

**Meeting of the Group for Literary Archives and Manuscripts  
Wednesday 30 September 2009 at The National Archives**

**Minutes**

**Present:** Chris Sheppard (Leeds University Library, Chair); Fran Baker (John Rylands University Library, Manchester, Secretary); Helen Bartlett (Gloucestershire Archives); Helen Broderick (British Library); Fiona Courage (Sussex University Library); Christine Fauch (Exeter University Library); Chris Fletcher (Bodleian Library); Jacqui Grainger (Chawton House Library); Hannah Green (Seven Stories); Stella Halkyard (John Rylands University Library, Manchester); Dorothy Johnston (Nottingham University Library); Alysoun Sanders (Macmillan Publishers); Caroline Shaw (St John's College, Oxford); David Sutton (Reading University Library); Richard Temple (Senate House Library, University of London); James Travers (TNA); John Wells (Cambridge University Library); Susan Worrall (Birmingham University Library).

**1. Apologies for absence:** Jamie Andrews, Helen Bartlett, Rachel Beckett, Judy Burg, Gavin Clarke, Alison Cullingford, Nia Daniel, Sally Harrower, Katy Hooper, Julie Johnstone, Katrina Legg, Patricia McGuire, Richard Temple, Maureen Watry, Chris Webb, Anne Young.

**2. Minutes of the meeting held on 1 April 2009 at Sussex University, and matters arising**

The minutes were approved.

**3. GLAM survey: next steps (C. Sheppard)**

C. Sheppard reported on the committee's discussions about the survey recommendations (see committee meeting minutes item 4). He invited members to submit any comments or suggestions on the survey report.

**4. GLAM Cataloguing Working Party (C. Fauch)**

C. Fauch reported that the group had not been able to meet in September as planned, but a meeting is scheduled at Chawton House on 15 October. Some progress has been made since the last meeting: group members worked through ISAD(G) elements highlighting issues specific to literary archives/MSS, and these comments have now been collated into a single document by C. Fauch; this also includes mappings to two of the cataloguing systems used by group members (CALM and EAD). The group has also been working on augmenting the excellent term list supplied by Seven Stories, and F. Baker is maintaining this document. Various issues arose during the course of this work, which will be discussed at the forthcoming meeting, including: cataloguing born-digital literary material; authority records; subject indexing; and issues relating to the hierarchical nature of archive cataloguing (especially in relation to online catalogues).

C. Fauch had contacted some of the national repositories about in-house cataloguing guidelines, and has received a document from the National Library of Scotland.

At the next meeting, specific tasks will be parcelled out to group members, but given the small number of people involved, it may be necessary to call on other GLAM members

for advice in certain areas. The term list is likely to be circulated (as a living document) before the group completes its work.

#### **5. Access event held in April (F. Courage)**

See item 3 of the committee minutes for a summary. There was a positive response from those present who had attended the event; S. Worrall found it a useful introduction to the potential uses of literary archives in access work.

#### **6. Report on UK Literary Heritage Group developments (C. Sheppard)**

See item 2 of the committee minutes for a summary of recent developments.

#### **7. Future GLAM projects and developments (C. Sheppard)**

Work associated with the new Location Register project and the ICA are the two major projects in which GLAM will be involved in the near future.

It was generally agreed that a meeting focusing on the digitisation of literary papers would be useful, so the March meeting on this topic will be held at the John Rylands University Library. It was suggested that there was potential for this to fill a full day, with business meetings held on a consecutive day. SH will look into this.

#### **8. AGM business matters**

##### **8.1 Appointment of Chair and Secretary**

C. Sheppard stood down as Chair at this meeting. He was thanked for all the work he had done as leader of GLAM during its first four years. He had nominated S. Halkyard as his successor, and she was duly appointed Chair. F. Baker will remain in the role of Secretary for one more year.

##### **8.2 Secretary's report on membership**

F. Baker reported that individual membership now stands at 126 – an increase of 21 new members since the last AGM; new members come from a variety of backgrounds, including HE special collections in the UK and USA, archive courses, a literary society, a local authority archive and other specialist repositories. In early 2010 F. Baker will send out a notice to members asking them to reconfirm their membership; this means that membership numbers may be lower next year, but records should be up-to-date for handover to a new Secretary.

##### **8.3 Chair's Report**

C. Sheppard reported on GLAM's numerous activities since the last AGM, most of which had been covered in other agenda items. He also highlighted the issue of funding (see committee minutes item 3).

#### **9. A.O.B.**

J. Andrews had passed on some information about a current British Library exhibition which may be of interest to members: 'In a Bloomsbury Square: T.S. Eliot the Publisher'

is running until 6 December, and includes material from BL collections as well as previously unseen material from the Faber archive and the Eliot estate.

**10. Date and location of next meeting**

The next meeting will be held at the John Rylands University Library in Manchester in March 2010 (date tbc).