

HISTORIC LIBRARIES FORUM

BULLETIN No. 38 **September 2017**

The autumn Bulletin, as usual, marks the opening of booking for our November conference, which will take place at Lambeth Palace Library on Monday 13th November. The Committee wanted this year's conference theme to reflect the changing nature of danger to collections; not only sale and dispersal, but poor facilities, continual staff change and a creeping reduction of professional staff time. That said, we are continually uplifted by Historic Libraries who make the best of difficult situations, and wanted to celebrate this on the occasion of our 25th anniversary. We are therefore delighted to announce "Keeping the glass half full: strategies for the future", presenting encouraging stories from those who do a lot with a little, or have taken positive action in the face of dramatic change. This includes a keynote paper from Duncan Chappell on the Glasgow School of Art fire and news from Lambeth Palace Library, our hosts, on (literally) building a new library and archive service. Full details and a booking form are appended to this Bulletin.

Beyond the conference, Forum-related news centres on the release of our Library Management System Survey results, details of which can be found below. The Forum continues to work on its web presence, with a new website purchased and plans for content migration moving forwards. This will eventually mean a new web address, which should be ready for release by the next Bulletin. In the meantime, please continue to send in images of your libraries for our rotating Facebook/Twitter headers. We also welcome suggestions for future events and workshops.

This issue we are pleased to include event reports from two groups which have representatives on our committee: Gudrun Warren reports on CALCA (the new name for the Cathedral Libraries Association), and I give a brief overview of the CILIP Library & Information History Group conference I attended in July. The occasion of the Forum's 25th anniversary this year has given cause for us to reflect on our purpose, and to remember that the Forum was conceived in part to facilitate discussion between such groups, which is why they are represented within the committee (APML, RBSCG, LIHG, CALCA, ILA). The visit to Spalding Gentleman's Society taking place on 17th October, advertised in this issue, exemplifies the type of joint event which we will seek to do more of in future, whilst continuing our own independent programme.

Building on the success of last issue, this Bulletin contains another account of the mentor-mentee experience under the Forum's mentorship scheme. Thanks are due to former vice-chair and mentorship secretary, Ed Weech, for introducing Sarah and Sue, and to Sarah and Sue for sharing their experiences of the scheme. Their story can be found towards the end of the Bulletin.

As ever, we would urge members contact the us if they become aware of any threats to historic libraries or collections (closures, sales of assets, reduction of services). Please also get in touch if you would like to share anything which might be of interest to the Forum membership, or if you simply need advice. Contact details are available on our website: <http://www.historiclibrariesforum.org.uk/hlf/committee.html>

Jill Dye, Chair

NEWS

HISTORIC LIBRARIES FORUM ANNUAL CONFERENCE 2017

We are pleased to announce that booking is now open for our 2017 conference, *Keeping the glass half full: Strategies for the future*, which will be held at Lambeth Palace Library on Monday 13th November. Full details and booking form can be found at the end of this Bulletin.

LIBRARY MANAGEMENT SYSTEM SURVEY RESULTS

Results from our Library Management System survey, conducted in Spring this year, have brought some fascinating insights into the LMS lives of some of our members. The survey received 37 respondents, many of whom gave very extensive and valuable reviews of their current systems. A core theme arising from the survey is that one size does not fit all; comments recorded that most vendors do not respond to the needs of the sector because of its small size, or, for those with historic collections based in larger institutions, that their LMS criteria were subordinate to the needs of other library services. Whilst it has been difficult to draw further conclusions about the sector as a whole from the responses, the feedback on individual systems (functionality, support, migration experiences) will be invaluable for any libraries currently looking to move to a new LMS.

Survey responses (provided anonymously) are presented in full on the publications section of our website. Please note that comments appear exactly as they were submitted: <http://www.historiclibrariesforum.org.uk/hlf/publications.html>

LIBRARY AND INFORMATION HISTORY GROUP

Committee vacancy: Chair required

The Library & Information History Group is seeking a new Chair to lead the group starting January 2018. The Chair is the lead officer for the Group and is responsible for coordinating activities, ensuring that the core offer and annual priorities, as set out in the group's business plan, are met and acting as key spokesperson for the Group. In practice this means: leading the committee meetings, liaising with CILIP, preparing the annual report and business plan and helping to promote the interests of the group and its members. The Group holds four committee meetings per year: two in-person and two online, via email. The Chair is expected to attend and participate in all four meetings.

This is an excellent opportunity to gain management and leadership skills and to promote the history of libraries and information. The committee is proactive and enthusiastic and the Group regularly organises visits, talks and events that attract a wide and diverse audience.

Please note that this is a volunteer role and is not a paid position. The candidate must be a member of CILIP or willing to join in January 2018. Reasonable travel expenses to attend committee meetings and events are reimbursed.

<https://www.cilip.org.uk/library-information-history-group/news/committee-vacancy-chair-library-information-history-group>

CANTERBURY CATHEDRAL

Job vacancy

Canterbury Cathedral is currently recruiting for a Librarian, but the deadline is fast approaching, so don't delay if you're considering applying.

Canterbury Cathedral's Archives and Library holds an impressive collection of archives, manuscripts and printed books, with the earliest items dating from the late 8th century. The Library contains about 50,000 books and pamphlets, with 30,000 books and pamphlets printed before 1900. The printed collections are particularly rich in books on church history, theology, national and local history, travel, natural science, medicine and the anti-slavery movement.

We are seeking an experienced Librarian to join the Cathedral's Archives and Library department team. As Librarian you will take responsibility for managing and maintaining the printed book collections to a high standard, assist in the provision of a high quality reader service, conduct group visits, supervise and train volunteers and manage the cataloguing of library collections. You will maintain close links with local partners and owners of collections on loan.

Applicants will be a holder of a professional qualification in librarianship or equivalent experience, have experience of working with rare book collections, have a strong administrative background and be able to work flexible hours when necessary.

Applicants should note that applications may be shared with local partners.

Closing date for receipt of completed applications is Wednesday 4th October 2017

Interviews are expected to take place Wednesday 18th October 2017

For details and how application please go to: <https://www.canterbury-cathedral.org/get-involved/employment/vacancies/>

PRIVATE LIBRARIES ASSOCIATION

Forthcoming publication announced

The Private Libraries Association is publishing a catalogue of 1700 books and 850 pieces of ephemera printed in private houses in the 18/19 centuries, in early 2018. It will be issued free to members for both 2017 and 2018, membership costs £30 a year, and you get all copies of our quarterly journal *The Private Library* issued during the year. The catalogue has taken thirty or forty years to compile. The two volumes will cost £80 to non-members.

To be included in the distribution of free members' copies of the ordinary edition, application for PLA membership needs to be made before the end of November 2017 (also entitling you to six copies of the journal for 2016, including a double number devoted to a full account of the Caradoc Press).

Application to join should be sent to Jim Maslen, 19 Eden Drive, Hull HU8 8JQ

OR by email: maslen@maslen.karoo.co.uk

For more information about the PLA please visit <http://www.plabooks.org/>

UPCOMING EVENTS

Thursday 12th October 2017

National Libraries Week

Celebrate National Libraries Week with a free walking tour introducing the capital's fascinating library history. Twenty-first century London contains some of the finest book collections in the world but this walk focusses on their forebears. From Bloomsbury to the City, Alice Ford-Smith (Bernard Quaritch Ltd) will guide you through London's streets and alleyways to uncover the ghosts of libraries past.

<https://www.eventbrite.co.uk/e/a-walk-through-londons-library-history-cilip-library-information-history-group-for-national-tickets-35455033961>

Monday 16th October 2017

The Cranston Lecture 2017

In aid of the funds of the Cranston Library the Trustees invite you to attend The Cranston Lecture for 2017

Location : St Mary's Church, Chart Lane, REIGATE, RH2 7RN at 7.00 pm for 7.30 pm

Speakers: Dr Andrea Thomas *Martin Luther and the Reformation after 500 years*
Sean Hawkins *Thomas Martin and Reigate's Second Public Library*

Refreshments will be served in the interval. The Trustees regret that owing to organ restoration works the library will not be open to visitors this year.

THE CRANSTON LIBRARY, founded in 1701 by the Revd Andrew Cranston, is situated in a small chamber above the vestry in St Mary's, the parish church of Reigate. It was probably the first

public lending library in England and contains works of literature, history, geography, mathematics and classics as well as theology. The library is a charity managed by a board of trustees who endeavour to maintain it as an early 18th century library. Many of the books have been there since its foundation, and funds are always needed for conservation.

Replies and contributions (cheques payable to The Cranston Library) to:
Dr Andrea Thomas, 56 Kingsgate Street, Winchester, SO23 9PF

Registered charity No: 237990

Tuesday 17th October 2017

Spalding Gentlemen's Society visit

CILIP's Library & Information History Group and the Historic Libraries Forum are delighted to announce a joint visit to Spalding Gentlemen's Society.

The Spalding Gentlemen's Society (SGS) was founded in 1710 by Maurice Johnson II 'The Antiquary' (1688-1755) as a provincial counterpart to the Royal Society and Society of Antiquaries of London, and as a sociable meeting place for scholars of all disciplines. The members' first project was to take charge of the Spalding parish library and the library of the grammar school, and to establish a library and archive of their own. On joining, members – who included William Stukeley, Sir Richard Ellys, Edward Harley, Alexander Pope and John Gay, as well as dozens of local doctors, lawyers, merchants and gentry – donated books to these libraries, and paid weekly subscriptions into a book fund. Their activities are recorded in meticulously detailed, heavily illustrated minute books and in thousands of letters and essays, all of which survive in the SGS's archive. The current SGS museum was designed in 1911 as a series of readings rooms set in a cabinet of curiosities, an arrangement it retains to this day.

For booking please follow this link: <https://www.eventbrite.co.uk/e/visit-to-spalding-gentlemens-society-cilip-lihg-historic-libraries-forum-tickets-37268803996>

Thursday 19th October 2017

Conference: Collectors and the Country House Library, Strawberry Hill House

The shelves of Horace Walpole's Library at Strawberry Hill, emptied in the great sale of 1842, have recently been filled with the loan of books from the library of Aske Hall, North Yorkshire. To celebrate this event we are holding a study day on the Country House Library. Particular themes of the study day are the evolution of country house libraries, and especially how the libraries of art collectors such as Walpole support and enrich our understanding of their broader collections. Country house libraries may develop over generations of owners, but they may also strongly reflect the personality and interests of one collector, whether as bibliophile or in the broader history of collections of works of art. We will be looking not only at Walpole, but at a broad range of other collectors and their collections to show how much these libraries can reveal.

Details can be found here: www.strawberryhillhouse.org.uk/events
Or e-mail Claire Leighton at claire.leighton@strawberryhillhouse.org.uk

Tuesday 31st October 2017

History Day, Senate House Library

The next History day will be held on 31st October 2017. It will include an open history fair of libraries, archives and other research organisations. You will be able to visit over thirty stands, all of whom are ready to help you with your research. There will also be research clinics and sessions on libraries, archives, digital research and public history.

<https://historycollections.blogs.sas.ac.uk/history-day-2017/>

Tuesday 21 November 2017

Celebrating the 50th Anniversary of LIHG's Journal: Library & Information History.

CILIP HQ, 7 Ridgmount Street, London

Join former editors of *Library & Information History* for a reflection on the changing landscape of library and information history in celebration of the journal's 50th anniversary.

Schedule

12:30-1:30 Registration with lunch

1:30 Welcome from the current LIHG chair, Renae Satterley

1:45 Keynote: Journals and the Study of Library & Information History, Graham Jefcoate

2:30 Roundtable: Reflections

3:15 Break

3:45 Liz Colquhoun, Publisher of the Library & Information Science portfolio at Taylor & Francis

4:00 Roundtable: Futures

4:30 Closing remarks

Both roundtables will consist of former editors of *Library & Information History* including Alistair Black, Peter Hoare, Keith Manley, Mark Towsey and Toni Weller, as well as current Reviews Editor, Karen Attar. A reception will follow at Maggs Bloomsbury

This event is free but booking is essential: <https://www.eventbrite.co.uk/e/celebrating-the-50th-anniversary-of-lihgs-journal-library-information-history-tickets-32812783920>

July – December 2017

Exhibition: Hunting Stolen Books, St Patrick's Cathedral, Dublin, Marsh's Library

For more information visit <http://www.marshlibrary.ie/digi/exhibits/show/stolen-books>

Saturday 20th January 2018

Palaeography Study Day, Institute of English Studies, Senate House, London

The Institute of English Studies will be offering a number of short courses on 20th January on the study of Palaeography. For more information on the courses available, and to book, please follow this link: <https://www.ies.sas.ac.uk/study-training/short-courses/palaeography-study-day>

Friday 1st – Sunday 3rd June 2018

Independent Libraries Association Annual Meeting

This year's ILA conference will be jointly hosted by the Leighton Library, Dunblane and the Library of Innerpefferay. Further details and a call for papers will be released shortly: www.independentlibraries.co.uk

EVENT REPORTS

CALCA: the Cathedral Archives Libraries & Collections Association

By Gudrun Warren

Awareness has been growing in cathedrals for the need to manage objects as well as paper collections. Some cathedrals have accordingly appointed collections managers, whilst others have made wider collections care part of the remit of existing members of staff, often those already responsible for libraries or archives. The Cathedral Libraries and Archives Association (CLAA) has been discussing the need to reflect the changing environment within its name and constitution. At the annual meeting on 19 June 2017 (see below for fuller report on the day), the new name and constitution was formally adopted. As well as reflecting within the name the higher profile of collections, the new constitution commits to representation on the committee for each of the three areas of interest, whilst retaining connections with Chapters by having a Dean as Chair and a Canon with responsibility for these areas of work as Vice-Chair of the Association. Following the adoption of the new name and constitution, the existing committee has been re-elected to oversee the shift to the new committee structure, which we hope to establish at the next annual meeting in 2018.

The AGM also heard from Janet Berry of the Cathedrals Fabric Commission for England (CFCE) about work regarding inventories. The production of an inventory of items of historical, archaeological, architectural and artistic significance is a requisite upon all cathedrals. The guidelines were last revised in 2001, so are now being reconsidered in line with current museum basic, good and best practice and digital resource possibilities, also to make them more accessible to those working to apply them, people who range from museum trained professionals through to willing volunteers and professionals trained in parallel fields. Any changes to guidelines have to be passed by Synod.

The annual meeting for 2017 was held at Canterbury Cathedral, where we were hosted by the Library and Archives, and presentations were around a theme of projects. Canterbury is currently involved in a multi-million pound project to undertake essential fabric maintenance, in particular restoration work to the west towers and nave roof, in conjunction with collections development and interpretation. The project manager provided an overview to the project, its aims, and the position so far, including an insight into the aesthetic requirements for scaffolding – as the building remains open to visitors and worship during the building work, there is a requirement to maintain the building's appearance as attractively as possible.

The Dean of Rochester treated us to a very open and honest assessment of undertaking Heritage Lottery funded projects, in which he reflected on the need to plan well in advance, to plan for the unexpected (having identified the optimal position for a new lift shaft, they were unable to proceed when archaeological work revealed some internationally significant stonework), to build leeway for the unexpected into both timings and finance, and to consider sustainability of your project after the funding has come to an end.

York Minster's "New citizenship project" is working with the team who helped the National Trust refocus their promotional message to ask how to motivate visitors to participate more fully through engaging with them as citizens rather than as consumers. Using collections to engage visitors on a personal level is a key aspect to enabling the wider mission of the Minster.

Canon Christopher Irvine of Canterbury Cathedral spoke about the place of visual arts in cathedrals; how art in cathedrals can encourage people to look at the art, then at themselves and the world. The role of cathedrals may be to encourage consideration of how that world could be reimagined through theological engagement with the art.

Declan Kelly introduced the work so far towards the building of a new Lambeth Palace Library. Much care has been taken in this project to anticipate some of the problems to which the Dean of Rochester alluded: so archaeological investigations have begun before building contracts have been allocated, so that even if significant finds are discovered their investigation can proceed without builders being paid to do nothing whilst awaiting the result of the archaeological work. The architects working on Lambeth Palace have provided innovative solutions to the contextual issues of the site including a Grade 2 listed garden, environmental sensitivity, the conservation requirements of the collection; and encompassing all of these essential details, the desire to produce a building worthy of the collections inside it and the wider locational context within which it stands.

CILIP Library & Information History Group Conference

By Jill Dye

On Saturday 1st July CILIP's Library and Information History Group conference took place at the University of Dundee. On the theme of The Information Landscape in Scotland 1600-1900, it brought together librarians, academics and researchers for a varied programme of talks, with speakers and delegates from across the UK.

The conference opened with a keynote address entitled "Patriots and Rogues: Observations on Scottish Lairds and their Libraries, 1700-1900" given by Peter Reid (Robert Gordon University), new editor of CILIP LIHG's journal, Library and Information History. This was followed by Kelsey Jackson Williams (University of Stirling) and Mhairi Rutherford presenting their joint paper "Rare books in Early Modern Scotland: an unknown quantity". These two papers made an excellent start to the day, the first providing a thorough overview of the libraries formerly held in some of Scotland's most remarkable buildings, with the second looking into what made individual 'rare books' in such collections desirable to their collector.

In contrast, the three papers which followed concerned more publicly accessible and working-class libraries. John Crawford (Leadhills) discussed "New Evidence on Library Activity and Mutual Improvement", while Lara Haggerty (Innerpefferay) made the case for the public use of Library of Innerpefferay in its earliest incarnation. Annette Ramsden (Edge Hill University) rounded off the morning with her paper "The Society of Friends Libraries of Aberdeen and Kinmuck", representing yet another facet of the historic library and information landscape in Scotland.

After a successful networking lunch, Erin Farley (Strathclyde) explained how working-class poetry both disseminated news of and critiqued current events in her paper "The News in Verse in Nineteenth-Century Dundee". Elizabeth Quarmby-Lawrence delighted delegates with her paper on "Edinburgh University Early Library Records Project", detailing the work currently being undertaken to make these collections more accessible to researchers, and using them to make sense of how many of the items still in the University collections came to be there.

The last of the full papers was given by Duncan Chappell (Glasgow School of Art), entitled "State of the Art: Glasgow Government's School of Design and its Library, 1845-1900". Full of arresting images and some moving anecdotes about the GSA fire, his paper expanded upon new research into the library's earliest history, including its early design, networks of exchange, systems of classification and the role of the artist-librarian.

The day ended by going right back to the earliest period covered in the conference with three lightning presentations from the University of St Andrews, fresh from the USTC conference which had ended just that morning. Graeme Kemp presented "Books at Auction in Scotland Before 1707: An Analysis of the Catalogue of Andrew Balfour", followed by Shanti Graheli on "Of Books and Doctors: the Wedderburn Gift at St. Andrews. PhD student Drew Thomas gave the final paper, "The Reformation and the Digital Humanities: Overcoming Barriers of Accessibility for the Crawford Collection" on the steps that some researchers have to go through to make the records of one collection speak to another. It resulted in discussion between the researcher (him) and a delegate from the institution which housed the collection, which was a particularly poignant end to a conference which sought not only to elucidate on the chosen theme, but to facilitate interaction between curators and researchers.

A full write-up of the conference with more detailed description of each paper will be available in CILIP LIHG's Winter 2017 newsletter: <https://www.cilip.org.uk/library-information-history-group/publications/newsletter>

THE HISTORIC LIBRARIES FORUM MENTORSHIP SCHEME

An insider's perspective

This Bulletin, we are very excited to be able to share with you the stories of Sue and Sarah who are both part of the HLF's mentorship scheme.

Sue is the *mentee* and volunteers at the Historical Archive at Northampton General Hospital, and Sarah, special collections and York Minster Librarian, is the *mentor*. These are their experiences in their own words:

Sue's story.

My name is Sue Longworth and 15 years ago I took on the role of running the Historical Archive at Northampton General Hospital, as a volunteer. As a retired orthopaedic theatre sister, to say it was a steep learning curve, was an understatement. The library of around 3,000 volumes covers a range of medical specialties, sciences, religion and local history and was founded in 1790.

Over the years I have been very fortunate to receive support and advice from a wide range of archivists and librarians in learning how to care for the collection. What I lacked was the support of a professional on an occasional basis answering queries and offering words of encouragement. That is when I spotted the mentorship scheme connected with the Historic Libraries Forum.

With the help of Ed Weech I was put in touch with Sarah Griffin, Special Collections and York Minster Librarian, last year. It started with a phone call where we discussed the present situation and Sarah requested various facts, surveys and plans for future projects which I posted off for her consideration. After a series of phone calls and emails Sarah was then able to visit the archive and I am proud to say she was impressed with how the collection was maintained. To illustrate how beneficial this mentorship is I will give the following example. I was in the process of creating comprehensive catalogue cards for the books to enable future volunteers to transfer that information on to a spread-sheet. I was struggling to achieve this in the recognised format for a database. Sarah then suggested COPAC, which I had never heard of and then my problem was solved.

To have Sarah as my mentor has made an enormous difference to me managing this small library. I now have far more confidence carrying out my role with her support, protecting the archive for future generations.

Sarah's story.

I became a mentor to Sue and her team in August 2016, and I have found it a hugely beneficial experience. My employer, the University of York, were very supportive of me as a mentor and gave me time at work to respond to emails and phone calls, and also a day to visit Northampton. The visit helped me see the bigger picture, and gave me a clear idea of how far Sue had come and where she needed to go next.

However, the first hurdle I needed to get over was to learn not to give solutions, but instead to help Sue find her own. I needed to ensure that I did not behave as a 'rescuer' but rather an 'enabler.' It was tempting to simply send Sue the information she needed, or contact people on her behalf and be able to listen and review. I wanted to give Sue space to develop skills so that when she meets similar problems in the future she will be better equipped to deal with them. This I have done through sharing expertise and experiences, both good and bad.

I also keep an eye on recent developments through fora such as Jisc email lists and was able to point Sue in the direction of a project to get card catalogues into an electronic form. I knew that Sue was keen to find ways to get the collection better known and so I organised for her to write an article for the Rare Books and Specials Collections newsletter which was posted on the Facebook web-site 'We love endpapers.'

Being a mentor has helped me become a better listener and has definitely strengthened my coaching and leadership skills. I have really enjoyed sharing my knowledge and the experience I have gained over the years. I have also found it immensely useful to go back to basics and think about innovative ways to operate with very little budget or professional support. Anyone looking to be a mentor needs to consider the time commitment and remember that, as a mentor, you shouldn't feel the need to respond immediately – there is no reason for you to know everything and it's a great opportunity to brush up on your skills! I am looking forward to continuing to work with Sue and her team and would encourage other potential mentors to give it a go, you will get out just as much, if not more, than you put in.

Sarah Griffin, Special Collections and York Minster Library.

MEMBERSHIP

With this Bulletin we welcome new members working at the [Royal Collection Trust](#); the libraries at [Aston University](#), [Cambridge University](#), [University College London](#), [Senate House](#), the [Bodleian](#) and the [University of the Fraser Valley](#) in British Columbia; the [Royal Horticultural Society](#), the [Alpine Club](#), [Bromley House Library](#), and the [Nazarene Theological College](#).

Membership of the Forum is free and anyone may join. To help keep it this way, and to keep costs down, we much prefer to send out the Bulletin by email.

Members who wish to promote exhibitions, events, conferences or training, or who wish to contribute to the next Bulletin (due January/February 2018) should contact members of the [Committee](#) or email Members@HistoricLibrariesForum.org.uk



@HistLibForum



Historic Libraries Forum

Historic Libraries Forum 25th Anniversary Annual Meeting & Conference:

Keeping the glass half full: strategies for the future

Lambeth Palace Library, Monday 13th November 2017

- 10.00 Registration & coffee
- 10.30 Welcome
- 10.45 Melinda Haunton *TBC*
- 11.30 Duncan Chappell (GSA) *Rescuing Rennie Mackintosh: Recovering from fire at Glasgow School of Art*
- 12.15 Questions to speakers
- 12.30 Lunch
- 1.30 AGM
- 1.45 Alastair Fraser (Durham University) - *Durham's hidden gems: the Ushaw College Libraries*
- 2.05 Lara Haggerty (Innerpeffray Library) *Managing (with) volunteers*
- 2.25 Questions to speakers
- 2.40 Break
- 3.10 Heather Jardine (St Bride's) *Running up the down escalator*
- 3.30 Declan Kelly (Libraries, Archives and Information Services, Church of England) *Jumping through hoops: planning a new library and archive*
- 3.55 Questions to speakers, followed by general discussion
- 4.30 Reception with toast from Peter Hoare, first Chair of the Historic Libraries Forum
- 6.00 Close

NB precise timings and titles may be subject to change

HISTORIC LIBRARIES FORUM
25th Anniversary Celebration and Annual Conference
Keeping the glass half full: strategies for the future
Lambeth Palace Library, London, SE1 6EG
Monday 13th November, 10am-6pm (reception from 4.30pm)

Booking

Please return this form via email to clodpoll2001@yahoo.com or by post to Miss C. L. Penney, HLF Treasurer, 28, West Street, Stratford-upon-Avon, CV37 6DN. Please ensure that the £48 conference fee is enclosed (cheque), or that you have indicated by which other method payment has been made.

Payment

£48 conference fee includes lunch and attendance at the complimentary wine reception. Payment may be made by cheque (payable to 'Historic Libraries Forum') or directly into to the HLF account (sort code: 09-01-27 / account number: 98494576). If payment is to be made through an institutional finance department please indicate this in the appropriate space below.

Terms

Confirmation will be by email. If a paper receipt is required, please enclose an SAE with your booking form. Please note that there will be no further reminder once payment has been acknowledged. Places are allocated on a first-come, first served basis and all booking forms must be received by **Monday 6th November**. No refunds can be given after this date.

For booking queries, email Chris at clodpoll2001@yahoo.com or telephone 07759 693694/01789 266422.

I wish to attend the HLF conference on 13th November

Name:

Address:

Institution:

Email (please write legibly):

Telephone number:

Dietary requirements:

Payment enclosed (please tick):

Payment to be paid institutionally (please tick):

Invoice required (this will be sent electronically):

Address to which invoice is to be sent: