

**Meeting of the Group for Literary Archives and Manuscripts
Friday 16 March 2007 at Cambridge University Library**

Minutes

Present: Chris Sheppard (Chair); Jamie Andrews; Fran Baker; Fiona Courage; Nia Daniel; Chris Fletcher; Jess Gardner; Hannah Green; Stella Halkyard (left early); Patricia McGuire; Catherine Parker; Robin Smith (left early); James Travers; John Wells; Joan Winterkorn.

1. Apologies for absence: Heather Boyns; Karen Brookfield; Judy Burg; Andrew Carlin; Alison Cullingford; Kate Dorney; Dorothy Johnston; Hannah Lowery; Ed Potten; David Sutton; Susan Thomas; Grace Timmins; Maureen Watry.

2. Minutes of the meeting held on 1 September 2006 at the Bodleian Library: approved.

3. Manuscripts Matter Conference and matters arising

This conference (held on 19-20 October 2006 at the British Library, under the auspices of the UK Literary Heritage Group) included a panel of GLAM members. C. Sheppard, S. Halkyard and J. Gardner gave presentations on the findings of the GLAM survey to date. These, and more information about conference proceedings, is available on the UKLH Group website at <http://www.literary.org.uk/>.

J. Andrews reported on the UKLH website, which is still a work in progress; regular uploads are taking place, and further Manuscripts Matter papers and links will be added to the site shortly. He has also been collating information on recent acquisitions of significant literary archives and manuscripts by UK institutions, and this is also being added to the website; permission was obtained from GLAM survey respondents to include the information they provided in the questionnaire. Not all of this has been uploaded yet, and J. Andrews will be contacting some institutions direct for more information on dates of acquisition. The 'Recent UK Acquisitions' section of the website is intended to give a flavour of the geographical spread and significance of recent acquisitions, and does not attempt to be comprehensive; it will include links to other resources like the Location Register and NRA which provide comprehensive acquisitions information.

J. Gardner stressed a point made earlier by J. Winterkorn, that while many of the conference presentations focused on acquisitions, another important emphasis of the conference was on cataloguing, access and use of literary collections. The GLAM survey also attempts to reflect this.

4. The GLAM survey

C. Sheppard summed up progress with the survey to date, which has fallen into three main phases:

- existing GLAM members, who were sent the survey form in May 2006;
- other similar institutions (HE, national libraries/archives and author houses) which were not already members of GLAM;

- the colleges of Cambridge University: this phase of the survey is being administered by John Wells and is now near completion.

C. Fletcher is about to begin the survey of Oxford colleges, and F. Courage has agreed to survey some of the major public schools which hold literary papers of former pupils.

The survey of local authority archives and local studies libraries will be undertaken by advertising on relevant listservs and inviting responses. J. Travers also pointed out that some of this information is already in the public domain, via TNA's 'Accessions to Repositories' record (<http://www.nationalarchives.gov.uk/accessions/>).

Details of the forward-plan for the survey are outlined in the minutes of the 16/3/07 committee meeting (agenda item 3).

F. Baker thanked Rachel Foss of Swansea University Library for taking on the task of sending out reminders to the institutions targeted in phase 2 of the survey.

5. GLAM website

F. Baker invited members to submit (copyright cleared!) images for adding to the website, and to send her any suggestions for improving the site.

She plans to put together a 'useful resources' page, which will include: information on locating literary archives/MSS via standard resources like the Location Register, NRA, Archives Hub etc; and a bibliography of journal articles/publications relating to literary archives and manuscripts. Members are invited to forward any useful references for inclusion.

6. Matters arising from the GLAM committee meeting

C. Sheppard reported on the Archives in Museums SSN (detailed in agenda item 6 of the 16/3/07 committee meeting minutes). Other matters arising are covered elsewhere in the present minutes.

7. AGM business matters

7.1 Appointment of Chair and Secretary

The nominations for each office were:

Chair: Chris Sheppard (nominated by Jess Gardner).
Secretary: Fran Baker (nominated by Stella Halkyard).

In accordance with the constitution a nominal 'election' was held, but no votes were cast so C. Sheppard and F. Baker were duly appointed.

7.2 Secretary's report on membership

F. Baker reported that individual membership now stands at 95.

7.3 Chair's Report

C. Sheppard reported that John Wells had been co-opted onto the GLAM committee in October 2006. Following the morning's committee meeting on 16/3/07, Fiona Courage had accepted the invitation to join the committee, taking on particular responsibility for publicity matters. Jamie Andrews is also considering an invitation to join the committee.

C. Sheppard thanked the committee and everyone else who had undertaken work on the GLAM survey, as well as the GLAM members who gave presentations at the Manuscripts Matter conference.

During the course of its second year, GLAM has started receiving requests for support from member institutions putting together funding applications. To date, the committee has formally supported:

- The British Library in a bid to fund the acquisition of Harold Pinter's papers.
- Liverpool University in a bid to fund the acquisition of papers of the Liverpool Poets.
- Queen's University Belfast in a bid to fund an Irish Studies digitisation project, which includes a literary MSS element.

GLAM has also been approached by Word, the University of Aberdeen Writers Festival, about the 2008 festival, which will be focusing on literary archives and manuscripts. It is hoped that GLAM may have an opportunity to be involved.

In the autumn, C. Sheppard gave a talk on GLAM to a group of Special Collections Librarians in London.

8. A.O.B.

None.

9. Date and location of next meeting

J. Wells was thanked for organising the present meeting.

J. Travers agreed to investigate the possibility of hosting the next meeting at TNA, with speakers on DPA/FOI and copyright. In order to fit in with the survey timetabling, this is likely to take place during the first half of September. J. Andrews offered the British Library as an alternative meeting venue if TNA are unable to accommodate the event. Further details to be confirmed.