

**Meeting of the Group for Literary Archives and Manuscripts  
Thursday 25 March 2010  
The John Rylands University Library, University of Manchester**

**Minutes**

**Present:** Stella Halkyard (JRUL, Chair); Fran Baker (JRUL, Secretary); Helen Broderick (British Library); Judy Burg (Hull History Centre); Alex Cave (David Wilson Library, Leicester University); Fiona Courage (Sussex University Library); Alison Cullingford (J.B. Priestley Library, Bradford University); Nia Daniel (National Library of Wales); Christine Fauch (University of Exeter Library); Chris Fletcher (Bodleian Library); Rachel Foss (British Library); Rose Goodier (JRUL); Hannah Green (Seven Stories); Dorothy Johnston (Nottingham University Library); Martin Killeen (Academic Services, Birmingham University); Jo Klett (Sydney Jones Library, Liverpool University); Matthew Schofield (Manchester University); Caroline Shaw (St John's College Oxford); Chris Sheppard (Brotherton Library, Leeds University); David Sutton (Reading University Library); Richard Temple (Senate House Library, London University); James Travers (TNA); Diane Tyler (Ruskin Library, Lancaster University); John Walker (Kipling Library); Maureen Watry (Sydney Jones Library, Liverpool University); Christopher Webb (Borthwick Institute, York University); John Wells (Cambridge University Library).

**1. Apologies for absence:** Jamie Andrews, Rachel Beckett, Iain Brown, Andrew Carlin, Louise Clough, Jo Elsworth, Philip Endean, Jessica Gardner, Jacqui Grainger, Katy Hooper, Sarah Lawrance, Katrina Legg, Patricia McGuire, Ed Potten, Samantha Rayner, Ramona Riedzewski, Nicholas Robinson, Bethany Sinclair, Wendy Thirkettle, Grace Timmins, Jan Wilkinson.

**2. Minutes of the meeting held on 30 September 2009 at The National Archives, and matters arising**

The minutes were approved. Matters arising:

- UKLH Group: continues to work behind the scenes on taxation issues, although is unlikely to make any progress until after the General Election. The Group is interested in the new Location Register work.
- D. Sutton briefly outlined progress with the Location Register project (see committee minutes, item 8 for details). He is putting together a fuller list of name authorities, along with information about the principal locations of archives/MSS of each author represented.

**3. Report from the GLAM Committee meeting (Stella Halkyard)**

S. Halkyard reported on the morning's committee meeting; see committee meeting minutes for details.

- It was generally agreed that the Committee should act on GLAM's behalf in relation to advice on export stops; the Committee would contact specific individuals from the membership if necessary in any particular case.
- Web Officer role: volunteers to take on this role will be sought; members were invited to contact F. Baker if they are interested in this. Discussions as to how

the website will be managed in future can be held after one or more volunteers have come forward.

#### **4. GLAM Cataloguing Working Party (Christine Faunch)**

C. Faunch reported on the group's progress:

- A term list has been produced, based on a document supplied by Seven Stories; this will be mounted on the GLAM website in due course. It is very much a living document, and comments and further contributions are welcome. Members should contact F. Baker in the first instance with any additions or suggested amendments.
- The group has identified specific elements of ISAD(G) where guidance would be particularly useful in relation to cataloguing literary archives. Guidelines, with examples from member institutions, are in the process of being put together. These will also be mapped to fields in EAD, CALM and MARC 21. When the core elements are complete these will be circulated to the membership.
- A bibliography of useful sources for cataloguing literary papers is being compiled.
- The group has also identified some areas where training sessions would be useful, notably in the area of subject indexing. This will depend on demand and funding; they will probably have to take place after GLAM has set up a bank account.
- The group's next meeting will take place before the general GLAM meeting, so further progress will be reported then.

#### **5. Next GLAM issue of *ARC* (Rachel Foss)**

R. Foss reported that following the success of last year's GLAM issue of *ARC* (the monthly magazine of the Society of Archivists), this May will see a second issue devoted to literary archives. There will be pieces by Christine Faunch on the Cataloguing Working Party, Jo Klett on the Liverpool Poets Project, Fiona Courage on the Mass Observation archives, Alison Cullingford on the J.B. Priestley Archive, and Ifor ap Dafydd on the Welsh Literature Archive Project at the National Library of Wales. There are two contributions from the British Library – on the use of Twitter by the archivist cataloguing the Peggy Ramsay Archive, and a piece on the Royal Literary Fund Archive. Stella Halkyard is the subject of the 'In Conversation' feature.

Non-SOA members can obtain copies from R. Foss. Contact F. Baker in the first instance.

R. Foss stressed that articles on literary archives are welcome as standalone pieces in other issues of *ARC* throughout the year. She also announced the introduction of a new 'Opinion' feature in the magazine, which it is hoped will provide a forum for debate and discussion, and for which contributors are sought.

#### **6. A.O.B.**

F. Baker reminded members that she will be standing down as Secretary this year, so the committee will be seeking someone else to take on this role.

#### **7. Date and location of next meeting**

The next meeting will be held at Leicester University in September/October 2010, date and topic tbc.