

# **HISTORIC LIBRARIES FORUM**

## ***BULLETIN* No.6, February 2006**

### **Historic Libraries Forum Annual Meeting 2006: 'Access for All?'**

The next annual meeting will be held on Thursday 16 November at the Maughan Library, Kings College London.

The subject will be *Access* in every sense of the word, physical or intellectual: the problems of disabled access in historic buildings, limitations on access for security and preservation reasons, virtual access by E-mail and website, charging for services, etc.

If you would like to suggest particular topics or offer a presentation, please contact:  
Alison Wilson, Librarian, New Hall, Huntingdon Road, Cambridge CB3 0DF  
tel. 01223 762202, e-mail [amw18@cam.ac.uk](mailto:amw18@cam.ac.uk) ; or  
Ed Potten, 46 Moorside Road, Heaton Moor, Stockport SK4 4DS  
tel. 0161 432 8591, e-mail [Edward.Potten@nationaltrust.co.uk](mailto:Edward.Potten@nationaltrust.co.uk)

### **'Archives for non-archivists': report on the Historic Libraries Forum Annual Meeting 2005**

The subject of the 2005 Forum was Archives for non-Archivists, held on 15 December 2005 and hosted by the British Museum. It was based on the concept that many historic libraries have small "archive" collections and they need some help to identify them, to adopt appropriate measures for handling them and to find ways of bringing them to public attention. A panel of archivists plus one librarian attempted to offer practical help on handling archives and identifying sources of funding and publicity for collections.

The meeting was opened by Peter Hoare (Chairman HLF) who welcomed everyone to the meeting. In thinking about archival resources in historic libraries, he reminded us that the archives of a library itself are essential to enable it to write its own history. He also expressed our gratitude to the British Museum for the use of its facilities and the support of its staff, who had also mounted an interesting small exhibition selected from the Museum's own archives.

Proceedings were started by Mrs Caroline Williams, Director of LUCAS, Liverpool University Centre for Archive Studies. Her subject was Coping with archives in which she took us step by step through the life cycle of an archive and the archivist's principles of arrangement. An archive originates in the records of an organisation, which, once their life as records has ended, can be deposited and treated as an archive.

They are the evidence that something happened; they are valued and valuable as evidence and for the information that they contain. The three key principles are content, context and structure. For an archivist context is all important because it relates a record to the transactional process. There are different aspects of context but one crucial difference from the normal principles of library organisation is that the material should be kept together since this shows internal relationships and context. If for example the photographs are separated then these are lost from the context and in effect evidence has been removed. In an organisation which is managing its own records and then archiving them the accruals policy will establish a file structure that will enable the same finding aids to be used when these records are transferred to an archive. One problem for collections which are taken in as research material in another organisation is that the context may become lost during the transfer and it is essential to make sure that enough information is gathered to accompany the transferred material so that the context of the creator is not lost. In this short report it is difficult to cover all the material but Caroline gave us many useful references to sources of information, a few are reproduced below and she has just published her own book on the subject, *Managing Archives: Foundations, Principles and Practice*. Oxford: Chandos, 2006. She also mentioned that Liverpool University is now offering a distance learning course in the programme Diploma/Certificate in Professional Studies: Archives and Records Management, which would provide practical guidance on how to organise archives.

ARLIS/UK & Ireland *First Steps in Practical Archives*, 2004

*TNA Framework of Standards*

<http://www.nationalarchives.gov.uk/archives/framework/pdf/frameworkofstandards.pdf>

Standing Conference on Archives in Museums, *Code of practice on archives for museums and galleries in the United Kingdom*, 2002

Museums and Galleries Commission, *Standards in the museum care of photographic collections*, 1996

Museums, Libraries and Archives Council, *Benchmarks in Collections Care: a self-assessment checklist*, 2002

Kitching C, Edgar H and Milford I, *Archival documents: guide to the interpretation of BS 5454:2000*, PD 0024, 2001

Helen Cordell, Hon. Librarian of the Royal Asiatic Society, followed with a paper on cataloguing archives. She looked at the two machine-readable cataloguing formats EAD Encoded Archival Description for archive collections and MARC Machine Readable Cataloguing developed initially for printed material. Each of these is backed by international standards for cataloguing, in the case of archives ISAD (G) supported and approved by the International Council on Archives and AACR2 supported by CILIP (formerly the Library Association) in the UK and the Library Associations of America and Canada. There are specific automated systems for archives such as CALM which use EAD and ISAD (G) in their construction. In this presentation there was a look at the alternative approaches using MARC21 for the small library, or a library with few archival items, either of which would not want to purchase a separate cataloguing system. Within the MARC record system there is the Mixed record format developed from the earlier MARC AMC (Archival Material Control) records which provides the additional fields needed for a full archival record. Cataloguing at this level will only provide a collection description or Fonds level

description but a hypertext link within the record could provide the link to an online finding aid or the reference to a printed finding aid.

References:

ISAD (G) Available online from the International Council on Archives

[http://www.ica.org/biblio/isad\\_g\\_2e.pdf](http://www.ica.org/biblio/isad_g_2e.pdf) 2<sup>nd</sup> ed. Cyclical reviews

**EAD** Encoded Archival Description, a DTD (Document Type Definition)

<http://www.loc.gov/ead/ead.html>

**AACR2** *Anglo-American cataloguing rules*. 2nd ed, 2002 rev Ottawa: Canadian Library Association; London: CILIP, 2002. Plus annual updates

**MARC21** <http://www.loc.gov/marc/>

International Council on Archives. *Market survey of commercially available off-the-shelf archival management software*. ICA Committee on Information technology.

Prepared by David Lake, Russell F. Loiselle and Debra Steidel Wall. January 2003 (ICA Study; 12)

[http://www.ica.org/biblio/cit/ICA\\_Study\\_12\\_Archival\\_Software\\_Survey.pdf](http://www.ica.org/biblio/cit/ICA_Study_12_Archival_Software_Survey.pdf)

**MARC 21 Full Level Record - Mixed Material**

<http://www.loc.gov/marc/bibliographic/mixed.html> This example is taken from Yale University and many useful examples can be seen in the Yale online catalogue.

The morning concluded with a paper by Vic Gray, President of the Society of Archivists on Sources of help from major neighbouring archival resources. His research for the paper revealed the complexity of the archive world but it can be characterised as a series of concentric circles with the National Archives (TNA) at the centre, the greatest source of expertise, some of which is accessible from its website. Outside this centre are the range of local government record offices and archives, which are complemented by academic repositories in the British Library and academic libraries and then in the outer circle are repositories characterised by type such as business archives, charities, hospitals and so on; they may be still in the care of the parent body or they may have been aggregated by a body collecting papers on one subject. Finally there is a more nebulous grouping of archives whose circumstances may not be known held within museums, libraries and community groups.

While the inner circles of archives may be willing to offer help and advice an understanding of their circumstances is essential to appreciate what they may or may not be able to do. While the government wants to encourage greater use of local archives, particularly within its programmes such as social inclusion local record offices have experienced financial problems. They will not be able to spend time dealing with the principles of archiving material but they may be able to offer practical help and the opportunity to work alongside the staff to get a feel of the task. Opening hours to the public are restricted and enquirers should respect them but if a relationship can be developed then help is likely to be available. It is also advisable to look for other sources of help both on a regional level and from organisations with similar content, who may be able to provide practical advice.

Louise Ray, Archive Lottery Adviser, National Council on Archives had the task of keeping the audience awake after lunch with her presentation on Sources of funding for Archives. The Heritage Lottery Fund had been the largest source of funding but others had provided some funding in the last 5 years. The crucial feature for a successful bid was to tailor an application to meet the strategic priorities of the HLF

or other finding bodies. Applications to the HLF are assessed and the Archive Lottery Advisory Service can provide help with general advice on funding, with workshops to assist applicants in completing forms, with one-to-one consultations and with the review of draft bids. Fuller information is available on the website <http://www.ncaonline.org.uk/lottery.html> including links to other funding bodies. Louise can be contacted at [louise.ray@nationalarchives.gov.uk](mailto:louise.ray@nationalarchives.gov.uk) or Tel. 020 8392 5347.

Alex Ritchie, of the National Advisory Services at The National Archives, formerly at the Historical Manuscripts Commission arrived hotfoot from a period of jury service. He spoke about recording your holdings nationally by getting them entered in the National Register of Archives (NRA). The NRA's collection of catalogues and lists began in 1945 but its origins sit with the Reports and Calendars, which the Royal Commission on Historical Manuscripts had been producing since its formation in 1869. Originally produced to provide a survey of the nature and location of records relating to British history held in private hands throughout Britain, it was, in part, because of the extent of the material collected that the Historical Manuscripts Commission formed the NRA as a source for maintaining catalogues and lists. It should be noted that material for Northern Ireland is concentrated in the PRO for Northern Ireland. The NRA doesn't just wait for archives to record their holdings but it also retrieves information from other guides, or annual reports and enters the information in the databases. In 2003 the Historic Manuscripts Commission and the Public Record Office were merged to become The National Archives (TNA) at Kew and the NRA may be consulted there. A programme of computerisation began in 1987 and by 2005 282,000 entries are available via the internet with links to about 45,000 finding aids, which grows daily. The NRA is also linked to other online archival finding aids such as Access to Archives, A2A, AIM24, GASH (Guide to Archives of Scottish Higher Education). The Repository codes developed in the print era are retained in the online guide to repositories ARCHON. Contact Alex at TNA Tel. 020 8392 5330 x2606

The National Register of Archives.

<http://www.nationalarchives.gov.uk/nra/default.htm> this gives access to the search tool and the Frequently Asked Questions feature provides fuller information on the background to the service.

ARCHON <http://www.nationalarchives.gov.uk/archon/> a directory of record offices and repositories throughout the United Kingdom and overseas.

The programme was completed with a presentation by Lucy Fulton on the Archive Awareness Campaign. Originally set up to address the low profile of archives the campaign has developed annual programmes around a theme. In 2004 the BBC linked to the campaign with Who do you think you are? This series attracted 4.7 million viewers to each programme, there were 500 nationwide events and press coverage that reached an audience of 43 million people. The campaign provides a framework within which local initiatives can be slotted to maximise the impact. The theme for 2006 is Local History, Maps, Trees, 2007 will focus on Freedom and Liberty and 2008 on Community. The website offers a national events directory as well as further information on particular topics. [www.archiveawareness.com](http://www.archiveawareness.com)  
Contact Lucy at [lucy.fulton@nationalarchives.gov.uk](mailto:lucy.fulton@nationalarchives.gov.uk), Tel: 020 8392 5237

Helen Cordell

## **Wilberforce House Museum Library**

25<sup>th</sup> March, 2007 will mark the 200<sup>th</sup> anniversary of the passing of the Parliamentary Bill to abolish the slave trade in the former British Empire. In recognition of this bicentenary, the Wilberforce House Museum in Hull is due for a major refurbishment, funded by a Heritage Lottery Fund grant. A full programme of events is planned under the banner 'Wilberforce 2007', led by the City Council and including the Wilberforce House Museum, the Wilberforce Institute for the Study of Slavery and Emancipation and the University of Hull. The Heritage Lottery Fund has awarded a grant to Hull Museums and Art Galleries of £800,500 to redevelop and update their slavery and abolition collections. One such collection, the remnants of the Wilberforce family library, has recently been unearthed at the Wilberforce House Museum. The Historic Libraries Forum is playing an active role in the development of this previously little known research resource.

The collection of c. 325 printed books and manuscripts spans the sixteenth to the nineteenth centuries, with particularly strong holdings of Wing and ESTC period books. An initial provenance survey indicates that the majority belonged to William Wilberforce, and the collection has the potential to offer unique insights into the development of the Abolitionist. At present the collection is uncatalogued and housed in a temporary store at the Museum. The Forum has arranged for the books to be catalogued to international standards on a voluntary basis, at no cost to the Museum, whilst David Shaw, CERL Secretary, has generously offered the free use of a suite of software developed by him for the initial cataloguing. It is hoped that the cataloguing will be completed in advance of March 2007, with the resulting data available on-line in time for the anniversary celebrations. The books themselves will be housed at the Museum in a mock-up of Wilberforce's library, and available for research use.

Ed Potten  
The National Trust

### **Buying historic books: two recent case studies at Durham Cathedral Library**

Durham Cathedral Library has recently acquired two very special and unexpected additions. The first is a small quarto copy of the works of Saint Cyprian, printed in Paris in 1512, with an unusual and beautiful binding stamped with images of angels playing musical instruments, surrounded by the Latin text of Psalm 150, 'Praise him upon the well-tuned cymbals ...'. Our main interest in this book, however, is the fact that it had belonged to Cuthbert Tunstall, bishop of Durham 1530-59, the humanist and friend of Thomas More, who remarkably survived all the religious controversies of the turbulent times in which he lived.

Very few books from what must have been an extensive private library have survived, and the Cathedral holds four of them, two bearing the same inscription as the newly acquired work: 'Sum Tunstalli' ('I am Tunstall's'). The book appeared in a London bookseller's catalogue; fortunately we were alerted to it in time to secure its purchase for £4,515, thanks to timely grants from the MLA/Victoria & Albert Museum's Purchase Grant Fund and the Friends of Durham Cathedral. It must be stressed that without the Friends' contribution we could not even have applied for the V & A grant, as evidence of local support - usually 50% funding - is an essential prerequisite.

We had hardly had time to congratulate ourselves on this acquisition before a much greater challenge arose. This was an item in an auction catalogue from Christie's, an early 13<sup>th</sup> century manuscript Bible which had formerly belonged to Durham Priory, one of about 250 books lost from the Priory Library after the dissolution which have been identified in other collections. This volume had found its way into the Middleton deposit at Nottingham University Library, the extensive collections of the Willoughby family; the present owners of the deposit had decided to sell several of the most interesting and attractive medieval manuscripts from the collection, including this item. Its whereabouts between the early 16<sup>th</sup> century and the late 18<sup>th</sup>, when it was handsomely rebound, are unknown, but it seems from its condition that it was well looked after. Its early history is well established; it is not certain whether it was made in France or England, but certainly it was in Durham very shortly after manufacture, and remained there for at least 250 years. As well as a very handsome ownership inscription at the top of the first page – 'Liber sancti Cuthberti de Dunelmia' – four other inscriptions link the manuscript with monks or priors of Durham: Robert Graystones, Thomas Launcell, Richard Bell and John Auckland. It is a book that would have been used by a succession of individual monks to assist in their studies and in sermon preparation.

To compress the whole Bible text into one volume required leaves of very fine vellum, and exceptional scribal skill, probably combined with a high degree of myopia: both the text and decoration are exquisitely small and detailed. Each book of the Bible opens with an illuminated initial in colours and gold, sometimes combined with plant and animal forms. Only the opening of the Book of Genesis has a 'historiated' initial: i.e., one whose decoration illustrates the subject of the text. In this case the letter I of 'In principio' is decorated with a series of roundels representing the seven days of Creation, supported by what seems to be a figure representing Atlas. The Creation roundels are typical, and we have a nice comparable initial in a slightly later French Bible in the Cathedral Library. The whole book is a fine example of medieval book production and decoration. An additional interesting feature is the disc from a medieval rotating bookmark, a rare and fascinating survival.

Making a bid at auction for such a prestigious item was a daunting task, but we were fortunate in receiving excellent advice from our knowledgeable contacts at Durham University Library. We employed Bernard Quaritch Ltd, the antiquarian bookseller, as our agents, and their representative Mr Linenthal has given expert and enthusiastic support throughout the campaign. He advised that we should aim to raise £40,000 to have a realistic chance of succeeding in our bid; to this the agent's fee and seller's commission would need to be added. Once again, the initial support of the Friends was a crucial factor; their Executive Council was not able to offer a grant of more than £5,000 at such short notice, but several members offered to make personal donations, with astonishing generosity. Armed with so much evidence of local support, we approached three funding bodies which were able to fast-track applications for items at auction. After much nail-biting, all three made generous grants: the Friends of the National Libraries, the V & A Purchase Grant Fund (again), and the final major donation from the National Heritage Memorial Fund. The news of this came only the day before the auction; we then had to endure the further suspense of waiting to hear if our bid had been successful. You will have guessed by now that it was, although we had to go to the limit of our available resources to secure it.

It was refreshing that all our national funding bodies were very pleased to support our bid, recognising our strong claim to the Bible. Of course the high profile of Durham Cathedral would have played its part, and no doubt Saint Cuthbert exercised his usual benevolent influence, but the most important factor was a recognition that the cathedral community understands and cherishes the worth of its heritage.

Durham Cathedral seems to have made similar grant-supported purchases about once in a decade, but it is some time since a medieval manuscript as charismatic and with such a strong Durham provenance as the Bible was purchased; the appearance of anything similar on the market is unlikely to occur again for a very long time. It was decided to name it the 'John Auckland Bible', after the latest name to appear in it. The official celebration of the acquisition of both books took place on 1 February, at which both were welcomed back to the cathedral at a celebratory Evensong. Both are now on display for the summer in the 'Treasures of Saint Cuthbert' exhibition in the cathedral cloisters.

Joan Williams  
Durham Cathedral Library

### **Advice requested**

**Carol Allison**, Librarian, Bromley House Library, Angel Row, Nottingham NG1 6HL (0115 9473134; [ca.bromleyhouse@btconnect.com](mailto:ca.bromleyhouse@btconnect.com)):

"Has anyone taken part in a Heritage Open day, and if so, do you have any experience to share? Also, did you take part on a day when you would normally have been closed?"

**Brendan Austin**, <<mailto:mail@brendanaustin.com>> [www.brendanaustin.com](http://www.brendanaustin.com)

Tel: +46 (0)73 778 1227; Studio: +46 (0)8 344324  
Fridhemsgatan 13, 1Tr, 11240 Stockholm, Sweden

"I am a photographer who is exploring the internal spaces of libraries and archives. Recently I have taken images in The Royal Library in Stockholm, The City Library in Stockholm and the Radcliff Science Library in Oxford. I am keen to investigate more personal and historic collections of books and artifacts.

These locations interest me in the sense that they carry collections of physical knowledge in the shape of books, magazines and objects.

I would be very grateful for any advice which could point me in the right direction with regard to interesting environments."

### **Events Calendar**

#### **March**

#### **24 March: CILIP Library Management Systems Showcase**

The CILIP Library Management Systems Showcase successfully brings together those working in small and special libraries with providers of management systems and database hosts in a relaxed, informal environment. It offers suppliers the opportunity to demonstrate their systems and respond to the questions of potential

purchasers. Those looking to install a new system can take the necessary time to source the correct system for their needs.

The Showcase will be open from 09.00-16.00 on Friday 24 March, and you can come and go throughout the day. If an exhibitor you wish to see is already busy, there will be plenty of seating to ease the wait - and complimentary tea and coffee will be available all day, plus sandwiches at lunchtime.

If you are interested in attending the Showcase please go to <http://www.cilip.org.uk/training/suppliers/march2006showcase/march2006showcase.htm> and register online or download a booking form and fax it back to us at CILIP Conferences.

Exhibitors at the March Showcase include: Access-IT Software (UK), Adlib Information Systems Ltd, Amlib Library Management Systems, Autolib, Bailey Solutions Ltd, CILIP Enterprises, EOS International, Fretwell Downing Informatics, Geac Software Solutions, IS Oxford, Softlink Europe, Soutron Ltd and Talis Information Ltd.

Ngairé Stocker, CILIP Conferences, T - 020 7255 0543, F - 020 7255 0541.

### **27 March: Disaster Planning for Libraries and Archives**

Training day by Emma McKenzie of Harwell Drying and Restoration Services, Upper Hall, Jesus College Cambridge, 10.00-4.30.  
Susan Sneddon, Modern Records Manager, Jesus College [s.sneddon@jesus.cam.ac.uk](mailto:s.sneddon@jesus.cam.ac.uk) or tel. 01223 339439 (Mon-Wed).

## **April**

### **25 April: NPO Preservation Assessment Survey Workshop,**

The British Library, 96 Euston Road, London NW1 2DB, 10.00-3.00.

For potential library and archive users of the NPO Preservation Assessment Survey. The cost will be £55 plus VAT, which includes refreshments. Lunch is not provided but participants can use the British Library's restaurant or cafe. Numbers are limited to ten.

Information about the NPO Preservation Assessment Survey can be found on our website at <http://www.bl.uk/services/npo/paslib.html> . The workshop will cover sampling techniques, assessment methods and use of the supporting database.

Please contact [alison.walker@bl.uk](mailto:alison.walker@bl.uk) if you wish to attend or for further details.

## ANGLICAN LIBRARIES IN CANADA: A CONFERENCE

### PRELIMINARY CALL FOR PAPERS

Anglican libraries in Canada have been little explored or studied. This is true for all periods and for all types of libraries. However, there is surviving evidence for personal libraries – episcopal, clerical and perhaps even lay – and institutional libraries - college, school, diocesan, parochial, Sunday school and clericus (Dr. Bray's libraries). Were there perhaps other types?

The Canadian Church Historical Society is sponsoring a conference on historic Anglican libraries in Canada. It will be held in Montreal, Quebec, in 2007, probably in the early summer, and will either immediately precede or follow the conference of the Bibliographical Society of Canada. A one-day conference is planned.

Preliminary proposals for conference papers (approximately twenty minutes in length) and written or oral communications (approximately five minutes in length) are being actively solicited. Communications are intended to provide information on the location and existence of libraries and their records. The proceedings of the conference may be published in the *Journal of the Canadian Church Historical Society*.

Preliminary proposals should be submitted by 1 June 2006. A final call for papers and communications will be made in the Fall of 2006.

For further information, please contact:

Dr. Richard Virr, Editor, *Journal of the Canadian Church Historical Society*  
c/o Rare Books and Special Collections Division, McGill University Library  
3459 McTavish Street, Montreal, Quebec H3A 1Y1, Canada  
E-mail: [richard.virr@mcgill.ca](mailto:richard.virr@mcgill.ca)

### **Historic Libraries Forum summer workshops: Cataloguing antiquarian, special and early printed collections**

The Historic Libraries Forum, in collaboration with the Rare Books Group and Rare Books in Scotland, will be holding two day-long workshops on cataloguing antiquarian and early printed collections on May 24<sup>th</sup> and May 25<sup>th</sup> 2006. These courses are aimed at those with little or no formal training in historical bibliography and antiquarian cataloguing. The workshops will look at practical and technical skills, such as establishing bibliographical format, collational formula and book structure, alongside some of the more ephemeral skills a cataloguer needs to tackle difficulties with dating items and recording provenance and binding information. The workshop on 24<sup>th</sup> May will be hosted by Rare Book Curators at the National Library of Scotland, that on 25<sup>th</sup> May by University College London and members of the UK Bibliographic Standards Committee. Participants will be given an opportunity to see and handle examples from both the NLS and UCL collections. As these are “hands-on” courses places are extremely limited, so early booking is advised.

**Wednesday 24<sup>th</sup> May, 10.00am – 4.30pm:** National Library of Scotland, Edinburgh.

**Thursday 25<sup>th</sup> May, 10.00am – 4.30pm:** Room HM4, Henry Morley Building, School of Library, Archive and Information Studies, University College London.

The fee for each day will be £25.00, which will include tea and coffee, but not lunch. For more information please contact [Edward.Potten@nationaltrust.org.uk](mailto:Edward.Potten@nationaltrust.org.uk). Details and a booking form can be found on the Historic Libraries Forum website: <http://www.historiclibrariesforum.org.uk>; a booking form is also appended to this Bulletin.

---

**Historic Libraries Forum summer workshops:  
Cataloguing antiquarian, special and early printed collections**

**BOOKING FORM**

---

I would like to book .... places to attend the cataloguing workshop on the 24<sup>th</sup> May, at the National Library of Scotland, @ £25.00 per place.

I would like to book .... places to attend the cataloguing workshop on the 25<sup>th</sup> May, at University College London, @ £25.00 per place.

I enclose a cheque, made payable to The Historic Libraries Forum, for £....

Completed booking forms should be sent to Joan Williams, Treasurer, The Cathedral Library, The College, Durham, DH1 3EH. Invoices available on request.

Name(s) of attendee(s):

Name(s) of institution(s):

If you have any specific issues you would like to see addressed please note here:

