**GLAM Committee Meeting at the John Rylands Library, University of Manchester**

**10:45-11:45am 1st October 2015**

**In attendance:**

David Sutton (Chair); Joanne Fitton (Secretary); Fran Baker (Treasurer); Rachel Foss; James Travers

1. **Apologies**

Sophie Baldock (Web officer); Charlotte Scott; John Wells

1. **Minutes of meeting held on 22nd May 2014**
* Minutes from the British Library were agreed to represent a true record.

**Matters arising:**

**ARC**

The deadline for articles is drawing near (23rd October reported to members). Committee asked to consider articles (DS potential article on international work; RF article on screenwriters; JT collecting matters section).

**ACTION**: JF to flag to members and contact speakers from last meeting. Report back to committee if problems nearer to deadline

**Orphan works**

Consideration being given to distributing the document in its current form to the membership

**ACTION**: to be agenda item and distributed to committee with papers for spring meeting

**Archiving the Arts**

Planning 1-2 events per year. First will be 4th March at the British Library – conference on exhibitions and the creative curatorial role of archivists

1. **Chair and Secretary communications received (DS/ JF)**

DS met with John Chambers (ARA CEO) and Geoff Pick (ARA Vice-Chair). It was agreed that GLAM would be considered an informal section of ARA. News from GLAM with wider interest will be distributed to all ARA members. The recent Authors and their Papers report will be sent to ARA members in the next e-news bulletin.

**ACTION**: JF to report to committee when e-newsletter appears

JF has distributed a number of job adverts and ‘press releases’ from members via the membership distribution list

1. **Treasurer’s report (FB)**
* The account balance stands at £307.90
* The committee agreed that GLAM is to remain a free organisation. Members will not be asked to pay subscriptions
* GLAM should continue to charge for large scale events (e.g. cataloguing creativity)
* Committee members to make approaches to potential donors/ organisations that could offer support. Not looking for large amounts

**ACTIONS:** Committee members to report back on approaches being proposed/ made

1. **Cataloguing Working Party (FB)**
* The group has met once since the last meeting
* Three new members have joined Simon Wilson (Hull History Centre); Joanna Norledge (British Library); Ramona Riedzewski (Victoria and Albert Museum)
* The group is still appealing for more members
* Concentrating on descriptive cataloguing for digital archives. Group is working on a template for cataloguing and testing its use with real collections
* Planning for a digital cataloguing event in the spring. This would be a joint event with the ARA Section for Archives and Technology
1. **Web officer’s report (SB)**
* Full report distributed to committee in advance
* Committee expressed gratitude to SB for all her work. Happy for work to continue tidying up structure of site. Comments should be removed. Agree twitter should not be investigated further.
* Blog will be focus of activity. Continue to encourage members to send their articles for re-blogging and use of institutional news from meetings
* Minutes should remain on the site
* UKLHG papers and minutes should have a home on the site

**ACTIONS:** JF to feedback to SB; SB and RF to liaise to create a space on site for UKLHG

1. **Survey on rights in literary collections (RF)**
* Survey form is complete. Will be circulated to members in the next week. Returns will be 6 weeks from now. RF to report back at Spring meeting

**ACTIONS:** JF to circulate to members and SB to add to website.

1. **Meetings 2016**
* 11th April 2016 – Brotherton Library , Leeds. Literary houses will be a strong enough theme.
* Sept/ October 2016 – LMA/ BL – Interpretation and new audiences, to cover Archiving the Arts, Arts Council, Public Engagement. Work needs to begin on this.

**ACTIONS:** JF to approach Bronte Parsonage; FB to approach Gaskell House. DS, FB, RF, CS to begin discussions about content/ structure of Autumn 2016 meeting. JF to prompt all committee about plans for meetings early December 2015