

**Meeting of the GLAM Committee
Wednesday 30 September 2009, The National Archives**

Minutes

Present: Chris Sheppard (CS, Chair), Fran Baker (FB, Secretary), Fiona Courage (FC), Chris Fletcher (CF), Stella Halkyard (SH), David Sutton (DS), James Travers (JT).

1. Apologies: Jamie Andrews, John Wells.

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

The minutes were approved. Matters arising: CS reported that Michael Holroyd is standing down from the UKLH Group; a main preoccupation of the Group at present is seeking to influence appropriate political figures in anticipation of a general election. JA had also submitted two points relating to the UKLH Group:

- The group is looking for brief case studies of successful fundraising bids, ideally one example of HLF funding, one MLA/V&A PGF, and one NHMF. It was agreed that the best way of achieving this would be a call for information from GLAM members by JA.
- Following discussion by UKLH, JA enquired whether the committee would like him to do some further investigation into the possibility of extending the VAT concessions afforded by Section 33A of the VAT Act (currently only relevant to museums and galleries) to university repositories of literary manuscripts and archives that are freely accessible to the public; this would be easier than making unbound MSS exempt from VAT, which would require legislation at European level. The committee unanimously welcomed this investigation, which had been recommended in GLAM's survey report.

Actions:

- *JA: draft call for information for circulation by FB.*
- *JA: do some further work on Section 33A of the VAT Act.*

3. Access event held at Sussex in April (FC)

FC reported back on the access event, which was a great success. There were 25 attendees from various backgrounds; speakers came from the Universities of Durham, Exeter, Manchester and Sussex, East Sussex Record Office, the Scottish Poetry Library and the Tennyson Research Centre. Feedback was very positive with people promising to take ideas away from the event and put them into action; there was also a very good social atmosphere. Attendees made various suggestions of how GLAM could take things further in this area, including: running further information sharing events like the Sussex one; drafting guides to online teaching resources to establish best practice; talking to teachers; exploring potential for inter-institutional partnerships in putting together access projects; and showcasing the kinds of activities already taking place more visibly.

The possibility of establishing an access working group along the lines of the current cataloguing working group was also raised.

In the medium-term, it was agreed to create a new access page for the website; FB will also arrange for an annual call to go to GLAM members for information on access initiatives (which will also take forward Recommendation 16 of the survey report).

One issue highlighted by the Sussex event was GLAM's lack of a budget, which caused organisational problems. In the absence of anyone willing to take on the role of treasurer and deal with subscriptions, it was agreed that GLAM should seek a funding body which might provide a small pot of money to draw on as necessary. DS will look into this.

DS also reported that he is currently putting together a funding application to the Arts Council, which if successful might include some money that could be diverted into the GLAM website.

Actions:

- *FC: provide FB with copies of presentations given at Sussex, and text for a new access page on the GLAM website.*
- *FB: put out call for information on access projects towards the end of 2009.*
- *DS: pursue funding opportunities.*

4. GLAM Survey: next steps (CS)

No comments on the survey report had been received from GLAM members or the archive community during the consultation period. CS ran through the recommendations set out in the report, and the following points were discussed:

R1: FB has edited the headline statements and Jan Whalen (who maintains the GLAM website) has created some trial pages. Before the end of the year, DS will send out a permissions request to all contributors; when an agreed number of permissions are received, the relevant entries will go live, and the resource will be added to over time. DS hopes that the first stage of the renewed Location Register project work will involve identifying gaps in these headline statements, and expanding the resource to include other institutions.

R2: TNA expects to issue new guidance on collection development shortly and it was agreed that its announcement would offer an occasion for GLAM members to be reminded of the other guidance openly available from TNA.

R3: JT reported that TNA is currently surveying collecting in university repositories, which may help with identifying gaps in collecting activity. CF stressed the importance of consulting users of literary archives about this, and suggested this might form the theme of a future workshop or conference along the lines of the recent access event. SKH pointed out that writers are another important stakeholder in collecting activity: archivists should be looking at current literary activity and deciding what needs to be documented in archives for the future. DS reported that the newly-established North-American sister organisation to GLAM (GLAM NA) has set user-consultation as its first priority, with a view to producing guidelines on the use of literary archives; it was suggested that GLAM might draw on the results of their work.

R4: this recommendation is being taken forward in the first instance by the renewed Location Register work.

R5: SKH reported on a content analysis exercise currently being carried out across all collections at the JRUL, but this recommendation is not actively being taken forward by GLAM at this stage.

R6: the Location Register will be collecting data about born-digital archives which have been acquired in recent years. CF reported on the Bodleian's FutureArch Project which is setting up an infrastructure to deal with hybrid and digital archives; some processing and documentation of digital collections has already taken place there. DS suggested that this is an area where best practice might be shared on an international level via his work on reviving the Literary Section of the ICA.

R11: information on funding and funding applications might form the subject of a future meeting.

R15: CS stressed that member institutions should be prepared to share information about the processes of valuing collections, although not necessarily the actual sums paid for purchases.

Actions:

- *FB:*
 - *check responses to previous call for permissions to use headline statements and report to DS.*
 - *provide DS with contact details for contributors of headline statements.*
- *DS:*
 - *draft and send out permissions email re. use of headline statements.*
 - *contact Heather Dean at the Beinecke re. GLAM NA's user consultation/guidelines project.*

5. GLAM Cataloguing Working Party (FB)

In the interests of time, this item was deferred until the general meeting, where Christine Faunch was to report back on progress.

6. GLAM NA (FB)

FB had been in contact with Heather Dean at the Beinecke Library (Yale University), and reported on the newly established GLAM NA group. To date the new group is largely Beinecke-based, but they are seeking wider recruitment via conferences, and hope to develop a listserv and website. As reported above their first project (summer 2010) will be a user study from which they intend to acquire information that will enable them to draft some general 'how to' guidelines for researching in literary archives. Ideas for future projects include: symposia and conferences; workshops with academics and students on conducting research in archives; and collaborative processing projects (e.g. by working with student interns).

GLAM NA were keen to obtain formal permission to adopt GLAM's name – which the committee were happy to grant.

7. Focus and location of next meeting

It was agreed that the digitisation of literary archives/manuscripts would form a useful focus for the next meeting, and SKH offered to host this at the Rylands, which has recently completed a major JISC-funded project to digitise its Middle English manuscripts.

There is still an open invitation from Leicester University to host a meeting, and it was suggested that the second 2010 meeting might be held there.

Actions:

- *FB: contact Alex Cave re. holding September 2010 meeting at Leicester.*

8. Officer nominations/role of Chair (CS)

CS was standing down as Chair; the Committee offered a vote of thanks to him for his work as Chair since GLAM's inception. He had nominated SH as his successor.

9. Date of next committee and general meetings

The next general meeting will be held at the John Rylands University Library in March 2010 (date tbc); the committee meeting is likely to be held on the same day.