

**Meeting of the GLAM Committee
Hull History Centre
4th March 2011**

Minutes

Present: Jamie Andrews (JA), Fran Baker (FB), Judy Burg (JB, Secretary), Fiona Courage (FC, Treasurer), (CF), Chris Sheppard (CS), David Sutton (DS, Chair), James Travers (JT), John Wells (JW), Zoe Wilcox (ZW, Web Officer).

1. Apologies: Chris Fletcher

2. Minutes of the Committee meeting held on 24 September at University of Leicester, and matters arising

The minutes were approved.

No matters arising not covered in agenda

3 Committee membership / numbers

Stella Halkyard has decided to step down from the committee as well as her role as Chair. For the purposes of membership numbers, James Travers is considered an advisor to the committee, rather than a member of it.

Jamie Andrews no longer has significant involvement specifically with literary papers at the British Library and so proposed that Rachel Foss should take his place on the committee.

FB had drafted changes to the constitution to take account of proposals for a GLAM bank account and web officer.

Actions:

FC and ZW to draft description of role/responsibility for Treasure and Web Officer respectively. Once these are available JB to circulate new draft constitution to the committee and then to the membership in advance of the meeting/AGM in the autumn.

4 Cataloguing Working Party

The CWP has met twice since the last committee meeting.

Good progress has been made with term list – the aim is for this to go live on the website this summer or possibly earlier. The intention is that this will be a living document – people can submit additions or amendments to it and it would be updated periodically.

Progress is also being made on draft guidelines for cataloguing literary papers – based on ISAD (G) members of the CWP are working on separate ISAD (G) elements. This is intended to be a more permanent document and more formal – perhaps reviewed every few years.

The work of GLAM CWP was reported to the Data Standards group of ARA (via a colleague of FB's) and it might be worth consulting the group more formally at later date.

There are currently five active members of the group. Chris Faunch will stand down after next meeting – so the group might then have a rotating chair.

The CWP might also consider arranging a study day – about queries, issues and best practice – for para professionals, curators volunteers etc.

5 Website

GLAM now has an independently hosted website at glam-archives.org.uk. It should be more easily findable via google and independent of the JRUL Manchester server.

The site is built on wordpress which is blogging software. This imposes some constraints – but not too many. Most of content has been transferred apart from new acquisition information in survey results data – this will take longer – but is possible.

The old blog entries haven't yet been transferred – currently there is just link to old blog. Lots of GLAM members have offered new images to add to the site. Other remaining tasks include updating links to external sites and also to update other sites which link to the glam website.

ZW will have an e-mail address based on the new website. There is also the option for a generic e-mail address. This has the advantage of being accessible by more than one person, but with the risk that e-mails go un-answered. There might be the option for messages to a generic address to be forwarded to a specific GLAM officers main e-mail address, so this is something that might be useful in future. Otherwise individual committee members can have their contact details displayed on the site.

There was discussion about visual identity – members agreed that it was appropriate to make a fresh start with the new website and that it might be desirable for GLAM to have a logo at some point.

Expenditure so far: £20.98 – web hosting for 1 years domain name for 2 years.

Future expenditure: external hard drive would be useful and would provide permanent storage for the site – again, independent of web officer (or portable between web officers).

Vote of thanks for Zoe for all the work and also to Jan Whalen at JRUL for her previous work.

ZW to look at wordpress forum to check options for copying / transferring existing GLAM blog material to new site

JB to send out e-mail to members to ask them to check links to their pages - and also to update links to the new GLAM site.

6 HLF consultation

The Deadline for responses is 26 April. The issue is also being discussed at UKLH. There was a discussion about whether or not we should submit a response jointly with UKLH. It was felt that GLAM could make a meaningful separate response.

One specific argument to make in our submission is the relative difficulty of funding acquisitions now (compared to 1990s) – perhaps funding was too easy but, now it is too difficult, especially for university libraries.

Hlf have already changed rules re match funding, so are clearly open to suggestions as to how their funding could be more accessible and more helpful.

One example might be altering the criteria for bids for rushed purchase – to enable repositories to work out access plan after the purchase (rather than having to include it in the bid for purchase funding)

There was a discussion about decisions on which fund to apply to in the case of purchases (particularly for universities) the NHF is mainly concerned with pre-eminence and should be a last resort - but the chances of success in applying to HLF is an unknown quantity.

Proposal that the Glam response could append some case studies – eg post acquisition achievements

Actions:

JB to send e-mail out to gather examples and case studies

CS to draft glam submission – c.3 paragraphs

7. GLAM bank account

GLAM has received £100 from the Kipling Society – with which to set up our bank account.

GLAM also needs an income – to pay for website, also for events, etc. Committee members are encouraged to think of local literary and other groups which might contribute funds

Money – would be one-off sum for the donor (ie rather than a regular contribution) with the main use as float to fund events which would then hopefully pay for themselves.

Actions:

FC to write to the Kipling Society to thank them for their donation and also to ask whether they are happy for us to publicise their support. .

8 Focus and location of next general meeting

The next meeting will be held at the British Library on 3rd October. It will cover translation / translators / non-English literary papers and will be badged as a joint BL / GLAM event.

JA and RS will co-ordinate content , which is likely to be in the form of panels & shorter – 20 minute presentations, interviews, etc.

It was agreed that discussing the next-but-one meeting was a useful practice to follow.

Action:

JB to send out e-mail asking for offers for hosts and suggestions for content for spring 2012

JA and RS to co-ordinate content for October 2011

9. A.O.B:

Information from DS – relating to ICA activities.

A proposal for a joint session with GLAM NA for the SAA meeting in Chicago in August has been accepted. It will be a joint presentation on international collaboration in literary archives – Heather

Dean & David Sutton will represent GLAM NA. The session will also highlight the work of the ICA section on literary archives

October 2011 – Congress of ICA in Spain – sessions relating to different aspects of literary archives in different countries. The ICA needs to address the fact that in many countries literary archives are held not in archives, but in libraries – so curators are members of IFLA rather than ICA. There is a need to bring both categories of institutions together to cover issues relating to literary archives. ICA is also hoping to bring more libraries into membership of literary archives section of ICA David will be putting himself forward as president of the literary archives section for 4 years.

JB and Simon Wilson (Digital Archivist at Hull History Centre, working on a literary collection) will also be attending SAA and should be able to attend the GLAM-NA session.

10 Date of next committee and general meeting

This will 3rd October 2011 at the British Library