

Society of
Archivists



Society of Archivists Conference

We are what we keep:
challenging tradition in
appraisal and acquisition

Manchester 2010

Ramada Manchester Piccadilly Hotel
1st - 3rd September 2010



We are what we keep

Welcome to the Society of Archivists annual conference 2010.

This event takes place at a time of much thought about the future direction of the profession. Indeed, by the time you read this, the future of the Society itself may look very different.

This year our conference theme challenges us to rethink our approaches to appraisal and acquisition. We have invited a strong line-up of international and home-grown speakers to explore with us these key professional issues. Of course we all face financial pressures to justify the scale of our operations but we must balance this with a clear vision about what information it is necessary to preserve in all media and communicate that vision to our paymasters and to society more widely.

This is especially relevant in the digital world where there is a whole spectrum of record-keeping and access aspirations from unlimited storage and access, as we heard at last year's conference, to releasing nothing (thinking of the University of East Anglia's climate data and MP's redacted claims!) We have a strong programme of speakers on this theme and I hope that we will leave Manchester with some new ways of thinking about what we do and some ideas about how to communicate that better outside the professions.

This year, again, the Conference incorporates strands of interest to members across the whole range of our membership: archivists, records managers and conservators. The Preservation and Conservation strand this year gives us the chance to hear about new developments in techniques and to take part in interactive sessions led by experts in the field. We will, as usual, be presenting newly-qualified conservators with their certificates at the gala dinner.

We must not forget our audiences and users too. We have included sessions looking at how we engage with our stakeholders, as well as the challenges associated with preserving and giving access to more specialist media.

In response to feedback from delegates at previous conferences, Conference this year has been deliberately planned with a tighter, more focused feel. Conference 2010 takes place over three days. We hope that this will make it easier for delegates to attend, and we hope that you find the more concentrated experience rewarding. We are again in the comfortable surroundings of a hotel, the Ramada Manchester Piccadilly, and I hope that delegates will enjoy the excellent facilities.

We have the Information Marketplace during the second day, a great chance to talk to suppliers of services in our fields and I hope delegates and exhibitors will find this useful.

On the social side, such an important part of the event, we have a welcome reception and tours at the People's History Museum and the Gala Dinner which will be followed by a dance. I know that delegates will make the most of these, and the opportunity to explore Manchester and its fascinating history.

Katy Goodrum
Chair Society of Archivists

08.30 - 10.30 **Registration for all delegates**

Conference Opens

10.40 - 10.45 **Conference Welcome** Katy Goodrum, Chair Society of Archivists

10.45 - 11.30 **Keynote Address**

Missing Piece or First Responsibility: Archival Appraisal Past, Present and Future

Terry Cook, University of Manitoba

11.30 - 12.15 **Presidential Address** Alan Cameron, President, The Society of Archivists

12.15 - 13.00 **Address: The redefinition and repositioning of archives in a digital age**

Oliver Morley, Acting Chief Executive, The National Archives

13.00 - 14.00 **Lunch**

Archives & Records Management

Preservation & Conservation

14.00 - 16.00 **Colloquium on appraisal and acquisition**

"All together now"? - approaching appraisal and acquisition

Sarah Wickham, University of Huddersfield

Short papers & Panel discussion

Chair: Daniel Scott-Davies

Acquisition & appraisal: a museum perspective

Judith Phillips, The Bowes Museum

Acquisition & Appraisal in Specialist Repositories: Creating a More Inclusive Archive

Daniel Scott-Davies, The Scout Association

New ways of understanding technical drawings

Paul Sillitoe, University of Liverpool

Appraisal issues: Local Authority deposited building plans

Chris Pickford, Consultant Archivist

Parchment analysis at Cardiff University

Lee Gonzalez, Cardiff University

The History of Bookbinding: Discovered in the Collections of the Staffordshire & Stoke on Trent Archive Service

Richard Nichols, Staffordshire Archives

A review of deacidification practice

Dr. Barry Knight, Head of Conservation Research, The British Library

16.00 - 16.30 **Tea & coffee break**

16.30 - 17.00 **Archives and Records Association (UK and Ireland) Inaugural Annual General meeting**

Professional discussion: Expertise, best practice and ARA Jessamy Carlson & Andrew Nicoll

17.45 - 19.00 **Welcome Reception and Tours at The People's History Museum**

20.00 **Buffet Dinner, Ramada Manchester Piccadilly Hotel**

Thursday 2nd September 2010



08.30 - 09.00	Registration for day delegates		
	Archives & Records Management		Preservation & Conservation
09.00 - 09.45	Continued communication: investigating communications in the 21st century Elizabeth Lomas & Jon Shepherd, Northumbria University		Aspects of the conservation of Glass plate negatives - Creating a stable future Jenny Hodgson, Conservator, English Heritage National Monuments Record
09.45 - 10.30	Seduced by the dark side: the inter-relationship of archives & records management Jenny Moran, Record Office for Leicester, Leicestershire & Rutland		Minimum intervention within a complex conservation project Alessandro Scola, Derry & Raphoe Diocesan Library
10.30 - 11.00	Official Opening of INFORMATION MARKETPLACE + Tea & coffee break		
11.00 - 11.30	Colloquium on appraisal & management of digital records Challenges and opportunities of managing and collecting digital records Julia Stocken, The National Archives		Conservation workshop 11.00 - 11.45 Paper manuscripts covers: A demonstration Antony Oliver, Sheffield Archives
11.30 - 12.00	Digitisation and Digital Preservation of Records - Issues & Problems - A Case Study of National Archives of India Dr Meena Gautam, National Archives of India		11.45 - 12.30 The ethics of removing previous repairs Rebecca Lumsden, Conservator, National Museum of Ireland
12.00 - 12.30	Making digital curation manageable: finding our way through the labyrinth step by step Sharon McMeekin, Royal Commission on the Ancient & Historical Monuments of Scotland		
12.30 - 13.00	Integrating & developing services in a digital world: appraisal, acquisition & access at the British Library - Bill Stocking, British Library, Lynda Barraclough, Curator Endangered Archives Programme, Dr Jeremy Leighton John, Curator of e-manuscripts		Box making demonstration and interactive session Mark Allen, Flintshire Record Office
13.00 - 14.00	Lunch in the INFORMATION MARKETPLACE		
14.00 - 14.45	Ascribing Archival 'Value' - some new perspectives arising from current research at University College London - Dr Andrew Flinn, UCL and Elizabeth Shepherd		
	Guest presentations		
14.45 - 15.15	Presentation Area A The Collodion Collective - Celebrating Frederick Scott Archer John Brewer	Presentation Area B Managing digital archives: a Calm perspective - Malcolm Howitt, Axiell Limited	Presentation Area C Using National Occupational Standards to support you and your service - Emma Stagg, LLUK
15.15 - 16.00	Collecting Hidden Histories: Manchester Chinese Archive Jenny Wong, Director Jane Speller, Project Officer	Campaign! Make an Impact, Using archives to change the world - Alison Bodley, Campaign! Make an Impact Programme Manager 15.45 Break	Break 15.30 - 16.00 Effective communication using WebEx SoA Records Management Group
16.00 - 16.30	Artemis - realising the value of archives and rehabilitating prisoners Bruce Hellman, Artemis Programme Manager, Serco	The new website for the Archives and Records Association Natalie Ganpatsingh, Creatrix	UK Archives Discovery Network: progress towards open data Alexandra Eveleigh, Dr Melinda Haunton and Jane Stevenson, The National Archives
16.30 - 17.00	Official close of INFORMATION MARKETPLACE. Afternoon tea and cakes.		
19.00 - 19.30	Gala Dinner Drinks Reception, Ramada Manchester Piccadilly Hotel.		
19.30 - 23.00	Gala Dinner & Dance, Ramada Manchester Piccadilly Hotel.		

08.30 - 09.30 Registration

Archives & Records Management

Preservation & Conservation

09.30 - 10.00

Colloquium on audiences and communities

Reaching Out, Bringing In: community outreach work and the impact on collection development for members of Greater Manchester Archivists Group

Katharine Carter, Greater Manchester County Record Office
Joanne Fitton, Bury Archives Service
Alex Miller, Wigan Archives Service

The work of the Preservation Advisory Centre

Caroline Peach, Head of PAC

10.00 - 10.30

Nasha Istorია! (Our history!): collecting community archives

Larysa Bolton, Tameside Local Studies & Archives

Keeping Up With The Volunteers. I need skates!

Deborah Phillips, Devon Record Office

10.30 - 11.00

Tea & coffee break

11.00 - 11.30

Embracing the archival muse: finding art in the archives

Karl Magee, University of Stirling

Are we archivists too ? - Conservation documentation in the 21st Century

Shirley Jones, West Yorkshire Archives

11.30 - 12.00

On the road with the Beatles: appraisal, interpretation and outreach in practice

Patricia Whatley, University of Dundee

Paper Repair in the Terry's Archive

Catherine Dand, Borthwick Institute

12.00 - 12.30

The 'Living Archive': myth, reality or aspiration?

Louise Ray, Archive Consultant

Facing Difficult Tracings

Rowena Jones, Gwynedd Archives

Introduction to the Introduction Week

Lydia Stirling, Highland Council Archives

12.30 - 13.00

'Not just oral history, in fact not just history': the acquisition of sound archives in specialist and non-specialist repositories

Martin Astell, Essex Record Office

13.00 - 14.00

Lunch

14.00 - 14.30

Reflections on the archival health of the nation

Dr Nicholas Kingsley, The National Archives

14.30 - 14.50

Conference review: Archives & Records Management perspective

Dr Meena Gautam, National Archives of India

14.50 - 15.00

Chair's Summing up & Farewell

Katy Goodrum, Chair Society of Archivists

15.00 - 15.10

CONFERENCE CLOSES

Delegate booking form

Please: Complete the relevant sections of this booking form and return either by post or fax to:

Society of Archivists Conference Desk, White Rose Events, Unit 19 Jessops Riverside, 800 Brightside Lane, Sheffield, S9 2RX

Tel: 0114 242 4050, **Fax:** 0114 242 4075, **e-mail:** societyofarchivists@whiteroseconferences.co.uk

Photocopy additional copies of this form as required and complete a separate form for each delegate.

Complete the booking form in **BLOCK CAPITALS**.

SECTION ONE – PERSONAL INFORMATION

Title **Forename** **Surname**

Society Membership Number (MUST be completed if applicable to qualify for Member Rates)

Please tick the box if this is your first time at a Society of Archivists Conference?

Organisation (as it should appear on your name badge)

Position (please circle) ARCHIVIST / CONSERVATOR / RECORDS MANAGER or Other (please state)

Contact Address

Postcode

Telephone **Fax**

E-mail

Special Requirements (i.e. dietary, access)

Where did you hear about the Conference?

SECTION TWO – FULL CONFERENCE ATTENDANCE

I wish to attend the full conference, to include catering, from Wednesday 01 to Friday 03 September 2010 inclusive:

(PLEASE TICK AS APPROPRIATE) YES NO - if the answer is no, please go to Section Three

I will be attending the Conference Gala Dinner, which will take place at the Ramada Piccadilly Hotel, Manchester on Thursday 02 September **Please note that this is included in the full conference rate.**

I will require accommodation at the Ramada Piccadilly Hotel, Manchester, subject to availability, on Wednesday and Thursday night:

(PLEASE TICK AS APPROPRIATE) YES NO

I will also require accommodation on the following night(s): TUESDAY FRIDAY

I will require the following accommodation type: (PLEASE TICK AS APPROPRIATE)

SINGLE

TWIN OCCUPANCY

DOUBLE OCCUPANCY

If you have selected twin or double occupancy, please state the name and organisation of the additional person in the room. Please note that payment will be divided equally, unless otherwise advised:

Name:

Organisation:

Please refer to the rates in section Five/Six.



Delegate booking form

SECTION THREE – DAY DELEGATES

(Please DO NOT complete this section **if you will be attending the full conference and have completed section two**)

I wish to attend the conference, to include catering, on the following day(s): (PLEASE TICK AS APPROPRIATE)

The Day Delegate Rate is £165.00 for members and £275.00 for non members.

WEDNESDAY

THURSDAY – HALF DAY RATE APPLIES

INFORMATION MARKETPLACE ONLY – NO CHARGE

FRIDAY

I will require accommodation at the Ramada Hotel, Manchester, subject to availability, on the following nights:

(PLEASE TICK AS APPROPRIATE)

TUESDAY WEDNESDAY THURSDAY

I will require the following accommodation type: (PLEASE TICK AS APPROPRIATE)

SINGLE TWIN OCCUPANCY DOUBLE OCCUPANCY

If you have selected twin or double occupancy, please state the name and organisation of the additional person in the room. Please note that payment will be divided equally, unless otherwise advised:

Name:

Organisation:

I would like to pre-book for the following evening meal(s): (PLEASE TICK AS APPROPRIATE)

EVENING MEAL WEDNESDAY

CONFERENCE GALA DINNER

The evening meal on Wednesday and the Conference Gala Dinner on Thursday will take place at the Ramada Piccadilly Hotel, Manchester.

Please refer to the rates in section Five/Six.

SECTION FOUR – GUEST ATTENDANCE

Guests of delegates are welcome to join us for lunch and/or for dinner each evening of the conference. Please advise us of your guest(s) name and requirements:

Guest Name:

Guest' Special Requirements (i.e. dietary, access)

My Guest will accompany me on the following lunches:

Lunch:

Wednesday (charged at £18.00) Thursday (charged at £18.00) Friday (charged at £18.00)

My Guest will accompany me on the following dinners:

Dinner:

Wednesday (charged at £30.00) Thursday – Conference Gala Dinner (charged at £70.00)



Delegate booking form

SECTION FIVE – SCALES OF CHARGES for MEMBERS

Full Conference Attendance with Two Nights Accommodation	£499.00
Full Conference Attendance only	£420.00
Daily Rate (1 or 2 days ONLY)	£165.00
Half Day Delegate Rate – Thursday ONLY	£105.00
Information Market Place – from 14:00 Thursday ONLY	Free of Charge
Accommodation Rates for Single Occupancy	£110.00 Tuesday/£110.00 Wednesday/£110.00 Thursday
Accommodation Rates for Twin or Double Occupancy (per room)	£120.00 Tuesday/£120.00 Wednesday/£120.00 Thursday
Evening Meal Wednesday	£25.00
Conference Gala Dinner	£50.00 chargeable ONLY to people paying daily rate who wish to attend the Conference Gala Dinner on Thursday, 02 September 2010

The Gala Dinner is included in the full conference rate.

SECTION SIX – SCALES OF CHARGES for NON MEMBERS & GUESTS

Full Conference Attendance with Two Nights Accommodation	£799.00
Full Conference Attendance ONLY	£720.00
Daily Rate (1 or 2 days ONLY)	£275.00
Half Day Delegate Rate – Thursday ONLY	£199.00
Information Market Place – Thursday ONLY	Free of Charge
Accommodation Rates for Single Occupancy	£120.00 Tuesday/£120.00 Wednesday/£120.00 Thursday
Accommodation Rates for Twin or Double Occupancy (per room)	£130.00 Tuesday/£130.00 Wednesday/£130.00 Thursday
Guest Lunches	£18.00
Evening Meal Wednesday	£30.00
Conference Gala Dinner	£70.00 chargeable ONLY to people paying daily rate who wish to attend the Conference Gala Dinner on Thursday, 02 September 2010

The Gala Dinner is included in the full conference attendance rate.

SECTION SEVEN – KEY TO RATES

- Full conference attendance (Wednesday - Friday) includes morning coffee, lunch and afternoon tea on Wednesday, Thursday and Friday. The rate also includes the Evening Buffet on Wednesday and the Conference Gala Dinner on Thursday.
- Accommodation rates include accommodation at the Ramada Piccadilly Hotel, Manchester, subject to availability, with full English breakfast.
- Daily rate (1 or 2 days) includes morning coffee, lunch and afternoon tea each day of attendance.
- The Conference Gala Dinner rate is applicable to those delegates being charged on a daily rate ONLY and will take place at the Ramada Piccadilly Hotel, Manchester.
- The rates are exempt of VAT. Therefore no VAT is reclaimable by delegates.
- Member Rates are only applicable where the delegate provides a valid Membership Number.

SECTION EIGHT – PAYMENT

ALL PAYMENTS MUST BE RECEIVED PRIOR TO ATTENDANCE AT THE CONFERENCE – IF PAYMENT IS NOT RECEIVED, CONFERENCE INFORMATION WILL NOT BE ISSUED

Please send an invoice for £..... (All payments MUST be in £ sterling)

Please ensure that the invoice recipient named on this form is the person responsible for the processing and payment of the invoice.

Contact Name:

Contact Address:

Contact Telephone Number (if different from overleaf)

Purchase Order No (if applicable)

or I enclose a cheque for £..... payable to: Society of Archivists Conference addressed to: Society of Archivists Conference Desk.

The address can be found at the top of page one of this booking form.

SECTION NINE – BOOKING DECLARATION

Data Protection and Terms and Conditions:

I have read and agree to be bound by the booking conditions printed below and understand that payment **MUST** be received prior to the conference.

Signed..... Date

I agree that my name will be included on the delegate list, which will be made available to all attendees including Information Marketplace participants. If no response is given, I understand that my details will be included on the delegate list, as no objection to this will have been received.

(PLEASE CIRCLE AS APPROPRIATE) - YES / NO

Data Protection Act 1998: The personal data that you are giving will be used for the purposes of administering the Society of Archivists Conference. It will not be passed on to unrelated third parties. It will be stored and disposed of appropriately.

Terms and Conditions: This booking form constitutes a legally binding agreement. Cancellations confirmed in writing by Wednesday, 07th July 2010 will be subject to a full refund minus an administration charge of 25% of the conference fee. Cancellations confirmed in writing between Thursday, 08th July 2010 and Friday 13th August 2010 will be subject to a charge of 50% of the conference fee. After that date, we regret that no refund can be given for whatever reason, although substitutes will be accepted if notified in writing prior to the event. Bookings made after Friday 13th August 2010 will only be accepted with full payment by cheque enclosed with booking form or by credit card. These payments are non-refundable. If you have not received confirmation and further details by Friday 20th August 2010, please contact the Conference Organisers. The Organisers cannot be held responsible for the non-arrival of information. Full payment **MUST** be received **NO LATER** than Friday 27th August 2010. **Conference details will be issued subject to receipt of payment.**

The Society of Archivists is registered as a Charity in England and Wales. Charity No. 1041063. Company limited by guarantee No. 2969472.



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