitted to earth from satellites in deep space, some of whom have missions that are decades long. It's a very specific use case with considerable amounts of engineering behind it. It is arguably over-stretched when applied to a more mainstream records management or archival function; and it certainly over-stretches the agencies that try to model themselves against it. But there is currently nothing else practically available.

Secondly digital preservation needs to address issues of cybersecurity more effectively. Let's start by observing that we cannot easily separate data from software or applications. And if that's the case then we may find ourselves having to maintain legacy systems, or at least understand and supplement current technology with calls into otherwise obsolete execution environments. That's fine until you explain to the Head of IT that you want to use an old, unpatched piece of software from a technology stack that has long since been abandoned, and that you want to do this so that you can process some component of your company's most important digital assets. Cybersecurity is such a priority for agencies that you may not make it to the end of the sentence and might be escorted from the premises for trying.

And thirdly, allied to this is a concern with information governance. With large amounts of data, it can be increasingly difficult to ensure that sensitive data is locked down or properly disposed of. Add to this the potential of big data analytics to aggregate and cross reference heterogeneous sources, and there is a real and emerging issue of how to protect the integrity of records while ensuring that data protection functions are properly discharged. Risk averse CEO's may simply take fright and, without a strong mandate to preserve, simply delete data. If everyone has the right to be forgotten, who will have the right to remember

HOW CAN WE TACKLE THESE CHALLENGES?

The only coherent answer is that we need to tackle these challenges together: they are beyond any one agency or individual.

ANY CAREER HIGHLIGHTS SO FAR?

You mean other than this interview for *Broadsheet*? 'm not sure I can identify one.

It's pleasing to see that the DPC is growing in reach and membership and I would claim some of the credit for that. It really matters and the only way we're going to solve this issue is if we all listen hard and talk to each other a lot: but it's a long slow process and I can't pretend the growth of the DPC has been my doing alone. And if you want to join the DPC, then you're very welcome.

Perhaps you mean a personal highlight? I did once make the German Federal Minister for Research and Innovation laugh (okay, she smiled and nodded appreciatively in such a way as to demonstrate that she understood) at a digital preservation joke during a presentation at the German Academy of Sciences in Berlin. I am happy to claim that as my own as I'm not sure anyone else could have done it. Now that I think about it, I am not sure that anyone should have.



PROMOTING THE IMPACT OF SCOTLAND'S SPORTING HERITAGE

This year's national Sport in Museums Network conference recently took place in Nottingham. I was able to attend the event last February because I was awarded a Cadell Bursary from Scottish Council on Archives. The conference was an opportunity for me to help promote the Commonwealth Games Scotland Archive (CGS Archive), based at the University of Stirling.

ATTRACTING NEW AUDIENCES

There were four academic, cultural and economic papers and six sporting heritage case studies – one of which was delivered by my co-curator, Karl Magee, on how we have been able to promote the CGS Archive through a travelling exhibition in Scotland. The overall purpose of the conference was to help cultural heritage organisations promote their own collections and the subsequent opportunities to bring in new audiences. The conference explored the potential of using museums and archives alongside local sporting clubs to introduce a new and younger audience to these collections.

Several presentations focussed on how sport can have a direct impact on other sectors, including cultural heritage, education and tourism. In an era of economic austerity, these sectors are under ever greater scrutiny by local authorities and senior executives. Whilst funding from bodies like the Heritage Lottery Fund can play a vital role in securing start up finance, long term sustainability is often reliant on securing new audiences. Partnership is also critical and communications between organisations are improving, along with stronger links between organisations and sectors.

ECONOMIC AND SOCIAL IMPACT

The conference speakers came from a variety of backgrounds – not just sports archives and collections – however, they had one common strand; how sport has enabled them to prepare exhibitions and add to the collections in their archives, along with the impact of sport in the wider community. Councillor Knight of the City of Nottingham explored how sport draws visitors to the city. They visit the racecourse, Meadow Lane, City Ground and Trent Bridge. A test match at Trent Bridge alone can be worth nearly £30 million for the local economy.

Laura Simpson, Senior Heritage Practitioner at Nottinghamshire County Council highlighted why it is important that Nottingham's sporting heritage, culture and tourism organisations are linked. By demonstrating both the economic contributions to the local area, whilst also highlighting the wider social and community impact and the unifying nature of sport, these organisations are working together to lead the way in sporting heritage.

The main message of the conference was that by networking we have the power to share best practice and help each other. Dr Kevin Moore summed it up best when he said 'We must act as an advocate for Sport'. I think we should take it further and act as advocates for archives.

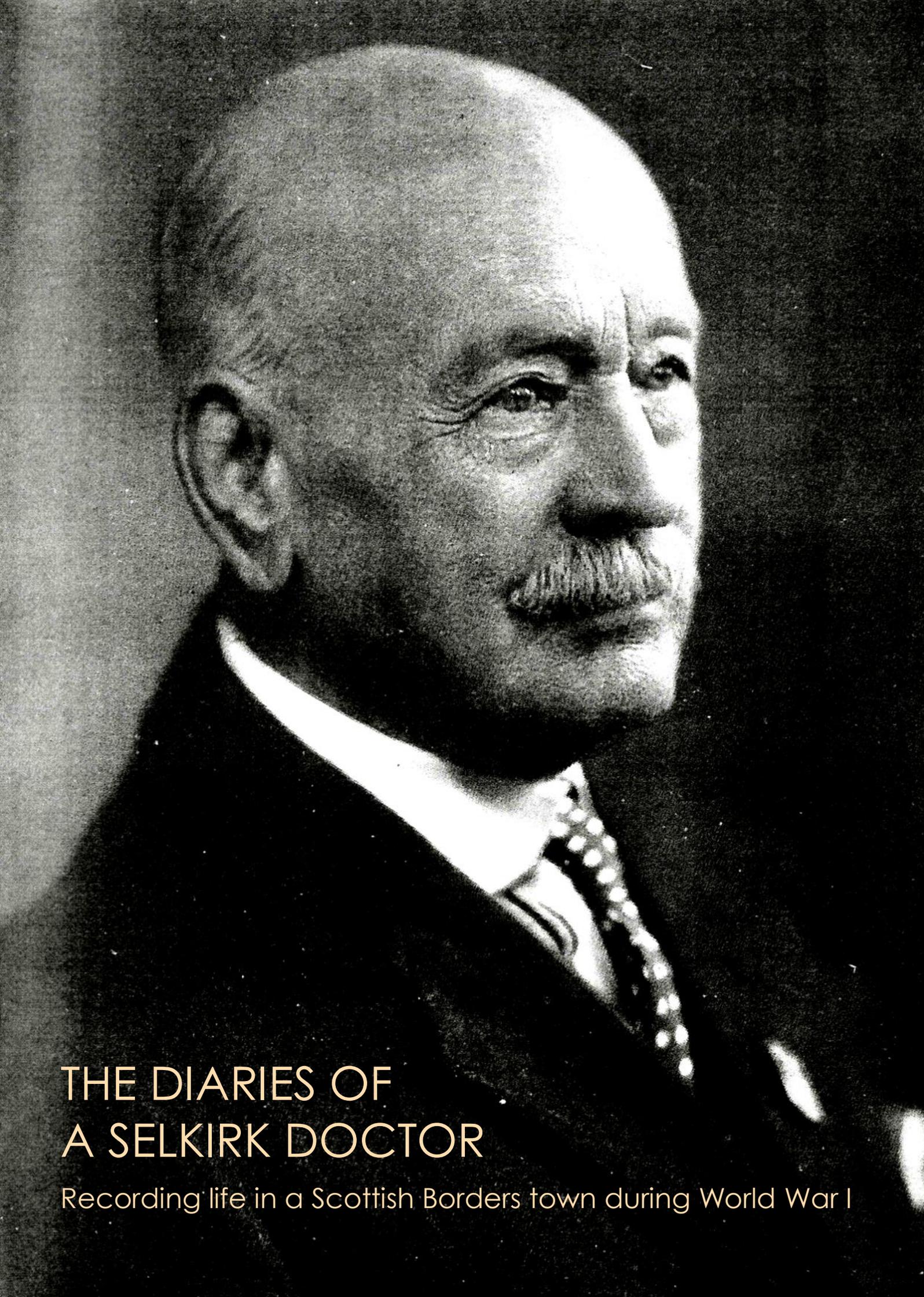
SPORTING HERITAGE IN SCOTLAND

In Scotland, it could be easy to categorise sports culture as largely dominated by football. However, the CGS Archive tells an alternative story. The Commonwealth Games is the only international multi-sports event that Scotland competes in, and has competed in every games since they began in 1930. The CGS Archive is a collection of documents and artefacts representing Scotland's diverse sports heritage.

We also hope to encourage an ongoing celebration of this heritage – not just restricted to every four years when the Games come around. Our project began in 2014 as a temporary exhibition and has now been running for nearly two years. The CGS Archive has grown because former athletes and coaches are now offering personal artefacts from previous games they competed in. More importantly because of the success of the touring exhibition the general public and academics now have access to a multi-sport archive. We are also very proud that 'Hosts and Champions: Scotland in the Commonwealth Games' was a finalist in the Herald Education Awards 2015.

An outcome of the conference is that we have been asked to arrange a Sporting Heritage Conference in Scotland in the near future. Further details will be published in due course.

By IAN D MACKINTOSH
Exhibition Assistant, Hosts and Champions:
Scotland in the Commonwealth Games



THE DIARIES OF A SELKIRK DOCTOR

Recording life in a Scottish Borders town during World War I

In 2014 the Heritage Hub was gifted a collection of diaries compiled by a Selkirk GP, Dr J S Muir. It is likely that the series was continuous but those transferred were 1891 and 1899-1938.

John Stewart Muir was born in 1845 in Leith where his father was a minister in the Relief Church. After briefly working in Leven and Melrose he moved to Selkirk in 1867 as assistant to Dr Henry Anderson. In 1874 he took over Anderson's practice and was appointed medical officer for Selkirk Burgh and prison as well as several country parishes. During his career he delivered 3,344 babies.

"The imminence of war is the all absorbing topic and the telegrams in the Southern Reporter window are scanned by eager crowds. The Territorials have been called out."

The family were well connected within Selkirk and Dr Muir's wife Andrina Rodger was the daughter of Peter Rodger, a former town clerk. His daughter, Agnes, married John Roberts the provost of Selkirk. Muir's diaries record his connections with medical high-flyers such as Colonel Sir George Thomas Beatson the oncologist. Following retirement in 1928 he was made an Honorary Member of the Royal College of Physicians of Edinburgh, a rare honour for a country GP.

He was active in civic life until his death aged 94, on 18 November 1938. The previous year he was granted the Freedom of Selkirk at the annual Common Riding. He last participated in 1934 aged 90 when his Grandson served as Standard bearer.

Dr Muir's diaries record life in a Scottish Borders town during World War I. Beginning at the war's outbreak in August 1914 we soon discovered the diaries were a rich source of not just medical information but also social history of the town and County of Selkirk. Dr Muir was active in the Red Cross, joined up as a reservist and served as a special constable. On 4 August 1914 he wrote: "*The imminence of war is the all absorbing topic and the telegrams in the Southern Reporter window are scanned by eager crowds. The Territorials have been called out.*"

Initially we struggled to decipher Dr Muir's handwriting and it was tricky getting used to some of his abbreviations. We have become fluent by and large with the two years of transcription under our belts! We still encounter difficult new content and there have been some intractable problems. We are also widening our

knowledge of medical conditions and treatments in the late 19th and early 20th centuries; notable for its lack of antibiotics and for TB. Treatments are interesting though; on Sunday 14 November 1915 Muir records: "*Mary Baptie looks quite well but the throat is giving her much trouble. I have given her Cocaine & Heroin pastills to suck.*" Mary died the following January of malignant disease of the pharynx.

We have developed a system of transcribing and cross-checking the entries before they are uploaded to the blog and scheduled. The same entries are also added to our catalogue, with each double page of the diary given a piece reference. We are also compiling footnotes on individuals in the diaries. Often these are patients and we have recorded brief biographical details of the births and deaths in the diaries. We have created biographies (the Muir family, other noteworthy Selkirkshire individuals and First World War soldiers) for our name authorities database on CALM.

Recently we transcribed part of the 1891 diary for a school studying the Victorians. At this time Dr Muir was 46 and his children were younger and all at home. He was frustrated by his assistant, Little, who had a habit of spending his evenings out late drinking. In a very short period his standard of work and overall attitude became a great source of annoyance. He writes on 12 January 1891 having given Little a warning the previous evening:

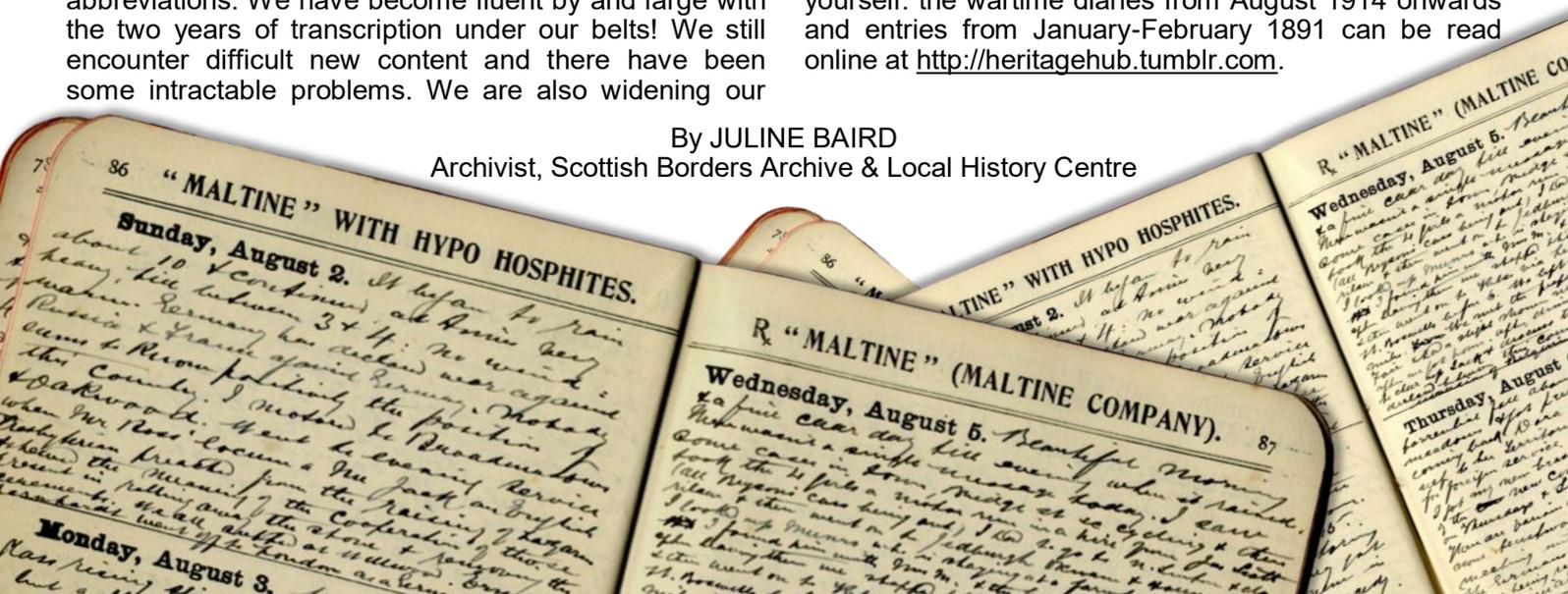
"*Little if possible surlier and now piggish. Carnegie tells me that Reid calls him a lout. Called on several [patients] whom Little says will leave me if I get another assistant ... I suppose he must have been speaking to them of leaving. He is not loyal.*"

"Mary Baptie looks quite well but the throat is giving her much trouble. I have given her Cocaine & Heroin pastills to suck."

Two weeks later the working relationship permanently broke down and Dr Muir hired a new assistant, Gentles for whom he received six positive references. Perhaps his experience with Little made him more cautious!

Currently our plan is to continue to transcribe the diaries until 1918. This article has barely scratched the surface of what we have uncovered. See more for yourself: the wartime diaries from August 1914 onwards and entries from January-February 1891 can be read online at <http://heritagehub.tumblr.com>.

By JULINE BAIRD
Archivist, Scottish Borders Archive & Local History Centre



A NEW HOME FOR THE GLASGOW SCHOOL OF ART ARCHIVES AND COLLECTIONS

Earlier this year saw the re-opening of Glasgow School of Art's Archives and Collections in new premises at The Whisky Bond, located on the Forth and Clyde Canal.



Earlier this year saw the re-opening of Glasgow School of Art's Archives and Collections in new premises at The Whisky Bond (pictured), located near Speirs Wharf on the Forth and Clyde Canal. Originally a bonded warehouse for Highland Distilleries, The Whisky Bond (TWB) houses studio and office spaces for creative practitioners and organisations.

The Archives and Collections' (A&C) accommodation provides both storage and reader facilities (as well as an impressive view across Glasgow!), and is just a 15 minute walk from the main GSA campus. This set-up has allowed the service to welcome back individual researchers, student classes and group bookings, and to continue with collection development and collection care activities.

The A&C had been running a limited enquiry service since May 2014 when a devastating fire in GSA's Mackintosh Building forced them to move out of their reading room and stores. Luckily no-one was hurt as a result of this incident and the majority of the School's archives and artefacts were also unharmed. However, the intervening 20 months have seen staff organising assessments for those items which were water or fire damaged, seeking alternative accommodation for the service, and planning its longer-term recovery which will see its return to The Mackintosh Building in 2019.

Re-launching a fully functional visitor service represents a significant milestone in this work. The occasion was marked by an open day on 27 January which gave visitors a chance to view some of the School's unique holdings, to learn more about GSA's history, and to find out about current projects. Material on display included student notebooks and designs from the 1940s, 50s and 60s; architectural drawings related to the Glasgow company Gillespie, Kidd and Coia; a wide range of photographic material, artworks, textiles, ceramics and metalwork; and material relating to GSA during the WWI period. Many of these items were linked to projects recently undertaken by volunteers who have assisted the A&C with research, listing and digitisation work.

Since 2015, the volunteers have worked on a range of collections but are now focussing their efforts on researching names from GSA's WWI Roll of Honour. This Roll lists all those who were known to have served during the conflict. Research into its creation and the individuals listed was initiated by Scottish Council on Archives Skills for the Future Trainee, Maja Shand, in 2015. Maja's work revealed that the Roll was compiled between 1920-1925, after a call-out in The Glasgow Herald to "Relations or friends of those who have fallen and students who have served". The Roll was then designed and executed by GSA alumnus Dorothy Doddrell. Maja's work, and that of the volunteers, has since highlighted many fascinating stories behind the names which appear on the Roll. The research is currently two-thirds complete. More about the project can be found here: <https://gsaarchiveprojects.wordpress.com/portfolio/wwi-roll-of-honour-2/>.

Approximately 100 visitors attended the opening event which has received very positive feedback. This may have been partly due to the fact the first 50 attendees received a limited edition Archives and Collections tote bag, and all were invited to partake of tea, coffee and sweets in The Whisky Bond café before heading upstairs to the Archives and Collections spaces. It is hoped those who attended were encouraged to further use the Archives and Collections' holdings for research and creative practice. As one visitor commented "I really enjoyed your event ... I for one would like to see more of what your archives have hidden away!"

For those who weren't able to attend, further events are planned for the coming year which will showcase different areas of the holdings. Details about visiting, opening hours, directions etc. can be found online at: www.gsaarchives.net/about/.



BEHIND THE NON HEADLINES...

PUBLIC RECORDS (SCOTLAND) ACT DELIVERING CHANGE

NO PRAISE

Don't expect applause or praise for getting the job done ... well, not from the media. When it comes to records management the media carry 'horror stories', but 'Doing it [records management] right doesn't get headlines.' That was one of the messages from Tim Ellis, Keeper of the Records of Scotland, at the conference, 'Changing a Record Landscape: The Public Records (Scotland) Act 2011' (Glasgow City Hall, 24 February 2016).

Was it a downbeat conference? Not a bit of it. Realism was kept firmly in view, but optimism and confidence ruled. The contributions from across the range of speakers together identified the range of key factors that formed the continuing backdrop to the Act, progress with implementation and the 'how' of securing further progress. Each brought their own perspective, sometimes addressing the same points but from that unique perspective. The resulting clarity left no one unaware of the agenda for completing roll out of the Act.

PURPOSE OF CONFERENCE

Starting the proceedings, Irene O'Brien (Chair, Scottish Council on Archives) said that the conference was intended to inform the archives and records management sector about 'where we are at' and what has so far happened along the journey towards implementation of the Act across public authorities'.

CABINET SECRETARY UPBEAT

Dr O'Brien then welcomed Ms Fiona Hyslop, the Cabinet Secretary for Culture, Europe and External Affairs, describing her as a consistent and invaluable supporter of archives and records management.

Ms Hyslop delivered a wide-ranging and upbeat speech that pointed to what had been achieved, what remained to be achieved and how success might continue to be best secured. She reminded her audience that at the centre of everything were the core purposes of the 2011 Act:

“

Complementary to other information legislation, the Act will not only help elevate the status of records and information managers, but ensure that public authorities become more efficient and effective. It will help to innovate and make information work better, to the benefit of wider society.... Ultimately the Act is about ensuring we build something that will last.

”

As to securing success the Cabinet Secretary was clear that collaboration across the archives and records management sector was the best means of assisting with the Act's implementation. She noted the

conference was made possible by the combined efforts of National Records of Scotland, Scottish Council on Archives, the Information and Records Management Society Scotland, the Archivists of Scottish Local Authorities Working Group and the Archives and Records Association. That was precisely the sort of co-operative spirit needed in regard to implementation of the Act.

RECORDS MANAGEMENT AS MORAL IMPERATIVE

Urging public authorities to 'respond quickly and positively' to the Scottish Child Abuse Inquiry, the Cabinet Secretary spoke of her experience as an MSP, who saw first-hand how a loss of records meant a loss of identity for affected individuals. That theme of personal loss was taken up by the Keeper, who described achieving good records management as a 'moral imperative'. The message was reinforced by two other speakers, Alison Aiton (Mental Health Commission Scotland) and Janine Rennie (In Care Survivors Service Scotland), who spoke. The voice of victims and the vulnerable was expressed quietly and eloquently. It certainly left a powerful impression.

PROGRESS WITH IMPLEMENTATION

The Keeper was confident that there was momentum behind implementation of the Act. He had approved 100 records management plans (RMPs) over the last three years, and 50 invitations to submit RMPs were being issued each year. Within the next two years RMPs would be secured from all of the about 250 affected public authorities.

TWO CASE STUDIES

The behind-the-scenes hard work to reach the point where an RMP could be submitted to the Keeper was set out in detail by two speakers, namely Iain Gray (Head of Information Management, Police Scotland) and Zarya Rathe (Records Officer, Midlothian Council). The former faced diverse record-keeping systems from eight former police forces, and the latter challenges common to local government. Police Scotland created a co-ordinated team of information

experts to tackle the 14 RMP elements and used risk assessment as an effective tool. For Midlothian, two factors proved vital - senior management buy-in and 'records champions' in each

area - and the NRS assessment team was ready to answer questions. Both organisations examined their systems, identified areas of improvement and secured approval of their RMPs.

Continues on next page.

More Work to Be Done

The Keeper emphasised that 'there is definitely room for improvement. It is a long-term journey'. There remained critical issues to be tackled, including information governance and management.

Pete Wadley (NRS assessment team) pointed to a new NRS focus on monitoring progress with improvement plans as set out in approved RMPs. Those with conditionally approved RMPs could be helped both by NRS providing an update template and by the Keeper *not* requiring formal submission of a revised RMP. NRS suggested that public authorities could help the improvement process by sharing good practice (most easily done by publishing RMPs).

FOI PERSPECTIVE

The Information Commissioner for Scotland, Rosemary Agnew, saw 'day-to-day records management' a critical factor in accessing information:

“ If you don't know what you've got, you can't share it. ”

Good records management was both a driver for more efficient services and an 'enabler to transparency'.

From a Freedom of Information perspective there needed to be a public sector shift from waiting to be asked to 'Telling through choice'. Good records management – the ability to locate, retrieve and share information quickly - would underpin such openness.

DIGITAL AGENDA

In his contribution the Keeper referred to sharing digital data assets in order to exploit information to the full and 'do great things collaboratively', a goal set out in the Scottish Government's *A Data Vision for Scotland*.

The Information Commissioner focussed on the same agenda, talking in terms of 'Delivering services in real time and tracking where data goes against a backdrop of constant change.' She agreed with the Keeper that successful use of 'Scotland's data' required public sector collaboration. She posted three significant questions. Why not have common metadata standards across the public sector? Why shouldn't data sets be available in a format usable by the many rather than merely within the creating public authority? Why not creation-to-destruction designed systems to achieve outcomes by default where possible?

Another speaker – Leslie Stevens, Administrative Data Research Scotland – was of the view that barriers to accessing information in public authorities sprung from a 'culture of caution' and from 'risk-averse decision-making' within them. For example, myths had to be dispelled in respect of allowing access to personal data. The existing 'No' to requests should change to 'Yes with protections'.

TWITTER COMMENTS

Probably no conference is quite complete these days without comments on Twitter. The Cabinet Secretary responded very positively to the conference and rightly observed that Scotland could make its mark on the world stage of records management - 'Pleasure to speak at "Changing Records Landscape" Conf - Scotland can lead the way in this'. Janine Rennie commented, 'horrible stories from survivors about the lack of records describing their formative years, huge effect on survivors'. Another attendee observed, 'Implementation of the Records Management Plan is as important as developing the plan itself'.

Different perspectives but all converging on the core reality – records management has a vital role in modern society.

You can find out more about the conference and download presentations from the Scottish Council on Archives website: www.scottisharchives.org.uk/prsa.

By GERRY SLATER
Scottish Council on Archives

“ Different perspectives but all converging on the core reality – records management has a vital role in modern society. ”

As the recent 2016 Scottish Parliamentary election campaigns demonstrated, familiar party political arguments dominated the headlines. Sadly, what is often missing from political debate is the fundamental issue of culture and the voices of the millions of people who enjoy and participate in cultural activities every day. Culture Counts, the campaign to promote the value of culture in Scotland, is working to make sure these voices are heard.

Culture Counts was formed in 2011 comprising umbrella bodies and organisations across the arts, screen, heritage and creative industries, and is proud to have the Scottish Council on Archives as a core member.

Culture is fundamental to our quality of life, supporting learning, health and wellbeing, as well as being a powerful enabler to community engagement and the regeneration of places. Investment in culture contributes to economic growth, as well as social value in our communities, building the skills and confidence of a skilled and imaginative population and framing our national and individual identity.

Despite the fundamental impact of culture, it can be seen as a lesser political issue. Did you know for example, that culture is currently not mentioned in the Outcomes of the Scottish Government's National Performance Framework? This means that culture does not appear in the top level of Scotland's political conversation. Culture Counts engages directly with politicians and decision-makers to ensure that the full value of culture is understood and can be properly represented in our political framework. Culture Counts has three asks for the Government:

1. A statement of principles that supports culture across all policy areas of Scottish Government.

2. A specific outcome and improved indicators for culture within the National Performance Framework.
3. The development of core investment for culture at local and national level, to further realise the value and impact of culture.

By embedding culture into the political framework, cultural activities will be enhanced at a local and national level, ensuring that the powerful and positive impacts that culture provides are delivered to every person in Scotland.

During the recent elections, Culture Counts worked to ensure culture was on the agenda by holding a high profile Culture Hustings, in front of a live audience, to quiz spokespeople from different parties about their election pledges and vision for the future of culture in Scotland. You can find information on these activities at www.culturecounts.scot.

Culture Counts is not just for elections though. The campaign will be active throughout the Parliament, meeting the next crop of MSPs and Cabinet Ministers to keep spreading the word about why culture is important to Scotland. Culture Counts will also continue to publish resources, evidence and research, so the debate about the value of culture reaches out more widely and the number of advocates across Scotland continues to grow.

If you want to support the campaign, you can do so by following [@culturecounts](https://twitter.com/culturecounts) on Twitter and signing up to the [mailing list](#). You can also lend your voice by using the Culture Counts [resources](#) to become an advocate for culture and tell our politicians why it matters to you.

By CHRISTABEL ANDERSON
Co-ordinator for the Culture Counts campaign

PLACING CULTURE CENTRE STAGE

CULTURE COUNTS: SPEAKING UP FOR CULTURE IN SCOTLAND

SKILLS FOR THE FUTURE SCOTTISH BASE CAMP



Recently I attended my second Base Camp of the Heritage Lottery Funded Skills for the Future traineeship project – this time it was up in sunny Edinburgh with the support from the [Scottish Council on Archives](#).

Both the [Opening up Scotland's Archives](#) (Scottish Council on Archives) trainees and the [Transforming Archives](#) (the National Archives) trainees were able to meet up for a three day event. This covered a variety of subjects ranging from Digital Preservation to Conservation, all packed into a series of workshops and lectures. In many ways this was a continuation and expansion of the things that we learned during the first [Base Camp Week](#) at The National Archives back in November.

Scotland's Archives and Digital Preservation

The first day featured talks from the [National Records of Scotland](#), [Scotlands People](#), the [Business Archives Council of Scotland](#) (BACS) and, in the middle of all this, we had a fantastic tour of General Register House where most of the base camp took place. It

was interesting to have talks by a records manager as well as individuals working in the private archive sector, since these are both groups that I have not had a chance to interact with that much so far.

“
Data loss is going to come from chaotic workflows and a lack of capacity.
”

Lastly there was a talk by [William Kilbride](#) from the [DPC](#). It was largely about dispelling some of the preconceptions and myths that exist around digital preservation. There was definitely a lot of discussion and ideas that I will be taking away with me including the fact that there has been so much research into the problem of digital preservation that it has started to become replete with jargon which is becoming a barrier in its own right. Trying to get through all the complicated workflows and policies is incredibly difficult and daunting for someone who is about to start their digital journey.

There were two provincial conclusions that I found particularly relevant: firstly, if we want to preserve we're going to have to dispose of something; secondly, if we want to preserve anything we need to act earlier in the lifecycle. Also, the idea that the

challenges of obsolescence may not even arise if other problems are not dealt with first including: Data volumes, cyber-security, information security and sensitivity reviews.

Quote of the day: "Data loss is going to come from chaotic workflows and a lack of capacity." (William Kilbride, DPC)

Previous Trainees and Conservation

The second day featured talks from two previous Scottish Council on Archives Cohort One trainees about their experience with the programme. They discussed what they are up to now and it was very interesting to see where they had come from and where they are now.

There was a talk on archival conservation especially in regards to exhibition and display. This concluded with a tour of the National Records of Scotland's Thomas Thomson House and a chance to meet some of the conservators who work there – all with quite different and quite specific specialisations including a paper conservator, a book binding conservator, a 20th century material expert and even a fabric expert for all the Tartan! The various specialism made it very interesting to hear from each of them and for them to give an overview of their work.

Quote of the day: "Digitisation is not a form of preservation, it is a form of access." (Linda Ramsay, Head of Conservation NRS).

Copyright and Electronic Records Management

The last day featured a talk from the Electronic Records Unit at the National Records of Scotland, which was particularly interesting since it was run as more of a freeform discussion. Their approach to digital records was also a lot more minimalist than I am used to and this brought up some interesting discussion around what is necessary for digital preservation. Instead they choose to focus on physical storage space and staffing, these are

often brought up as being very important but it is interesting to see an institution follow through.

CREATE gave a talk on an Introduction to Copyright Law for Archivists. Copyright in regards to archives is something that I frequently remind myself that I need to look into in greater detail. But as a subject it can be quite dry. I have to say I was incredibly impressed with Victoria Stobo for managing to make it both engaging and informative. I definitely came out of that presentation knowing a lot more about copyright in general, and even with a little desire to look more into it.

We also had the National Register of Archives for Scotland (NRAS) talking about private collections and the Glasgow School of Art Archive discussing their online catalogue.

Quote of the day: "Processes around digital records is in many ways stranger than those for paper."

Overall I had a fantastic time. The entire base camp was incredibly informative and in many ways I felt much more capable of dealing with all the discussion and information that was presented to me than I did at the previous Base Camp Week.

This was a pleasant surprise for me since it is often difficult to see how much you have learned, but this was a comparable way of looking at how much more I know than I did six months ago. I'm a little sad that there won't be another base camp to look forward to, the support of the other trainees and staff around the Transforming Archives traineeship has been fantastic and it was a great networking opportunity to find out what the others were working on.

Bonus quote: "Copyright: So important they put a circle around it" (GSA Archives and Collections Volunteer)

By DAVID HEELAS

Transforming Archives Trainee, Hull History Centre

Article reproduced with permission from Hull History

“
Digitisation is not
a form of
preservation, it is
a form of access.
”

“
Copyright:
So important they
put a circle
around it.
”





W WWW.SCOTTISHARCHIVES.ORG.UK

E CONTACT@SCOTTISHARCHIVES.ORG.UK T +44 (0)131 535 1362

A GENERAL REGISTER HOUSE 2 PRINCES STREET EDINBURGH EH1 3YY