**London Archives Partnership**

Network Meeting

20 July 2018

Gunnersbury Park & Museum

10.00-12.30

**NOTES AND ACTIONS**

**Attendees:**

**Bexley, Brent, City of London, Croydon, Ealing, Gunnersbury, Hackney, Hammersmith & Fulham, Haringey, Hounslow, King’s College London/AIM25, Kingston, Newham, Southwark, TNA, Tower Hamlets, Westminster/Tri-borough**

**Apologies:**

**-**

1. **Welcome and Project updates** Geoff Pick & Julia Tubman

Welcome from Geoff Pick to the London Archives Partnership Network Meeting. Welcome to Gunnersbury Park & Museum from Julia Tubman. Thanks to Julia and colleagues for hosting the meeting. Round the table introductions.

**LAP and advocacy** Geoff Pick & Owen Munday

Limited progress made on LAP’s advocacy document project. We will be contacting some boroughs for particular case studies we’ve identified. We still need usable images from everyone (e.g. recognisable buildings, places in boroughs, events) to add colour to document. **LAP members to send content (especially images) to** [**Owen Munday**](mailto:owen.munday@nationalarchives.gsi.gov.uk) **at TNA**.

**Board** Geoff Pick

Three new members joining the LAP board: Tamsin Bookey (Tower Hamlets), Lindsay Ould (Croydon) and Helen Swainger (Kingston). We will be looking at roles within the board at September board meeting.

**Business planning** Geoff Pick

We have been reviewing the previous planning documents for LAP, removing strands that have been achieved or are no longer priorities, to focus on key work areas. This will be shared with the board at September board meeting, and with the rest of the network after that.

**Social media** Tahlia Coombs

LAP Twitter account ([@LDNarchives](https://twitter.com/LDNarchives)) now has 142 followers. We will need one or more volunteers to carry on work with account while Tahlia on leave.

**London’s Screen Archives** Owen Munday

New LSA manager, Colm Forde, recruited and starting end of July. To be invited to future LAP network meeting. KinoVan (LSA/LMA collaboration) to be replaced. Possibility to use Kickstarter or other crowdfunding platform to help fund?

**British Library Unlocking Our Sound Heritage update** Geoff Pick

LMA Project Manager role advertised. Lawrence Ward is project lead for LMA. Equipment purchased for project will stay at LMA afterwards, for use by London Borough services.

**Layers of London** Geoff Pick

Staff have now been appointed (to be based at LMA) for this HLF-funded project led by the School of Advanced Study and the Institute of Historical Research, University of London. The project aims to map London using modern and historical maps taken from collections including LMA, BL, Historic England, TNA, Museum of London Archaeology, and enhanced with contributions from members of the public. Initial work is focusing on the Barking & Dagenham area. See [Layers of London website](http://alpha.layersoflondon.org/about).

**Joint programme with the London Museum Development Team** Owen Munday

Strong & Safe grants running again this year. Two awards of up to £2,000, open to London local authority archives and museums. Deadline of 28 Aug 2018.

1. **TNA update** Owen Munday

**Archive Service Accreditation refresh**

Applications to the national Accreditation scheme have now reopened following the pause to implement several changes to the standard and documentation. Following the most recent round, there are now 141 Accredited archive services in the UK – 32 of them in London. Anyone interested in becoming a peer reviewer for Accreditation (regardless of whether or not they have already been involved in an assessment or been part of an Accredited service) is encouraged to look at the [information on the ARA website](http://www.archives.org.uk/what-we-do/archives-service-accreditation/peer-reviewers.html%20%20), which also tells you how to apply.

**Archives Unlocked action plan**

The new Archives Unlocked action plan, Delivering the Vision 2018-19, is now available to read on the TNA website: <http://www.nationalarchives.gov.uk/archives-sector/projects-and-programmes/strategic-vision-for-archives/>

**London and Business role at The National Archives**

Owen Munday will be joined by a new colleague later in the summer, to help with the London and Business Sector Development Manager role. The two posts will work side-by-side. An appointment has been made and it is hoped the successful candidate will be starting in early September.

**Archives Revealed**

The first round of the [Archives Revealed](http://www.nationalarchives.gov.uk/archives-sector/finding-funding/archives-revealed/) [cataloguing grants](http://www.nationalarchives.gov.uk/archives-sector/finding-funding/archives-revealed/cataloguing-grants/) have now been made, with [nine projects awarded funding](http://www.nationalarchives.gov.uk/archives-sector/finding-funding/archives-revealed/cataloguing-grants/current-projects/). Applications to the next round of cataloguing grants will open in autumn 2018. A reminder that Archives Revealed [scoping grants](http://www.nationalarchives.gov.uk/archives-sector/finding-funding/archives-revealed/scoping-grants/) are also open, and applications can be submitted at any time.

**TNA email addresses**

A quick reminder that all email addresses at The National Archives now end @nationalarchives.gov.uk

Please update your address books accordingly.

1. **Consortium Digital Archive Pilot** Geoff Browell

Geoff Browell from AIM25 and King’s College London spoke to the group about the AIM25 platform and network and an opportunity for London local authority archive services to take part in a consortium to procure a shared digital preservation system. Geoff has been having conversations with different suppliers and has secured agreements to offer London local authority services a substantial discount (in the region of 50%) over the regular annual subscription fees for individual services. The proposed model would see AIM25 acting as point of service for the joint contracts, managing the subscriptions and providing front-line support on behalf of the suppliers. In order to take advantage of these discounts and this consortium arrangement (which has precedents in other parts of the UK), a **minimum of ten local authority partners would be needed**.

Those present were asked to express an interest, and were also invited to form a working group to take this piece of work forward. Six borough services volunteered to form the working group. A wider call-out for both the working group and expressions of interest in the consortium digital archive pilot will be circulated separately.

1. **Manage Your Collections** Caroline Catchpole

Caroline Catchpole from The National Archives spoke about TNA’s new [Manage Your Collections toolkit](http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/developing-collections/contributing-to-our-resources/), allowing archive services to add, update and delete their collections information within [Discovery](http://discovery.nationalarchives.gov.uk/). Currently, information is added via an Excel template but a new metadata mapping tool (allowing services to teach the MYC tool how their spreadsheet columns map to the fields Discovery needs, through a one-off process, rather than adapting them each and every time) is about to be made available.

Caroline also referred to the recently published [Guidance for Volunteer Cataloguing in Archives](http://www.nationalarchives.gov.uk/documents/volunteer-cataloguing-in-archives.pdf), which features best practice and case studies from around the country (including LMA’s Huntley Archives project) and TNA’s new [Guidance on CMS and DAMS options for archives](http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/documenting-collections/cataloguing-and-archives-networks/).

**Caroline’s slides from the network meeting will be circulated separately**.

1. **Borough news round up** All

The following updates were either reported during the course of the meeting or received in writing beforehand:

**Bexley**

- Working on a project researching those commemorated on the Borough’s memorials of the First World War

- Finishing off an app giving guided walks round the Borough’s heritage

- Advising a community group on a project commemorating the centenary of the first non-stop transatlantic flight

**Brent**

- Winners of London Borough of Culture 2020

- Windrush exhibition

- Recruiting for archivist post soon

- Business planning

**City of London (LMA)**

- Evening opening hours changing at LMA from 3 September: **Monday, Tuesday and Thursday 9.30am - 4.45pm, Wednesday 9.30am - 7.30pm, Friday closed, and 11 Saturdays a year (usually the second in the month) 9.30am - 4.45pm.**

- The City and LMA are making plans for several engineering anniversaries coming up in 2019, incl: 200th anniversary of birth of Joseph Bazalgette; 250th anniversary of birth of Sir Marc Brunel; Jubilee Line 40th anniversary. If anyone has records of relevant to these or similar anniversaries, **please get in touch with Geoff Pick:** [Geoff.Pick@cityoflondon.gov.uk](mailto:Geoff.Pick@cityoflondon.gov.uk)

**Croydon**

- Rob Shakespeare now left. Lindsay covering museum manager post alongside borough archivist one.

- Currently recruiting to backfill

- Collections officer also leaving soon

- Museum working with local pond conservation volunteers as part of HLF project

- HLF bid underway for Armistice Day installation

- More joint working between archives, museum and library within Croydon Clocktower

**Ealing**

- Moving access point for service, and majority of local studies collection, to West Ealing library

- Local history talks to go on pause for move

**Gunnersbury**

- Museum reopened in spring

- New archive room up and running

- HLF activity plan helping with PT post

- 8 volunteers currently

**Hackney**

- It’s been a busy (but successful!) few months at Hackney Archives with a combination of exciting outputs for externally funded projects and planning for a transformation of the digital aspects of service delivery.

- The RA Gibson Photographic Studio Project

Our Esmee Fairbairn Collections Fund (EFCF) funded project is progressing very well. Thanks to the 56(!) volunteers who have worked on the project we are one box away from having repackaged c150,000 negatives and are expecting the digitisation of these to have been completed by October 2018. The most recent activity on the project of note was a well received public exhibition of a selection of images at Hackney Museum. The idea behind this event was to raise awareness of the collection within the borough and invite people to suggest how they would like to see the images used in future engagement. The next phase of the project will involve more targeted engagement work leveraging the revisiting collections toolkit to inform our organisational culture and the ways in which we work with collections. We are also pleased to announce that Dr Gemma Romain will be delivering a 3hr Mining hidden / diverse histories workshop at Hackney Archives on Wednesday 5th September 2018 2-5pm. If you are interested in attending please get in touch at archives@hackney.gov.uk

- Home City Stories

We have also been working on an externally funded collaborative project with Queen Mary’s University and the Geffrye Museum entitled ‘Home City Stories’. The project was all about people’s experiences of living in or around Kingsland Road both as migrants, and as people who were born and raised in Hackney. The outputs of the project include a walking smartphone app (drawing on our collections) and a series of short films featuring Hackney residents. We recently held a launch event for the app at the archives where the audience were invited to use the app, view a selection of project films and browse some of the archives that the project drew on. There was also a very inspiring panel discussion featuring local residents, a councillor and academics looking at the themes of urban regeneration and gentrification.

- Teen Action

Teen Action is a Chassidic Orthodox Jewish organisation in Stamford Hill that provides training and leisure activities for young women. We are collaborating with them on a HLF funded project. They have almost completed oral histories/films relating to key members within their community and they have an upcoming research workshop at Hackney archives. The main output of the project will be an exhibition launching at Hackney archives in November 2018.

- Digital Transformation

This is a programme of work to improve the management & sustainability of our digital assets. We are currently selecting new image management and cataloguing software to replace our existing, somewhat dated system.

- Max Communications

We've submitted images and metadata for 1000 photos and now awaiting final QA from Max Comms before they're live on the Borough Photos Online site. The purpose of this is to increase income generation via print sales and raise awareness of our photographic collections.

**Hammersmith & Fulham**

- Soft launch of online catalogue (CalmView)

- Accession of collection of glass plate negatives, working with Hounslow, Southwark, Ealing, Kensington & Chelsea, and Westminster

**Haringey**

- Building refurbishment underway, working around collections and service.

- Limited staff capacity.

- Reviewing procedures e.g. for security

- Working on improving transfers e.g. schools records and council committee papers

- LGBT projects, one with LMA

**Hounslow**

- In a restructure of Library Service staffing, involving significant losses of staff throughout the service, Local Studies and Archives are to lose one of the two Library Assistants on their three-person team. This is a most unfortunate loss of a colleague with a decade’s experience and working knowledge of our collections. It will make it much more difficult to provide a reliable service at our two service points, which are at opposite ends of the borough.

- The Local Studies and Archives Manger’s (new and re-evaluated) job has been down-graded in the restructure, from Local Government SO1 (£30k p.a.) to Sc. 6 (£27k p.a.), although there is no observable diminution of workload and the loss of a member of staff creates more difficulty than it provides relief.

- The 1975 Hounslow Civic Centre building moves ever closer to clearance and demolition as its (much smaller) replacement rises at the western end of the High Street, half a mile to the south. The first major clearance (probably since the building was inhabited, nearly forty years ago) of its basement and mezzanine document stores is now underway. The Libraries’ Local Studies and Archives Service is being offered prospective archival material, but we seem to have little control over what is being selected for us to review.

- Adding significant quantities of archival material to the collection is a problem for us, as our move out of the Hounslow Treaty Centre shopping mall, a year ago, has left us with less storage capacity than we had previously. We still have half the Layton antiquarian book collection in store at the LMA, with no early prospect of its recovery. Neither we nor our colleagues at the Civic Centre seem to have any idea what can be done to permanently store a large collection of framed paintings, currently in worse than improvised storage, in a large walk-in ‘cupboard’ at the doomed Civic Centre; and lying on the floor of a room at Boston Manor House – which is also due for major renovation work commencing this winter.

**Kensington & Chelsea**

- Collections review underway.

- Moving council minutes to new store, with new shelving.

**Kingston**

- The formerly combined Team Leader and Borough Archivist role has been separated out. Our new Heritage Team Leader started in post at the end of June. The existing Assistant Archivist role was upgraded to Borough Archivist.

- We're embedding our new and updated policies, procedures and plans brought in through the archive accreditation process

- We're still feeding into the new retention scheduling process which is providing a basis for us to have discussions with departments about the transfer of records to the archive.

- This process is also requiring us to prioritise the development of capacity around digital preservation which we will be working on over the next few months

- We have been approached by TNA to undergo a review of our public records.

**Richmond**

- Archive Explorers activity week for 9-14 year-olds is running next week.

- Booking for the Know Your Place September heritage festival is now live.

- We released the first of a series of health walks. These are walking routes than can be printed off from home, and include local history information.

- We recently hosted a year 11 work experience pupil from a local school.

**Southwark**

In terms of what we’ve been doing over the past couple of months:

- Colleagues have been continuing our reminiscence session programme – these are usually us visiting an already established memory café to provide pictures, audiovisual material, artefacts, and ephemera, and then helping facilitate conversation as necessary (rather than us organising a session from scratch). So far, one session was inter-generational (organised by the café), and one was specifically aimed at LGBTQ+ elders. These are somewhat of a faff to get started (finding, scanning, printing, and laminating lots of photos takes time!), but relatively easy to run once we have the resources in place.

- I gave an illustrated talk to a Grade 3 class in May, on the changing use of the riverside in Bermondsey, which again involved the faff of finding and scanning a lot of photos. This was the first school session we’d done in a number of years, but it at least puts us in a better position to do more in the future.

- I also collaborated with Prof Peter Doyle of London South Bank University and Ruth MacLeod, LSBU’s archivist, on a presentation for an academic seminar at LSBU: “Bombsites & Building Sites: The Blitz, reconstruction & art”, which hopefully will provide a base for further collaboration.

- A colleague pulled together contributions for the Science Museum and Tate Lates in June, of material from our “Southwark QueerStory” exhibition in February. That drastically raised our profile – they were featured in Time Out and the Gay Times.

In terms of what we want to do in the next few months, we’re aiming to:

- finish the collection reorganisation at one of our off-site stores

- review our searchroom usage patterns with an aim of reviewing our searchroom practices/opening hours so we can work more efficiently and increase our outreach work within our current staffing constraints

- expand our schools offering with resources for secondary students

- try to sort out some long-standing issues with loans

**Tower Hamlets**

- Temporarily short staffed due to three members of staff leaving, including borough archivist.

- Lots of recruitment going on including some FTAs funded through council’s internal growth fund and following internal audit that highlighted cataloguing backlog as priority.

- Planning for apprenticeships, to use new CILIP/ARA/TNA standard (coming soon)

**Westminster**

- Staffing changes. One PT staff member moving to FT, and another doing the opposite.

1. **AOB**
2. **Actions and Next steps (including ideas for future meetings)**

**DATE OF NEXT MEETING:**

Tuesday 27th November, at [London](https://www.cityoflondon.gov.uk/things-to-do/london-metropolitan-archives/visitor-information/Pages/how-to-get-here.aspx) Metropolitan Archives

9.30 (for a 10.00 start) to 12.30

If anyone would like to host a future meeting, or has suggestions for speakers/content to include, **please contact Owen**: [owen.munday@nationalarchives.gsi.gov.uk](mailto:owen.munday@nationalarchives.gsi.gov.uk)