

BROADSHEET



WELCOME

number 39

Thanks probably to Keats, autumn always seems a very poetic season: the trees and flowers deciding it is time to settle down before the long dark nights begin, yet many of us, or those close to us, begin new endeavours at school or university. It seems a strange balance of beginnings and ends. Perhaps it is Hopkins rather than Keats that sets the tone for this transitional season in 'Spring and Fall':

Leaves, like the things of man, you
With your fresh thoughts care for, can you?

It is the falling leaves that inspire Margaret to fresh thoughts about life and creation.

If we extend his metaphor to an ever more tortuous conclusion and see archives as leaves, those things of man that have somehow been left behind, we can see the work of education and outreach as trying to spark fresh thoughts in others. And in this issue we celebrate these attempts to inspire fresh thoughts. In the coming pages you will find an overview of recent events, exhibitions, and workshops put on across the country by archives services. Some feature the continued centenary commemoration of World War One, some are much more domestic in scope, some are creative and fun: All of them show the wide variety of collections and the hard work of the sector. These events allow attendees to engage with the past and make connections with new ideas.

The SCA has also had its own cycle of beginnings and endings over the past few weeks. We have bid farewell to Cohort Two of the Skills for the Future programme, and welcomed the seven new trainees who make up Cohort Three.

We have also said goodbye to Kevin Wilbraham who has decided to stand down from the Council's board of trustees. We would like to thank him for his efforts throughout his tenure. Records management will still have an ably vocal presence, as Meic Pierce Owen becomes a trustee. Bruce Jackson has also been elected to the board, and we look forward to their insight as we begin to plan for the new year.

COVER IMAGE

East Dunbartonshire Archives & Local Studies have organised a series of commemorative events to mark the centenary of World War One. East Dunbartonshire's War uses their archive materials in an innovative and creative way to engage young people and the local community. The cover images were taken at the event in Milngavie.

More information about the project can be found [here](#).

Front Cover: Maya and Alba Iodice

Back cover: James Prentice and a member of the Gordon Highlanders 1914-1918 Living History Group

Photos by Paul Monaghan of the Kirky Studio.

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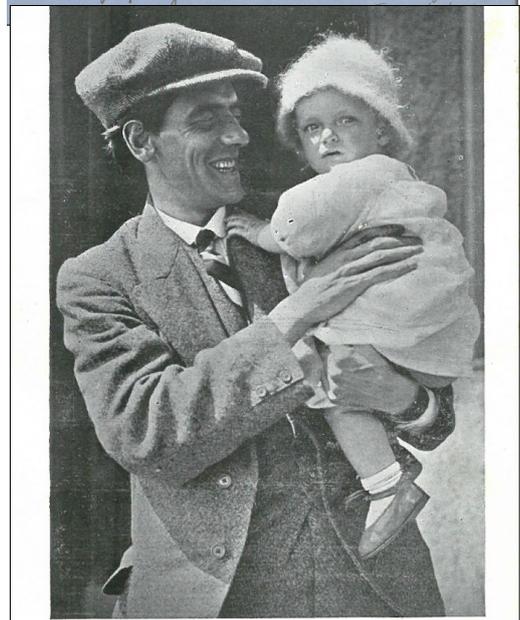
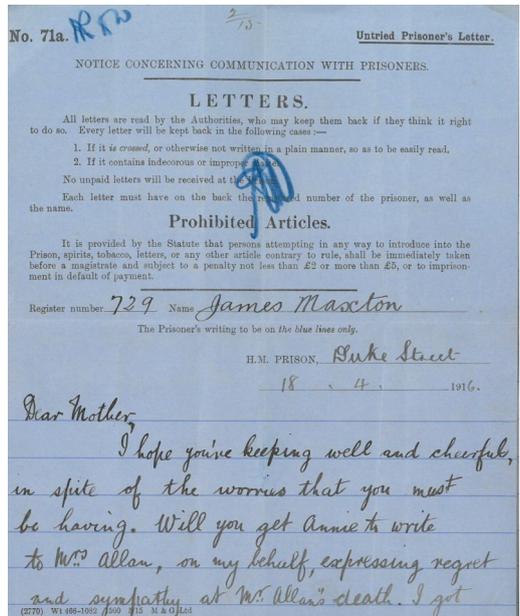
James Maxton Goes to the Scottish Learning Festival

Imprisoned for sedition in 1916, and lauded at his death in 1946 by Winston Churchill, James Maxton was a famous son of Glasgow, tireless advocate for socialist politics, workers' rights and social reform. So he was as surprised as anyone to find himself listed to appear at this year's Scottish Learning Festival in Glasgow. The SLF is the principal annual conference event for Scottish primary and secondary education, run by Education Scotland. Over two days it features high-profile speakers, a wide range of workshops and presentations of education research and projects, and exhibition stands from education providers, publishers and innovators.

James Maxton appeared courtesy of Glasgow City Archives, which holds the collection of Maxton's papers. GCA staff have been working on a schools' resource about his life, in collaboration with Glasgow City Council, Scottish Council on Archives and Education Scotland. Twenty teachers and heritage education officers attended a workshop presented by archivists Michael Gallagher and Nerys Tunnicliffe, and assisted by Douglas Roberts from the SCA, about the development and content of the new Maxton resource. They also took the opportunity to advocate for the use of archive records and archivists by schools studying history and heritage subjects.

The James Maxton resource is aimed at Stages 2 and 3 of the Scottish Curriculum, which corresponds to the late stages of Primary and early stages of Secondary schooling, or the "transition" stage. The lesson plans have been written by two teachers from Glasgow City schools, with archive research undertaken by Michael and Nerys. The finished resource will be quality-assured by Education Scotland and made available through GLOW, the Great Scots website and eventually through Education Scotland's National Attainment Framework, as well as on the SCA website. The resource is an example of the value to be gained from collaboration between archive and education services. It makes extensive use of original sources as the basis of student learning activities, and it was a useful learning experience for all the individuals who took part in its creation.

The SLF session was lively, with teachers devising activities from copies of letters and prisoner photographs, and converting conscription tribunal reports into tense drama scripts on the spot. Even the austere and serious Maxton might have enjoyed the workshop, and the fact that his life and work is being studied in Scottish classrooms. The first two units of the James Maxton resource have been uploaded to GLOW and further units will follow in the next few months as they are edited and completed.



**VOTE FOR MAXTON
AND SAVE THE CHILDREN.**

Saturday, July 27, 1946 Supplement to THE SOCIALIST LEADER

JAMES MAXTON 1885-1946—HIS LIFE AND WORK

JAMES MAXTON was born on June 21, 1885, in Pollokshaws, a suburb of Glasgow, on the south side of the Clyde. His father, who bore the same name, was a teacher in Pollokshaws Academy, and his mother had been a teacher before marriage. It was assumed that Jimmy, the eldest son, should also become a teacher.

He passed four elementary examinations at Pollokshaws Academy, but at which his father was appointed head, he was not allowed to proceed to the High School of Glasgow. He was, however, a member of the Glasgow City Council.

Both as school and university he passed a reputation as an able and energetic student. He was elected to the Glasgow University Students' Union in 1904.

His introduction to politics was through the University Students' Union, when Mr. George Wood, then, Chief Secretary for Scotland, visited Glasgow.

Some time before the end of the Second Boer War Maxton was elected to the Glasgow City Council. He was elected to the Glasgow City Council in 1911, and was re-elected in 1912, 1913, 1914, 1915, and 1916.

Maxton was not content to be a sheltered figure in the U.P. He attended the meetings of the Labour League, and was one of the founders of the Glasgow Labour Party. He was a member of the Scottish Labour Party, and was elected to the National Council of the Party. He found himself among the "opponents" who opposed the formation of the Glasgow Labour Party.

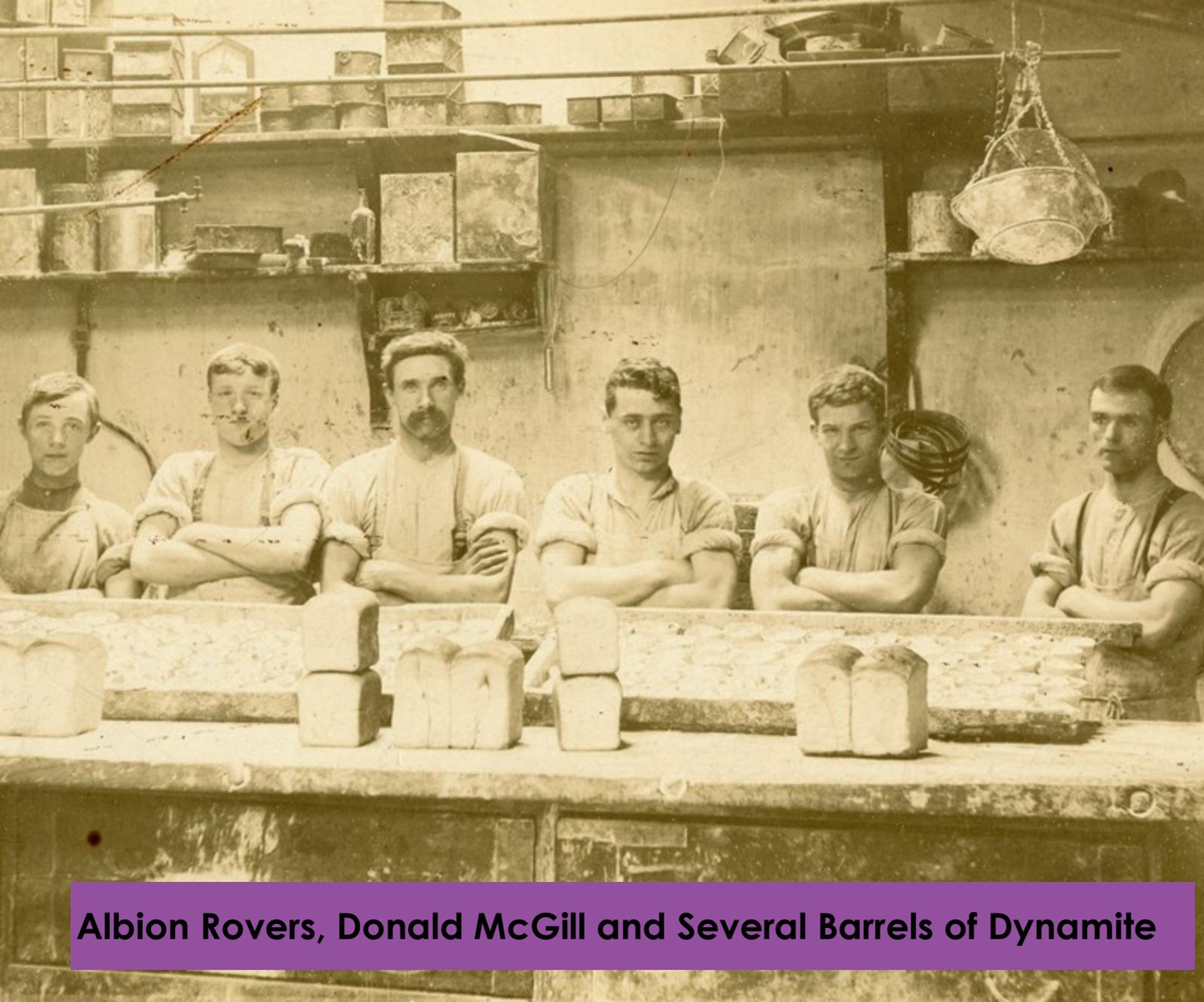
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Albion Rovers, Donald McGill and Several Barrels of Dynamite

Douglas Roberts contacted three archives from around Scotland to get a flavour of current Education and Outreach work.

A massive explosion killed a number of local people and destroyed several houses in the centre of Inverness on March 12th 1801. The Edinburgh Literary Miscellany reported that “several barrels of dynamite belonging to Messrs McIntosh, Inglis and Wilson... had been lodged in the centre of town”. Records held at Highland Archive reveal that the dynamite was being stored in a room directly above a candlemaker’s workshop. The explosion blew the roofs off several houses and led to bylaws restricting the storage of gunpowder in built-up areas. Such thrilling and gruesome stories are the stuff of archives, and Janet Baker, Education and Outreach Coordinator for [Highland Archive](#), has used the story with local primary school children to build storyboards, imaginative drawings and written descriptions.

Janet has responsibility for schools and community programmes in four centres across the Highlands, from her base in Inverness. The cost and logistics of travelling mean that schools right across Scotland are increasingly unwilling to visit heritage centres, particu-

larly in remoter areas, so Janet has started creating online resources for schools to download and use in the classroom. The popular World War One and Jacobites resources will soon be joined on the website by materials on the Highland Clearances, and there are plans for more after that.

In its communities work the Archive is part of the You Time project, engaging older people to stay connected to their communities through family history classes and events. The project aims to combat the health risks of isolation and loneliness amongst the elderly. The Archive has recently teamed up with the autism charity One Stop Shop to improve access for people with autism to family history research, including specialised tutorials and classes in techniques and approaches.

Meanwhile in the [Scottish Borders](#) Morag Cockburn has recently taken up her education and outreach post with Live Borders, splitting her time between the Heritage Hub’s schools programme and a two-year First World War project called “[Scottish Borders Stories of World War One](#)”, partly funded by the Armed Forces Covenant.

In local schools Morag is offering activities for students under three broad themes; World War One, Healthy Living, and Mapping. The Health and Well-being area of the Scottish curriculum offers some excellent opportunities for archive services to work with children on local sporting history, public and personal health issues in records such as school logs and medical inspections, and attitudes towards diet and exercise. Mapping is another sometimes overlooked area where archive services can offer a rich experience for students and teachers in maths, art, social studies and language. Morag is using the Heritage Hub's collection of MacDonald Gill maps as a springboard for storytelling and puzzle-solving, for example.

Michael MacKinnon has recently finished a one-year learning and outreach traineeship at North Lanarkshire Archives, where he created actual and virtual exhibitions of archive records and publicised them through social media, newspaper articles and mailing lists. "This was a new development for our exhibitions" said North Lanarkshire archivist Wiebke McGhee, "Michael's Albion Rovers exhibition attracted a lot of interest; people came to the exhibitions because they'd seen the materials online and read the Facebook posts about it. It was good to reach new user groups. We're now planning more online

exhibitions of special interest records like engineering plans and images of the local industrial heritage, with accompanying community events."

North Lanarkshire's online exhibition "[Right Up My Street](#)" in May this year which accompanied a physical exhibition with the same name, attracted less interest than hoped, and Wiebke felt that publicity was the key to this. "Each time we do these things we learn something new and it changes the next time". There are now plans for a schools resource about the local mining heritage and a hands-on engineering workshop for P6/7 students looking at industrial techniques.

Education and Outreach work is evolving in the archives sector, making more use of online platforms, forming partnerships across services and with outside agencies and charities, engaging with schools through exhibitions, special events, online resources and site visits. These are three examples out of a wide range of ambitious projects and quality ongoing work in our Scottish archive community. At the SCA we're always interested to hear about the work you're doing, and to support and publicise it where we can.

Douglas Roberts, SCA Education Development Officer; d.roberts@scottisharchives.org.uk



These wonderful photos are taken from North Lanarkshire's *Right Up My Street* exhibition. This page: Shop assistants behind the counter in an unidentified grocery or dairy shop, c. 1912 ; Above left: The employees from Phillip's Bakers, Newmains showing part of the interior of the bakery, 1912 © Culture NL, All Rights Reserved, 2016

Oral histories, environmental sounds, music and song, radio broadcasts; collections of sound recordings across Scotland provide unique glimpses into the last 100 years of our history.

However, the time required to listen to audio material means that it is often not fully catalogued. Old sound formats require specialist equipment and maintenance for playback and digitisation, while the material becomes more fragile and susceptible to technical obsolescence. Despite these challenges, the growing Scotland's Sounds network, made up of stakeholders from private and community collections as well as from libraries, archives, and museums, is looking to find ways to overcome some of these issues collaboratively.

The Connecting Scotland's Sounds project champions the preservation and sharing of Scotland's

National Library of Scotland and Sean Rippington from the University of St Andrews all presented case studies on their approach to cataloguing sounds.

October features two further 'Tuning In' events – a day on volunteer management and fundraising skills in Perth and a day on sound digitisation and digital sounds in Aberdeen (fully booked). Guest trainers include representatives from Volunteer Scotland, Resourcing Scotland's Heritage, the Digital Preservation Coalition and the British Library, and case studies will be shared by colleagues from the Scottish Music Centre, the School of Scottish Studies Archives, Historic Environment Scotland, BBC Scotland, and the University of St Andrews.

Future autumn/winter events include a set of two 'On Track' management discussion days, designed

Sounds Good: Connecting Scotland's Sounds

audio heritage with support from the Esmée Fairbairn Foundation. The project's knowledge exchange programme is free to attend and aims to develop collection holders' expertise. The engagement programme works with partners to help new audiences enjoy and learn about Scotland's archive sound recordings.

The autumn/winter knowledge exchange programme includes eight events across Scotland and a 'Sound Advice' coaching programme, currently being piloted through the City of Edinburgh Council and Aberdeenshire Council. A 'Plugged In' stakeholder meeting took place in Inverness in early September, with insights shared by Mairead MacDonald and Shona MacDonald on the digitisation work undertaken as part of the Tobar an Dualchais/Kist of Riches project.

September also featured a 'Tuning In' day, pictured right, on analogue preservation and cataloguing sounds. David Lee, tutor at the University of Dundee and former Manager of Wessex Film & Sound Archive, shared top tips from his extensive experience working with archive audio. Fiona Bourne from the Royal College of Nursing, Almut Boehme from the

for those who see sound as a central part of their collections and would benefit from discussing strategies for preserving and delivering access their sounds. These sessions will take place in Edinburgh on 15 November and 21 February. There will also be two events held in Glasgow at the newly opened National Library of Scotland at Kelvin Hall. The first of these will be a 'Plugged In' stakeholder meeting on 6 December with a focus on collaboration, and the second will be a 'Tuning In' event on 17 January on the joint themes of copyright and putting sound collections online.

Further 2017 knowledge exchange events will be launched at the turn of the year. Please email Amy McDonald on a.mcdonald@nls.uk to join the Scotland's Sounds mailing list and hear about these events as soon as they are announced. We are delighted to be working with a wide range of collections and partners, and look forward to continuing to develop the network.

Details of all the Connecting Scotland's Sounds events can be found [here](#).

Amy McDonald

Engagement & Learning Co-ordinator, Connecting Scotland's Sounds, National Library of Scotland



SCOTLAND'S
SOUNDS

David Lee
(Hon Teaching Fellow, University of Dundee)

MIKE WHEELER

How Goes Your War?

The First World War has been commemorated for two long years now, with no end in sight. The initial noise and enthusiasm has settled into a long trench campaign of exhibitions, performances, ceremonies, installations, recreations, revisions, publications and broadcasts. This year alone we are revisiting the Somme, Jutland, Verdun, conscription, and finally seeing the end of the doomed Gallipoli campaign.

In the middle of his journey, Dante said, he entered a dark wood where “the direct way was lost”, and Macbeth lamented that he was now stepped in so far in blood that it made no difference whether he turned back or pressed on. Morale was low in 1916, the volunteer British army became one of pressed men, and the slaughter on the Somme questioned any sense of noble purpose that may have accompanied the War’s inception.

In 2016, the mid-way point, there’s a danger of public fatigue or indifference about the War’s 100-year commemoration, despite the many and varied projects currently underway and the millions of pounds being invested. As ever, much of the real work is happening quietly and at a local level.

In the Scottish Borders, for example, a series of community events in the Borders has seen records, artefacts and stories of local involvement in World War One being brought forward and shared by local people. A team of volunteers has been on hand to listen, discuss, record, photograph and scan the wealth of materials to be added to the Scottish Borders *Stories of World War One* project. A WW1 poetry competition is underway, with prizes and an exhibition planned, children can join in tank-building craft events and the wartime diaries of [Dr John Stuart Muir](#) of Selkirk are being published in a daily blog.

Glasgow City Council’s excellent First [World War Glasgow website](#) brings together news, information and links about commemoration projects happening throughout its services in the city, including schools’ projects researching local soldiers and families, creating memorial gardens, collecting stories and making films, performances and exhibitions.

Many archive services are using wartime letters and diaries as rich sources for projects and exhibitions, bringing the personal and intimate experience of the war overseas and back home to a generation now far removed from conflict on that scale, and the way that people lived their lives 100 years ago. [The East Dunbartonshire’s War project](#) has used letters written by a local volunteer soldier, William Coutts, to bring the trench experience home to P6 pupils in Lennoxton, and in a successful series of local community events around the area. Storytelling, guided historical walks, family history resources and guidance, photography in WW1 uniforms and even a wartime tearoom attracted many locals to discover more about the local war experience.

The [Scottish Refugee Council](#) has been working with North Lanarkshire Archives looking at the wartime experience of Belgian refugees in the area, and the North Lanarkshire’s War project has included a focus on the experience of women during the War, through research of letters from former school pupils and WW1 nurses. Exhibitions, schools’ resources and events are all happening as part of the project.

Many women in the Highlands moved from the land into industry during the First World War and discovered new freedoms, according to research undertaken as part of the Homefront in the Highlands project at Highland Archive Service. A well-attended series of exhibitions in July coincided with the anniversary of the outbreak of the Battle of the Somme, when the north of

Scotland was declared a Special Military Area, severely restricting access and travel and increasing the isolation of the area’s people from the rest of the country.

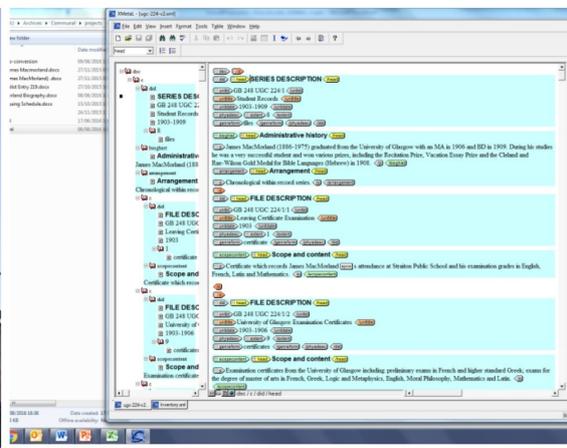
Battle fatigue notwithstanding, there is an abundance of innovative World War One projects underway around Scotland’s archive services. What’s happening in your part of the trenches?

Douglas Roberts

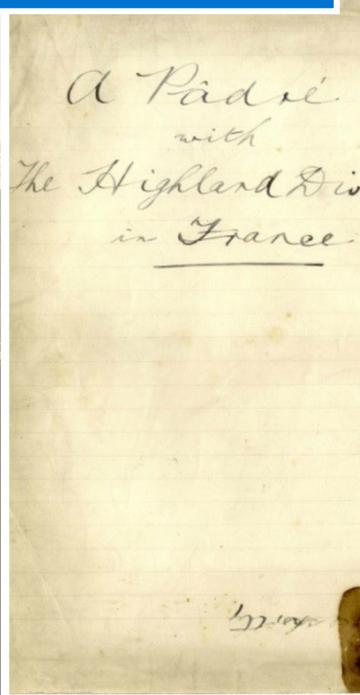
The poster features a group of people, likely refugees, in the background. In the foreground, a man in a dark jacket stands looking towards the right. The text on the poster includes: 'LEST WE FORGET', 'WORLD WAR I REFUGEES THEN AND NOW', 'Film screening & discussion event', 'Tuesday 14 June, 6.15pm - 7.15pm, £5 (+ booking fee)', 'To book visit: events.glasgowlife.org.uk or call 0141 353 8000', 'Visual art exhibition', 'Tuesday 14 - Sunday 26 June', 'Mitchell Library, 6 Granville Street, Glasgow, G3 7DR'. At the bottom, there is a small text block: 'Did you know that thousands of Belgian refugees came to Scotland during the First World War from 1914-1918? 100 years on, a group of cottages and local Scots share what they've discovered about this hidden heritage and draw parallels with their own experiences of re-building their lives in Scotland today.' Below this is a small logo for 'Support Scottish Refugee Council's life changing work & make a donation: text RFG16 followed by the amount to 70070.' and another logo for 'Heritage Lottery Fund LOTTERY FUNDED'.

The Scottish Refugee Council’s exhibition *Lest We Forget: World War I Refugees Then and Now* explored the forgotten history of the thousands of Belgian refugees who came to Scotland during the War with a group of refugees and local Scots, sharing their own experiences of re-building their lives in Scotland today.

Photo: © Iman Tajik, 2016. All right reserved.



As we say farewell to Skills for the Future Cohort Two, the trainees look back on their experience, and forward to their next projects. . .



I came into the programme from a creative background with a specialism in jewellery and metalwork. I did an Outreach and Community Engagement Traineeship, spending the first six months with Glasgow City Archives and second with The Glasgow School of Art Archives and Collections. I felt really fortunate to have a split traineeship because it allowed me to experience working for two completely different archive repositories and learn unique skills from each one.

I quickly discovered that my creative knowledge was valuable within the archive sector and I utilised this knowledge in my outreach and community engagement work. At Glasgow City Archives, I targeted local artists and designers and developed an audience engagement workshop which invited them to use the archive resources to inspire their own creative practice. I will be assisting with one of SCA's *Engaging Communities* workshops at the end of October where I will apply a similar format. At The Glasgow School of Art Archives and Collections, I worked on a research project which examined the School's international connections. I produced a number of outputs based on my findings, including a hand drawn stop motion animation and diagram which will continue to be used to promote the Archives and Collections service.

During my traineeship, I found myself developing an increasing enthusiasm for creatively communicating about the amazing work that the heritage sector does. My next steps are to refine my skills in this area with the intention of working in a professional heritage communications and marketing position.

I cannot stress enough what a wonderful (albeit fleeting!) experience my traineeship has been. I am grateful for the unique skills, knowledge and relationships I have gained this year which will undoubtedly carry me forward in the rest of my career in heritage.

Catriona Doyle, Outreach at Glasgow City Archives & The Glasgow School of Art

Gary Thomas, Archives Digitisation at Falkirk Archives

11 months in training.

There is simply no method by which I can summarise my SCA traineeship at Falkirk Archives in 300 words, so let me use one, BRILLIANT.

My favourite thing... the people. Throughout the traineeship I met many people, all of them teachers, trainers and mentors wrapped up in individual bodies overflowing with archive knowledge. It did not matter who they were, everyone was willing to share their experiences, pass on knowledge and enthuse about their favourite items or collections. This helped build my own understanding of the variety of roles within the sector, and the extent of the various collections countrywide.

And then there was my cohort. Naomi Harvey, Olivia Howarth, Catriona Doyle, Michael MacKinnon, Anabel Farrell and myself; collectively known as Cohort 2 - but a microcosm of the sector as a whole, a group of infinitely different people, from a range of backgrounds, working to a common goal - to preserve the past for future generations... and having fun along the way.

Personal Development. During the last year I have continued to build on the skills I developed during my design career and volunteering, while focussing on my chosen role of digitisation. I come from a visual, graphic design background and enjoy the stimulus of the imag-

es I digitise. While the process may seem repetitive to some, I get to view all of the images I scan. I enjoy the content, the stories and the composition from a wide variety of collections, eras, and media, and mentally store my favourites away. While at Falkirk Archives I was specifically tasked with digitising photographs and negatives from the John P. Munn collection with a view to creating an exhibition focussing on Grangemouth, more specifically the lost buildings and historic scenes. This task allowed me to develop an understanding of the town, and the extent by which it has developed over many generations. I also developed a fondness for Grangemouth and for John P. Munn's photographic collection.

Can I select a favourite item? No. There are too many, but one item from Falkirk Archive's collection which came to light early in the Traineeship was an advert for iron baths created for Camelon Iron Company Ltd. It caught my eye not only because of my background in graphic design but because of the means of its appearance. The ad, mounted on board, was used as a backing onto which had been glued a Church record and came to light as conservators at the National Library of Scotland removed the church record and discovered the ad - then using all of their arcane knowledge and conservation wizardry, preserved it for future generations.

What now? Well I am now into my ninth week working with a new collection at Aberdeen Journals Ltd. in Aberdeen, and exploring a new collection, one which I suspect will cause me to develop a fondness for Aberdeenshire. Finally, I would like to thank everyone who gave their time and knowledge to get me here.

My traineeship at the University of Glasgow Archive Services was a combination of traditional archive skills and a more focussed look at digital preservation, gaining an understanding of current theory and best practice. I was primarily involved with the archive's Customer Services team and the university's Research Data Management team, but I also had a two week placement with the Ballast Trust, completed cataloguing and conservation projects and worked with the Digital Preservation Coalition, the leading advocate and catalyst for digital preservation.

When I started, I was slightly overwhelmed, having never even visited an archive before. I was also worried that digital preservation was too technical a subject for me to tackle. However, a positive attitude, a keen interest in heritage and culture, and several skills gained from previous work came in useful. As I had had already studied some of the history of digital media, I was aware of the pressing need for initiatives that help preserve digital resources. But a healthy student mind-set, developed over the course of previous studies, really helped with the extra reading and coursework necessary to get to grips with digital preservation theory. I soon learnt that digital preservation initiatives rely on organisation and re-

Olivia Howarth, Digital Preservation at University of Glasgow Archive Services

sources just as much as, if not more than, technical knowledge. Similarly, self-motivation and an ability to manage my own fluctuating workload was vital to keeping on top of tasks over busy periods. At a more tangible level, the manual dexterity that was useful in my previous work as a café assistant translated well to handling fragile historical materials.

I've had a lot of projects and training experiences over the past year, all of which have been really rewarding and given me an unparalleled insight into the variety and scope of work that goes into the care and development of archives. The skills I have acquired and developed are invaluable and have provided a solid foundation on which to start building a career in archives and the wider heritage sector.

Anabel Farrell, Traditional Archive Skills at University of St Andrews

It has been almost two months since I completed my Traditional Skills traineeship at the University of St Andrews Special Collections, and it's been a busy. After an immensely enjoyable year in St Andrews, I was very sad to say goodbye to the staff and the collections. I had little time to dwell, however, as the day after I finished my traineeship I had to embark on the long drive down to Oxford ready to begin my new job as Archives Assistant at the University Archives...which began the very next day!

My new job is another one-year post, so it's another great opportunity to gain some experience in the sector. As Archives Assistant, I am responsible for answering enquiries, fetching material for readers, re-boxing, cataloguing, managing the Archives' social media, and occasional reading room supervision. I have also started the distance

learning MLitt course in Archives and Records Management with Dundee University and have enrolled on a local Latin course, so I certainly have plenty to keep me busy over the next year! It's been really interesting to move from one university archive straight into another. There are certainly many similarities: being another ancient university, there are plenty of wonderful older records which can be challenging to decipher, so the palaeography training I received during my traineeship is already proving invaluable. So far, one of the main highlights of the job is definitely its location in the Old Bodleian – the novelty of having an office at the top of the 'Tower of the Five Orders' is yet to wear off.

All in all it's been a hectic month since completing my *Opening Up Scotland's Archives* traineeship as I've adjusted to a new job and living in a new city. I'm thoroughly enjoying it all though, and am extremely grateful to the Scottish Council on Archives and the University of St Andrews Special Collections for giving me the opportunities and experiences during my traineeship which enabled me to get here. I am excited to see what my year ahead brings.

Cohort Three

In September we welcomed the seven new trainees who make up Cohort Three. They are Sally Chalmers (Midlothian Archives), Catherine Hollebrandse (University of St Andrews), Jennifer Lightbody (Glasgow City Archives & Glasgow School of Art Archives), Shona MacLellan (Tasglann nan Eilean, Hebridean Archives), Ruth Marr (National Records of Scotland), Penelope Wright (National Records of Scotland), and Samar Ziadat (Lothians Health Services Archive).

This is the third and final year of this Heritage Lottery funded programme. You will be hearing more from the new trainees in future editions of *Broadsheet*, but if you would like to get to know them now please click [here](#) to read their profiles and even watch brief videos about their traineeships.

Creative Archives

During her time at Glasgow City Archives (GLA), Cat became familiar with collections relating to the development of art and design in Glasgow. She developed a community engagement workshop from these, entitled *Creative Visions*, which invited artists in the city to explore how archives could inspire their creative practice.

Cat's biggest challenge for the Creative Visions workshop was developing a creative exercise that would allow participants to recognise the archives as a source of inspiration for their own artistic practice. Her initial idea was a scrapbooking exercise where participants could create a visual representation of what they had learned from the workshop using surrogate copies of the archives. This idea came from Cat's previous experience of running arts and crafts classes with Paperchase Glasgow. However, from the

feedback gained from the first workshop, it was clear that while the participants enjoyed the scrapbooking exercise, they did not make the connection between the archives and their own work in the way that Cat hoped.

Therefore, when the workshop was run a second time, Cat adapted the creative exercise.

This time the participants were given a brief instructing them to use the archives to design a promotional item for the "People Make Glasgow" campaign. This could be a mural, a piece of textile, or anything else the participants wanted to design.

A variety of media was provided for the participants to use and they were encouraged to make their own drawings from the archive material. Keeping the archive material safe from the arts and crafts material presented another challenge for

Cat. She wanted the participants to express as much creative freedom as possible whilst still maintaining a high level of protection of the documents. She decided to split the workshop area into two zones, one for archives and one for crafting material. The importance of keeping the archives and craft material separate was then explained to participants. They were however able to make notes and pencil drawings from the material as well as take photographs without flash if they wished.

The second part of Cat's placement was hosted by Glasgow School of Art Archives (GSA). Here, she worked on a project entitled *International Links*. Part of this involved researching international student attendance patterns and reproducing the data visually. Outputs included a hand drawn diagram and a stop motion animation.



Creating the

diagram and animation for the International Links project presented Cat with the opportunity to use some of her own creative skills. As well as allowing her to create original dissemination material, the reason for this was to allow the visual representations to appeal to practicing artists and art researchers, which is part of the Archives and Collections mission statement. For this reason, both representations were hand drawn and produced using pencil, ink and gouache paint.

Cat searched through all the names in GSA's student registers between 1903 and 1949 and recorded the information for each international student she found in a Microsoft Excel

spreadsheet. She was then able to use the database to produce the visual representations. The spreadsheet is searchable by surname, year attended and country, which made this process much easier.

Cat also recognised the opportunity to contrast her data with more recent international student attendance figures at GSA. She hoped this would facilitate more comparative discussion between those engaging with the animation and diagrams. Vanessa Johnson, Head of Student Recruitment at GSA, provided access to the British Council's service for International Education Marketing. This resource allowed Cat to collect data about International Student attend-

ance patterns between 2008 and 2014.

In addition to this, Cat contacted Senior Policy Officer Mark Clancy to obtain total student numbers for this period. She used these to compare the number of international students with the total number of students across the whole of GSA each year between 2008 and 2014.

The desired outcome was achieved the second time the Creative Visions workshop was run. The group really engaged with the brief and the workshop concluded with a lot of discussion about how the participants could take their ideas forward in their own work.

After the Deluge

After the Annual Members Meeting on Thursday 29 September our Preservation Committee held a disaster salvage event. The speakers were fantastic, and while each looked at different aspects of the Emergency Management cycle there were certain themes that recurred throughout the talks. It was my first taste of disaster planning and salvage and so I thought I would take the opportunity to examine some of the ideas that stood out to me.

Prevention

Scotland's National Centre for Resilience (NCR) is a new organisation established by the Scottish Government and launched in March this year. Alessia Morris explained that their main focus is the bringing together of research, planning, communication, training and response to ensure that the impact disasters have is handled in the best way to minimise their repercussions. Resilience is about being prepared, making good decisions and having laid the ground for bouncing back.

Jim Sharp OBE from the Met Office is the Chair of the Natural Hazards Working Group for Scotland's National Centre for Resilience. He explained how the Met Office focuses on sending out warnings based on the potential impact of any hazard and not just the hazard alone. To measure the risk of an impact they assess who may be impacted (receptors), their vulnerability to event (vulnerability), and their proximity to the site of the event and length of their exposure to the event (exposure). They even came up with a formula: $impact = receptors \times vulnerability \times exposure$. Focussing on potential impacts can help with planning, for example - a particular digital storage network may be highly vulnerable to major solar weather events = the network may be offline during such events. This knowledge would mean that alternative networks and backups could be put in place when major solar weather events are predicted. Ex-

amining the impact of potential hazards can help you to ensure that you're prepared.

Preparedness

Julie Bon, ACR, is the Emergency Planning Project Manager at the National Trust for Scotland. She has recently undertaken a project to ensure all National Trust properties across Scotland have suitable emergency procedures in place. Running practice response events with the regular staff and the local emergency services was incredibly valuable in highlighting unforeseen issues. Following the test events, the procedures were updated and the emergency kits created have now been handed over to staff at the properties. It is vital now that a member of staff at each property takes responsibility for keeping this updated and ready for implementation.

One of the points that Julie took away from the *Emergency! Preparing for Disasters and Confronting the Unexpected in Conservation* conference in Montreal was the fact that emergency planning is an inaccurate term. Planning is only one part of a continuous cycle: Preparedness > Response > Recovery > Mitigation & Prevention. It is a cycle that must be managed and continually refreshed in order that emergency responses are effective.

Response

Emma Dadson from Harwell spoke about how actions such as; planning and preparation of your protective equipment, maintaining a good relationship with your suppliers, and calculating the physical capacity of your salvage operation will help you to respond in a suitable way according to the scale of damage. By defining what she called 'tipping points' prior to an event, i.e. an amount of damage above which you need to take alternative action, you are in a position to take the best course of action to help conserve the collection. As an example; if you know you have enough room to undertake salvage work on 13

shelves (or meters, or individual objects) worth of water damaged books, and you have 15 shelves worth, you can decide immediately to freeze two shelves worth of books. This will mean you can stop any potential mould growth and you aren't under pressure to try and make the decision during the emergency. Having already decided your tipping points will ensure that you take effective action during a stressful and emotionally demanding emergency event.

These are only a few of the subjects covered in the talks, many other important aspects of salvage and disaster planning (such as the power of looking after the people who are helping your salvage operation, or the use of technology in the UK to planning preparedness and pushing for change). The main message from all our speakers was the incredible value of being prepared. Preparation and practice can save lives, save heritage buildings, save moveable heritage, save reputations and can greatly contribute to your organisation's resilience.

Resources:

Ready Scotland: <http://www.readyscotland.org/>

Scottish Business Resilience Centre: <http://www.sbcc.org.uk/>

Preparing Scotland: <http://www.readyscotland.org/ready-government/preparing-scotland/>

You can find out more about our After the Flood event and view all the speakers' presentations [here](#).

Workshops:

24 January: Planning your Disaster Plan Workshop (Edinburgh)

2 March: Testing your Disaster Plan (Edinburgh)

Upcoming SCA Events and Workshops

- The SCA has a number of training opportunities coming up this winter. For more information please click on the workshop title.
- 26 October 2016: [Sight and Sound: Education Workshop \(Edinburgh\)](#)
Creative approaches to using archives in Learning and Outreach programmes
- 9 November 2016: [Oh, What a Creative War: Education Workshop \(Glasgow\)](#)
A practical and collaborative workshop focused on World War One records
- 10 November 2016: [Archives and Records Management Service Quality Improvement Tool \(ARMS\) Training Part One \(Edinburgh\)](#)
The first of a three workshop series looking at getting the most out of the ARMS Quality improvement Tool
- 16 November 2016: [Leadership Development Programme Workshop \(Edinburgh\)](#)
Following on from April's very popular Advocacy and Influencing workshop, this event will explore Action learning Sets, developing peer to peer support and collaborative working
- 17 November 2016: [Leadership Development Programme Workshop \(Glasgow\)](#)
Following on from April's very popular Advocacy and Influencing workshop, this event will explore Action learning Sets, developing peer to peer support and collaborative working
- 29 November 2016: [Fundraising for Archives: Writing a Bid Workshop \(Edinburgh\)](#)
Gain insight and tips on writing a successful funding bid
- 24 January 2017: Planning Your Disaster Plan Workshop (details to be confirmed)
A companion workshop to our Salvage Recovery workshop looking at writing a successful Disaster Plan
- 26 January 2017: [Archives and Records Management Service Quality Improvement Tool \(ARMS\) Training Part Two \(Edinburgh\)](#)
Part two of a three workshop series looking at getting the most out of the ARMS Quality improvement Tool
- 2 March 2017: Testing Your Disaster Plan (details to be confirmed)
A practical opportunity to put your disaster plan into action
- 7 March 2017: [Archives and Records Management Service Quality Improvement Tool \(ARMS\) Training Part Three \(Edinburgh\)](#)
The final part of the workshop series looking at getting the most out of the ARMS Quality improvement Tool

SCARRS Update – October 2016

The latest refresh to the Council's records retention schedules consist of a minor update to schedule **04 Consumer Affairs** to incorporate clarifications submitted by colleagues in local government, and some more substantial changes to schedule **06 Cemeteries and Crematoria** to reflect the impact of the Burial and Cremation (Scotland) Act 2016. Comments on the changes are most welcome.

Also new this quarter is a combined change log which will allow you to easily track the changes made to the schedules over time and which will be updated as changes are made. This means that an organisation who adopts the SCARRS resource as a basis for its policies at a specific point in time has a simple means of tracking the changes made from that point.

We are grateful to the user community who submit queries and suggestions which help to improve and hone the schedules to keep them a robust and useful resource for records management far beyond the core

local government user base.

In particular we would like to invite comments and suggestions on a couple of specific topics that we want to look at in the next few months.

Managing records derived from geographical information systems (GIS) and spatial data sets creates complex challenges around fixity, evidential and information value, licencing and IPR issues, and meaningful retention policies. If your organisation has looked at those issues we would like to hear from you.

We also intend to revisit the social services schedules, in particular 01 Adult Care Services and 02 Children and Family Services in the light of the impact of Health and Social Care Integration and changes in NHS data flows and recordkeeping. If you have observed changes to the creation and managements of records in these areas, please get in touch.

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