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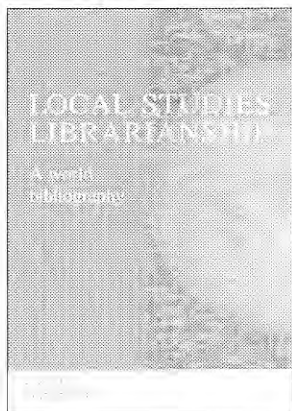
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Local Studies Librarianship

A world bibliography

Diana Dixon, compiler for the LA Local Studies Group

As local studies and community information resources are increasingly seen as the unique assets of public library provision, this publication is particularly timely.



It is an invaluable resource for anyone whose work or interests lie in local studies collections. Including all relevant published material and unpublished theses, this annotated international bibliography covers every aspect of local studies librarianship, including management, acquisition, cataloguing, promotion, conservation and preservation. With a strong international emphasis, the thorough coverage of English language materials is matched by material in all major European languages and especially from those European countries with a local studies tradition. The bibliography also extends outside the library sector to include local studies material in museums and archives. Contents include:

- introductory chapter on the challenges and issues facing local studies librarians in the 21st century
- general works on local studies librarianship
- collection management – acquisitions, cataloguing, preservation, conservation and disaster planning
- services – educational, family history
- materials
- marketing and promotion
- ICT and local studies – digitization, the internet and CD-ROMs
- partnerships and co-operation
- indexes of authors and places.

October 2001; 288pp; paperback; 1-85604-307-X; £29.95 (£23.96 to LA Members)

Look out also for the new edition of *Local Studies Libraries: Library Association Guidelines for Local Studies Provision in Public Libraries* to be published in February 2002.

For further information about either title e-mail mark.o'loughlin@la-hq.org.uk or call 020 7255 0597.

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EDITORIAL

The Local Studies Group has always tried to be active in pursuing and promoting the interests of local studies librarians and we do feel that over the years we have raised the profile of the practitioners in this part of the library profession; through our Branch structure where there is sufficient population for them to be viable; through the publication of *LSL*, which remains the only national journal in the field; through the active involvement of our Chairmen and other members of the committee; and through our day schools and our attendance at all UmbrellA conferences to date - and we will be at the first CILIP study school in 2003.

Two of our recent projects have at last borne fruit. The revised version of the *Guidelines for Local Studies Libraries* was approved by the Library Association as official policy in December and will be published shortly. Because of rapid changes in technology, for example, the process has taken longer than was originally envisaged, and thanks must be expressed to the team who undertook the work on behalf of the Group during the period of preparation - Patrick Baird, Alice Lock, Ian Maxted, and Don Martin, together with Martin Hayes and Aubrey Stevenson, who were also involved. The project to produce a bibliography of local studies librarianship has also now been completed, thanks to the work of Diana Dixon, and the work was published by Library Association Publishing in October (*Local studies librarianship: a world bibliography* - see the advertisement in this issue).

The study of individual localities is an interest internationally and various countries have their own local studies librarians' organisations: some of these, such as that in Hungary, the Group is directly involved with. However, internationally one can say that local studies library activities come under the umbrella of the International Federation of Library Associations (IFLA). There is not a specific local studies division, but there is a Genealogy and Local History Discussion Group, which is a section of Social Science Libraries. IFLA is meeting in Glasgow in 2002, the organisation of the Conference being in the hands of the LA. The programme is not yet available, and it is possible that they will still accept offers of papers: for details of the Conference contact the LA's Conference Department at LA headquarters. The LA is anxious that as many members as possible will attend the IFLA Conference and take advantage of the chance to meet new colleagues from overseas and make them feel welcome.

As everyone will know by now, the LA is merging with IIS to form the Chartered Institute of Library and Information Professionals. It is expected that the Subject Groups, such as ourselves, will remain, though there may be some minor changes. We will continue actively to promote local studies librarianship in the new organisation, and we hope that therefore you will continue to support us by renewing your membership of LSG when you are renewing your subscription.

SUCCESSFUL BIDDING: A PRACTICAL PERSPECTIVE

Robert Gent

We are fated to live in interesting times – and much of the interest in libraries and information services is provided by the increasingly pervasive ‘bidding culture’. This article offers some practical pointers, based on personal experience, to success in the bidding arena – whether or not the bidding process is competitive. It is not a treatise on project management, although your ability to demonstrate sound project management experience and ability will be a crucial factor in the success of any bids for funding which you may make. Let’s start at the beginning....

Be prepared!

Many of us will have found ourselves in the position of having to respond at a few weeks or even days notice to a new opportunity. Faced with a bewildering variety of funding programmes, it is all too easy to become reactive – but it does not have to be like that. Libraries and information services in all sectors have their own planning regimes, so why not use the planning process to review existing and likely funding opportunities over the medium term? In public libraries, the Annual Library Plan combines medium-term strategy with short-term action, and provides an opportunity to look three years ahead. The process can be used to identify key priorities – and even to get some of the groundwork done by drawing up some rough and ready costings. This will give you a better chance of dovetailing your consultation and bid-writing with other essential activities, and reduce the likelihood of last-minute panic or of missed opportunities. Effective planning and consultation will help ensure that the proposals you come up with are not merely pet projects, but truly reflect your users’ priorities.

Don’t, though, fall victim to ‘paralysis by planning’: you will also need to retain some flexibility, in order to be able to respond to the unexpected. The Annual Library Plan is strategic and operational, but is not a fully-fledged business plan – it should be an enabler, not a straitjacket. For example, you might find it useful to maintain a ‘stock pot’ of ideas, however tentative, which can be drawn on and worked up in more detail at fairly short notice.

In summary:

- Plan in the light of known funding opportunities;
- Use the process to identify key priorities and outline costs;
- Retain some flexibility to respond to unexpected opportunities;
- Keep a ‘stock pot’ of ideas ready to be developed.

The Basics

The first rule of examinations, ‘read the question’, applies equally to the art of bidding. This is not as obvious as it seems, but it is essential if your application is not to appear opportunistic or just plain unrealistic.

The first question to ask yourself, when confronted with bidding guidelines, is ‘Are we eligible?’ The work and commitment which goes into producing a well argued bid

can fall at the first hurdle if you have not made sure that the bidding criteria are appropriate. Does your organisation, your proposal or your plan meet the objectives of the funding body? Is there any synergy between your aims and theirs? If the answer to these questions is 'no', or if you are not sure, then this may not be the most appropriate route for you, and there may be other funding streams which better match your needs.

Having established that your organisation is eligible to bid to the programme in question, you now need to ask yourself 'Is this a priority area for us?' How well does the funding programme match your priorities? Will a successful bid help you achieve your objectives more quickly or more thoroughly, or will it divert precious staff and other resources into an area which is peripheral to your core business? It may well help to ensure the sustainability of an important service – but it may just as easily threaten the continuity of service.

Finally, try asking yourself 'Are there conditions we cannot accept?' No funding offer comes without strings (at least for those of us on this side of the National Lottery table), and you may find yourself tied up in commitments which take you away from the 'day job' and contribute little to the success of your own organisation.

Planning the task

Putting together a successful bid is likely to be a team effort, and it is vital that you select the best team for the job, right from the outset. It will need to be small, to aid communication, but not so small that essential skills are missing. Think through the blend of skills, knowledge and experience you need, and bear in mind that team members may have to work to tight deadlines, and should therefore be available when needed. Involving staff from a number of levels in the organisation may help to generate a sense of ownership, but do not let your democratic principles get in the way of selecting the right people to do the job!

However large or small the team, someone will need to take responsibility for managing it and for producing the finished piece of work. The selection of a project manager with the right balance of skills is crucial, and their responsibility and accountability will need to be clearly established.

Once you have set up the team, there are some basic project management routines which will ensure that the work is delivered on target:

- allocate tasks and responsibilities clearly to individual team members;
- set interim targets to ensure that the ultimate deadline is met;
- programme regular meetings and ensure that they take priority in everyone's diary;
- record decisions and circulate the notes promptly;
- ensure accountability by reviewing completed tasks at each meeting;
- review progress against your interim targets on a regular basis;
- communicate effectively with all stakeholders, and particularly with the staff of your own organisation;
- if your planning process identifies any areas of uncertainty, seek early clarification from the funding body.

The importance of objectives

Your project proposal or bid will need to be based on a series of objectives which are SMART:

- Specific
- Measurable
- Achievable
- Realistic
- Timed.

You will need to demonstrate how your bid links with broader policy objectives – for your service, for your organisation, and for the wider government agenda. Terminology is important: you should speak the language, but be specific. This is no place for waffle!

Most importantly, you need to have done your homework:

- are you clear about what the aims of the funding body are?
- will your proposal help the funding body achieve its own objectives?
- how will you offer the funder value for money?

Your proposal will have a better chance of success if you are to be able to show how your project will help the funding organisation meet its objectives – after all, it is accountable, too.

Delivering the goods

However good your idea, the funder will require proof that you will be able to deliver. Your business or project plan is of vital importance in demonstrating your capacity to manage the project and achieve the desired outcomes. You should therefore identify the resources which will be used – physical, financial and human. Name the people who will be involved in the project; list their responsibilities and describe briefly their skills and experience. Show where all the other resources will come from and, where finance is concerned, include in your plan a cash flow analysis to demonstrate how income and expenditure will be kept in balance. And it should go without saying that all your sums must be accurate!

Set realistic targets and timescales for the project – show what will happen when, and describe your project management structure and way of working. The decision-makers at the funding organisation will have greater confidence in your ability and may be more inclined to support your proposal if they can visualise your organisation and your working methods during the life cycle of the project.

Two heads are better than one

Funders are likely to be impressed by evidence that you have thought through your project in a joined-up way. If your bid is based on effective partnership working, then that may generate additional resources and a higher level of political ownership. The fact that a number of partners have a stake in the project's success may help ensure that it is delivered on target and is sustainable over the longer term.

Your bid should list all the partners and describe their distinctive contribution, not merely in terms of resources which they will bring to the project, but in terms of skills, opportunities and influence. You should aim to convince the funding body that your partnership will create a whole that is greater than the sum of its parts – and that it will deliver more than any of the partners would be able to, working on their own.

One word of warning, though – you will need to be aware of the funder's rules. Be careful not to include as key partners organisations which might be ineligible for that particular funding stream, or whose goals are incompatible with those of the funding body. There are many ways in which a public/private sector partnership can strengthen a bid and bring a new dimension to a proposal which has originated in the public sector; but you need to be aware of the strings which will be attached to any offer of funding. For example, the Heritage Lottery Fund has a very strict rule that its funding should not be used for the purpose of private profit. This requirement effectively means that any private sector company involved in a bid to HLF must expect to do no more than recover its costs.

Spreading the message

When you are fully stretched managing a project, perhaps one which is drafted on to your 'day job', it is all too easy to overlook the importance of public relations, or to treat it as an unwelcome chore to be disposed of as rapidly as possible. However, having been successful in attracting funding, this is a good time to be thinking about how your project will be publicised. If your project is a good one, and worthy of funding, the funding body will want you to shout about it.

Your plan should show how you will involve members of staff in your own organisation, communicate with customers and stakeholders, and promote the project to a wider audience. Your aim must surely be to secure positive publicity for your organisation, your partners and for the funding body itself. What specialist expertise will you be able to draw on – for example, from an in-house public relations office? What local, regional, national or specialist publications do you have access to? How good is your relationship with the local media? What opportunities will you take to ensure that others are able to learn from your project?

Keeping on target

Every bidding application form will ask you to supply details of the performance indicators which you will use to monitor progress towards achieving your project objectives. Do try to ensure that the indicators you choose are ones which are not too onerous to obtain. If possible, they should be based on data generated by the project or service as it proceeds. Describe your audit and accountability systems, with detail of their reporting mechanisms.

Monitoring and evaluation is not a burden: it is fundamental to successful service delivery. With that in mind, take the opportunity to think through what your key indicators should be. What are the crucial aspects of the service, the criteria by which it will succeed or fail? Which need to be checked regularly, and which can be left for longer intervals? Make the monitoring process work for you: don't let it become something imposed by the funder. Most importantly, think about how you will use the information. How often have you witnessed, or perhaps even conducted, consultation exercises which resulted in a lot of information which no-one knew how to use? It is not enough to collect information which is merely interesting: it should also be used to inform the way your service develops.

You can use good performance data to sell your service – to politicians, decision-makers, funders and potential service users. Use it to tell a convincing story – about the value of the service, and about your success in delivering it!

Perhaps the most important indicator – the acid test – is user satisfaction. Your bid must show how you plan to secure effective feedback from your users – and offer convincing evidence that you will use the information you have gained. If you are tempted to worry about so-called ‘consultation overload’, and a consequent backlash from people fed up with answering questionnaires, ask yourself how often in the past year you have been approached by any organisations of which you are a customer. If you do not feel overloaded, the chances are that neither do your own users, and many would be perfectly willing to participate in some simple research.

Keeping it going

One of the most difficult aspects of any bid for funds is being able to look into the crystal ball to identify where the resources will come from to ensure sustainability. It is difficult, but critical. Funders will not look kindly on a project which is unlikely to be able to continue under its own steam once the initial funding ceases.

Despite all the uncertainties over future public sector funding, you must make a realistic attempt to identify a future funding stream. How much of the funding will be generated from your own, or partners’ resources? What income will the project generate, that could be ploughed back? How have resources been found for match funding at the start, and can they be sustained in the future? Have you looked at the options for the future, and devised an exit strategy if necessary? Can the activity be mainstreamed within your normal range of activity, once the start-up and development costs have been met?

You will not be expected to have definitive answers to all these questions, but to have considered them at the outset and to have mechanisms in place to ensure that sustainability remains high on your agenda.

If your boat comes in...

If your bid for funds is successful, this could just be the start of something big! You can help make it so by following three simple precepts:

- Use your success to create good PR for yourself, your partners and the funding body;
- Stick to the rules – do what’s required, when required, and make sure the funder approves any changes to your plan;
- Don’t whinge about the burden of reporting – you knew the obligations when you applied!

It may be a cause for regret that the ‘bidding culture’ has created a steeply-sloping playing field, and one which is pitted with natural hazards. Nevertheless, this is increasingly the way in which the funding for exciting new developments is obtained. You have loads of ideas, and you want to keep that funding coming. So build on your success: use your knowledge; over-perform by exceeding your targets; keep in touch with the funder; create good news stories; where possible, use your customers to tell the story; acknowledge the contributions of all your partners; demonstrate learning and continuous improvement.

And if at first you don’t succeed...

By the very nature of the bidding process, not all will succeed. Even where the process is not competitive, you may find that your first attempt at a plan is not

accepted. Where can you go to get feedback or advice? The funding body may offer detailed feedback on your application, or may offer more generalised advice through a Website – perhaps by posting model plans, or real-life good examples. Make use of these, and use your network of contacts to share ideas. Find out who has been successful and compare notes with them.

A failed bid may have an impact on the morale of staff in your organisation. Look to see what can be salvaged from the process. What did you learn? What skills were developed which can be used and built upon still further? What other opportunities are there to go for? There may be other ways of achieving some of the objectives for which you were hoping to gain external funding. Indeed, you may find that a shared sense of disappointment leads to greater cohesion and a renewed determination to make things happen.

Robert Gent is Assistant Director of Libraries and Heritage, Derbyshire County Council

CLICK 2000, CAMDEN'S MILLENNIUM PHOTOGRAPHIC PROJECT

Aidan Flood

Click 2000 was one of three millennium projects set up to celebrate the history of Camden and I was responsible for the idea. I imagine that we've all dreamt up a wonderful idea only to say at a later stage "Why didn't someone talk me out of this?" Certainly I said that a few times before this project was completed but I still think it was a great idea. I hope that these notes may encourage others to carry out similar work whilst avoiding the pitfalls we encountered. I have been working in the London Borough of Camden's Local Studies and Archives Centre for almost eight years and I look after our illustrations and maps collections. I knew that, despite having somewhere in the region of 40,000 illustrations, there were many gaps and I had been thinking for some time of ways to tackle this issue. The Millennium gave me the opportunity to do so.

Camden, like most authorities, had put aside a sum of money for community organisations to carry out projects in the Millennium year. We are lucky to have a very active and supportive Local History Society. Its chairman, John Richardson, Councillor Gerry Harrison and staff from the Local Studies and Archives Centre met to discuss possible ideas that would celebrate the history of Camden. From this meeting was born the idea of "Catching the Past", the overall title for three major projects. First was an exhibition which took place in June 2000, demonstrating the innovations that had taken place in what is now Camden during the past 250 years. Secondly, there was an oral history project, recording the memories of people who had lived and worked in the Borough, and finally there was Click 2000.

I should explain here how my original idea arose. Using a current street gazetteer provided by Camden's Environment Department I had already been through every card index and listing that we had, marking off whether we had any illustrations of a street at any time in its history. This gave me the unwelcome information that we

had illustrations for less than 700 of the 1300 streets in modern Camden. From this exercise came my idea of inviting anyone and everyone to contribute at least one photograph of their house or street. I wanted to work in close co-operation with our local papers so that I could publish regular bulletins throughout the year showing what had already been achieved and highlighting areas that still needed to be covered. The timescale would be from May to the end of December. The theory was that I would carry on working as normal and all these photographs, taken and paid for by willing volunteers, would pour into our office leaving us with the fairly straightforward task of devising a system for labelling and storage. Needless to say this is not what happened in practice.

From the millennium funds the Council made a grant to the Camden History Society and once the society had appointed a co-ordinator to oversee the "Catching the Past" projects I no longer had more than an advisory role. It was decided that the photographic project should take place in a single week in May. Robert Leon, the co-ordinator, successfully organised a small army of volunteers, including students from two schools, and persuaded Fuji to donate 200 reels of colour film. With such a large area to cover we had to be clear about what we could expect to achieve. Volunteers would be allocated a number of streets and asked to take three or four photographs of each, sometimes more sometimes less depending on the length of the street. We were particularly looking for styles of architecture that typified a road or examples of clashes in style between old and new. The idea was that we would end up with a "snapshot" of Camden as it looked at the beginning of a new century.

A certain amount of paperwork was involved in all this. Along with their list of streets and a free film people were asked to fill in a declaration form. This ceded copyright to the Camden History Society and authorised the Society to "deposit the photographs in the Camden Local Studies and Archives Centre, where they may be produced for consultation, display or publication at the discretion of the staff of the Centre." We had to be quite sure that we would be free to use the material in any way we saw fit. If anyone had made an issue about copyright we would have politely declined their services. People were also told that pictures had to be in 6inch by 4inch format and should be identified on the back with the location and a simple description giving the side of the street and in which direction the photographer was shooting. It was important to me that as many people as possible should take part and feel involved in the project. We were not looking for pictures of a professional standard. As long as the subject of the photograph could be identified it would be included in the final collection. After all, we were asking people to give up their time, pay the developing costs themselves and hand over the photographs with all rights to the Local Studies Centre. An early decision was made not to keep the negatives, as the work involved in processing these would have been just too much. If anyone wants copies made it can be done from the print.

The idea of a single "Click Week" was hopelessly ambitious. It poured with rain. In fact it seemed to rain for most of the year interspersed with very brief bursts of glorious sunshine. Many of the original volunteers for whatever reason did not complete the work allocated to them. As well as this, as the photographs started to arrive it became obvious that we had underestimated the scale of the work we would have to do in sorting the material. We found pictures of all sizes from 10 x 8ins.

black and whites, 7 x 5ins. and even some 5 x 4 ins. People had typed out lists describing their photographs but had not marked the actual prints. Some people had used marker pens to write on the photographs and collected them together before the ink had time to dry, spoiling some of their pictures. By the time Robert Leon's contract ended in September just under half of the streets had been photographed. The project was a long way off target but nevertheless, the results had been enough to convince us that it had to be completed.

The project was now back under our control and another successful appeal for volunteers was made, many people coming forward from within the Council's staff. We had a large map of the Borough and marked off the streets as photographs arrived. Many of the more recent streets proved difficult to find. Multimap.com and Streetmap.co.uk came in very handy and our Environment Department identified the rest. Gradually the map began to change colour providing visual evidence that the work was being completed. The photographs were arriving, first in hundreds, then thousands. Some of the volunteers far exceeded their brief and took many more pictures than we expected. However, Christmas came and went and I found myself spending many more hours with the project than anyone had envisaged. Days off and weekends were spent taking pictures whenever it wasn't raining and I am quite sure that if there hadn't been a definite conclusion to the project, I would have called a halt to the whole thing. The last remaining streets were photographed in spring 2001, and it was still raining!

I had decided that the only logical way to handle the expected number of photographs would be to file them in one alphabetical sequence. We used 20 Timecare Museum quality boxes from Conservation by Design. I had seen some sleeves advertised in a photographic magazine and our conservator checked out a sample and cleared them for use. They were supplied by a company called Flashfoto. Each sleeve holds six pictures in individual wallets with a separate smaller wallet alongside for a label. The final number of photographs received was just under 5,300. Each picture has the location details, date and name of photographer on the reverse. This information was then typed onto a corresponding label. As mentioned earlier, it was expected that the photographs would arrive with this information already present; however in literally hundreds of cases we had to work this out for ourselves. We were fortunate in that we were able to borrow a member of staff from another library that was temporarily closed, to organise and begin the typing. A volunteer from the Camden History Society also helped with this work. Without them I think the processing would have taken at least a further two months to complete. Once the photographs were filed and labelled the whole sequence was numbered. Another colleague then typed up a list of all the contributors together with the individual numbers of the photographs that they had taken. I felt that this was important so that they could come in at any time in the future and identify their work. Finally I prepared an alphabetical list showing the total number of pictures taken of each street. From this I can prioritise any photographic work in the future. Some streets deserve to be better covered, while others are unlikely to change at all for the foreseeable future.

The whole aim of the project was to provide a visual image of every street in Camden and that has finally been achieved. We now have a unique record of one London borough at a particular moment in time. To publicise this fact we organised an

exhibition using 100 of the images to demonstrate the incredibly diverse range of domestic and industrial architecture that exists within our boundaries. We have styles from elegant Georgian villas and Victorian Gothic buildings through to modern experiments with steel and glass. We have areas of great beauty and almost rural charm contrasted with inner city deprivation. The selection process here was also more difficult than we envisaged. Exhibitions require images that can stand being enlarged and subjected to prolonged public gaze. Here, we did actually want "good" photographs and many of the images, whilst being perfectly adequate in showing what a street looked like, were not suitable for this level of scrutiny. To thank everyone who took part in the project we invited them to a special evening preview of the exhibition and I am pleased to say that more than 100 people turned up. It was particularly pleasing to hear many of them say how much they enjoyed taking part and how it had made them see their surroundings in a new light.

Would I do it again? The answer must be "yes". The whole process was a valuable learning experience and has certainly raised our public profile. With hindsight it is possible to see how things should have been done differently. Firstly, it has to be said that the project would not have happened at all without the co-operation of other people and organisations. However, the funding was not in our hands and when the original idea was altered to something that fairly quickly became unworkable we were not in a position to insist that things should be changed. Even with the atrocious weather the project took much longer than it should have done. The impetus was lost on several occasions. Much better use should have been made of the local media to maintain the momentum. Volunteers dropped away and weren't chased to find out whether they were going to submit pictures. This sometimes led to wasteful duplication: in several instances streets were re-allocated to another person only for the original volunteer to send in their photographs. It would have helped, too, to spend more time with volunteers to ensure that they were quite clear about how the photographs should have been presented. This would have saved an enormous amount of processing time. Instructions that we thought were straightforward turned out to be open to misinterpretation. It is also a bad idea to start something like this in May. It seems obvious now, but many of the streets are almost totally obscured by trees in full leaf. It is heartening to see that this part of inner London is so green but the intention was to record bricks and mortar. October to April makes much more sense. In an alphabetical sequence it is very unhelpful to photograph crossroads or corner sites giving equal weight to both streets. It also improves quality to limit the amount of sky in the pictures and to take one side of a street rather than try to include both - many of the pictures suffer from contrast problems with one side in bright sunshine and the other in deep shadow.

At last it is all over and we are left with the results. The people who took part can be justifiably proud of their efforts. The value of this collection for social, architectural and family historians is enormous and can only increase as the years pass.

Aidan Flood is Senior Librarian, Camden Local Studies and Archives

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COMPILING A COMPREHENSIVE LOCAL MUSIC ARCHIVE - SOME PROBLEMS

Mike Raftery

About twelve years ago, when I was working in the local studies department of Leicester reference library, I was asked to catalogue a collection of sheet music and sound recordings that had been building up over quite a number of years. The printed music - a good collection as it turned out - appeared to have been added to consistently since as far back as the early 1900s. The sound recordings were of a much later vintage, nothing older than about 1965. Leaving aside oral history tapes and talking books, there were about sixty musical recordings. Most of these were classical - orchestras and church choirs - with a smattering of brass bands, a couple of folk groups, a perfunctory nod in the direction of mainstream pop (the Best of Engelbert, Showaddywaddy etc), a few singles by local 'new wave' bands (very recently added) and not much else. The collection had 'worthiness' stamped all over it. Leicester Bach Choir, but no Finion's Combo; Tippett at the De Montfort Hall, but no O'Hara's Playboys at the Nite Owl. I felt therefore that it needed to be built up to include a wider range of the area's musical life.

Sadly, the local studies librarians of the 50s and 60s were not exactly quick off the mark when it came to youth culture. Perhaps they were constrained by stuffy library committees or miserly budgets; but, whatever the reason, not many - probably none, in fact - were rushing down to the record shop to secure a copy of their local skiffle group's latest 78. Ours seems to have turned a blind eye to Bob Cort, a Loughborough man, whose recording of Six-Five Special kicked off the first ever pop TV programme in Britain. And I rue the fact that no one thought to get hold of any of the five singles recorded by Gerry Dorsey before he blossomed into Engelbert Humperdinck.

We ignore the low-brow at our peril. Around 1965 local studies librarians could have bought The Quakers' first single for six shillings and eleven pence (£0.35). Now - even if a copy were to come up for sale - 'She's alright' would knock us back a hefty £300 on the collectors' market. This is not an isolated example. Some years ago I saved my authority £59 when I picked up a copy of Legacy's 'No one' for £1 at a car boot sale. The £4 I paid an unwary secondhand record dealer for the Farinas' 'You better stop' (they later changed their name to Family) was no less a bargain.

But these lucky chances are few and far between. The job of building a comprehensive local sound recordings collection is seriously undermined by our predecessors' failure to put in any solid foundations. So the first problem is that we have a lot of catching up to do.

Since the advent of the independent label in the late 1970s developments in recording technology have made it increasingly easy and relatively cheap for anyone who wants to 'cut a few tracks'. What is not so advanced is the network of distribution by which these products - vinyl, cassettes or CDs - are brought to the market. At best they will only be available from a limited number of outlets: at worst, only at the 'gig'. We would not have a copy of Xylophonic Street Beat's cassette, for instance, had I not happened to be walking down the street in which they were busking. So problem number two is being able to get your hands on a copy of a recording.

The third problem (though if I was writing this in a logical sequence it would be the first) is identifying who your local performers are in the first place and finding out what recordings they might have produced. Most of my information comes from the local press. I scan the county's papers as a matter of course for general indexing

and I have also done some retrospective scanning to produce a wants list, copies of which have been distributed to all the secondhand record shops in the area. The trouble is that not everything finds its way into the press. This was brought home to me in no uncertain terms last year when, quite by chance, I made contact with the manager of a Leicester club which had been a popular venue for groups throughout the 1980s and early 1990s. I eventually took delivery of 400 or more demo tapes which had been sent in by groups hoping to get a booking there. Over a hundred of them were local, and only a small handful were known to me beforehand.

As mentioned, in twelve years our 60 musical recordings have grown to about 1,500, covering the whole range of music performed or composed by local people over a period of 400 years. The earliest work is by Thomas Vautor, a 16th century composer from Glenfield, whose songs were recorded by the Ambrosian Consort in the 1960s, but the predominant category in the collection is what might loosely be called Rock music: not surprisingly the bulk of it dates from the last twenty years or so, though we have managed to acquire a few earlier examples. We do actively look for information and donations, but we also have a fund for purchasing sound recordings. I don't know how this compares with other collections up and down the country, my only point of reference being the *Directory of recorded sound resources in the UK*, published by the British Library in 1989. At this time - and this surprised me - our collection was among the best, despite its modest size. Only half a dozen authorities admitted to having collected any pop at all, the overwhelming emphasis (again leaving aside oral history) being on classical and traditional folk music.

Notwithstanding the problems I have outlined I believe it is our duty at least to try to be comprehensive in our acquisitions policy. If we do not, we run the risk of being accused by future generations of editing their past.

Mike Raftery is Assistant Local Studies Librarian at the Record Office for Leicestershire, Leicester and Rutland.

SOCIAL INCLUSION - PROMOTING LOCAL STUDIES TO ALL

Elizabeth Melrose

Before thinking about how we can set about promoting local studies to everyone we need to think about who that "everyone" is. There is much talk about the necessity for social inclusion, but who are the excluded? It can be a long list - social inclusion is a difficult buzz term encompassing many issues, many of them hidden. The socially excluded are not a homogeneous grouping. Some will experience different aspects of social exclusion at various times. The socially excluded may individually suffer from rural isolation, urban poverty, disability in body or mind, or a lack of confidence or of educational achievement. They may not have the basic skills or the will to aspire to comfortable relationships with family or other groups, socially or at work. Others may simply be unaware of facilities and services that could support them and which they could use. The socially excluded are as individual as any individual reader. They may be elderly, physically disabled, or have mental disabilities. Some, for instance travellers or prison inmates, may reject anything that smacks of officialdom. Do they even recognise that they are socially excluded? But if they do want help to better their situation, how can libraries, and in this context local studies libraries, help? Surely we should positively promote our collections to this end.

Libraries, and public libraries in particular, are neutral, welcoming environments which can provide information and signpost people on to other services. We must, therefore put social inclusion on an active agenda: it is one of the major planks of government policy and all library authorities are expected to implement it, despite the fact, or maybe because of the fact, that 40% of the population are not library members. This percentage, though a measurable statistic, does not tell the full story. The fact that the library has a community focus is a strength, linking the service and the community as a whole. People should be encouraged to use the library and its services even if they do not borrow books. After all, Mo Mowlam has said that libraries have a place in narrowing the gap between those who are deprived and excluded and the rest of society, that they have historically been places of learning and education, and that therefore they need to be part of the revolution in information and education.

Local studies and social inclusion

There is literature about how working to combat social exclusion impacts on the library authority as a whole, but little on the trickle down to local studies collections. However, our collections offer a microcosm of local society, and by interesting people in their own environment and answering questions, we can get them used to the library, and they can then move on to other kinds of information they need. But how do we let these people find out about what we can do?

Local studies librarians are already attempting to promote their collections:

- by arranging exhibitions and organising talks - these are popular with those individuals interested in the historical past of their locality but who are not always traditional library users. For instance, *Catching the Past*, an exhibition set up by Camden Local Studies Library in the former Midland Grand Hotel in front of St. Pancras station was visited by over 2,700 people. Many more came to see the illustrations in the Local Studies and Archives Centre.

- by going into the community outside their libraries. In all authorities local studies librarians will join associates from local history and family history societies at local history and heritage Fairs; they may join with other libraries to run a coordinated Local History Week, as happened, for instance, in November 2001 when Yorkshire and Humberside Regional Library Services organised such a week, which was supported by almost every library in the region; they may run photographic competitions which give publicity and then add the entries to stock; they give talks outside the library to all kinds of groups from local history societies to luncheon clubs; and they may be able to use current websites hosted by various groups or designed by themselves both to introduce themselves and to give access to materials.

Local studies librarians and their colleagues are also making attempts to find out who might need to have access to their collections; those who have not used them before; and those we sideline through lack of thought and/or the pressure of administration and decreasing real-time budgets. Here are one or two examples:

- **Young children.** There are few books written about individual localities suitable for young children. Packs of illustrative material, for instance, on the World Wars or rural agriculture, are being produced for school classes, but more needs to be done. One such example is the winner of the 2000 Alan Ball Awards, *Footprints in time: a journey through the history of Barking and Dagenham*, which was a publication written

specifically for children, and a copy had been presented to every schoolchild in the Borough.

- **20-30s.** This is the age range that would be a valuable asset to local history societies as they have at present a preponderance of elderly members. Do we consider what their interests might be and how we can interest them without them getting the impression that this is an extension of college work? Can we use innovative IT rather than traditional print material in traditional buildings to introduce them to their past and that of their community?

- **People who would not come into a library at all.** There are those who have enthusiasm and energy for particular subjects whom we could show that we could help - football, shopping, or food, for instance: Neill Bennett in a conference paper at Umbrella 6 commented on the importance of football programmes as evidence and their appeal to so many people. There are also:

- the housebound;

- the homeless including refugees and asylum seekers. The Borough of Merton and Kent Libraries have done intensive outreach work with groups of refugees and asylum seekers and spoke at a Social Exclusion Action Planning Network Training session, discovering that considerable numbers of refugee children, as in Kent, did not use the library facilities as much as the single male user;

- travellers;

- prisoners and those in remand centres;

- those whose native tongue is not English.

- **Visitors who would like to come into the department and use the historical material but find it hard to access.** These may include some of the following categories:

the visually impaired; the hearing impaired; the physically disabled; those whose primary language is nominally English, but who may be educationally disadvantaged or who have little power of expression.

We say that we are trying to encourage everyone, but we patently are not or cannot. Are we providing sources for everyone and are we thinking of ways in which this material can be accessed, for instance by Jackdaw packs, photocopies, duplicate prints, or technology (subject to copyright!)? Have we looked at the department from the viewpoint of a wheelchair user or a partially sighted person? Are we diffident or impatient with those who cannot hear us or do not understand our specialised languages? Are our services free?

What can we do?

Following from this there *are* initiatives from libraries and others encouraging all sections of our society to participate in using our resources and to encourage others. For instance:

- an exhibition in Harrogate library was mounted by a regional Black and Asian support organisation to show that even in the most anglicised city there was a hitherto hidden but historical black presence. For example, illustrations and ephemera showed that some families coming to the Spa were accompanied by black servants or pages;
- The Black and Asian Archives Group is concerning itself with black history and now has a representative reporting back to the Local Studies Group;
- the West Yorkshire Archives Service gained a Millennium grant to prepare a travelling

exhibition consisting of documents, photographs and oral history featuring the importance of the ethnic communities of West Yorkshire:

- Manchester Jewish Museum has been awarded funding to set up two exhibitions about the experiences of Jewish people settling in and around Manchester since 1900, together with a travelling exhibition of contemporary photographs to visit local community centres with the aim of generating new cross-cultural audiences for the museum;

- the experiences of Vietnamese people settling in the UK since 1975 are to be recorded in an oral history project being organised by Refugee Action;

- website technology will give access to the most appealing parts of collections. Following the success of the Chester Image Bank and the Durham Record many other projects will be produced in the next few months with New Opportunities Fund assistance.

These examples show an encouraging start, but we need to take further steps. We must, for example, ensure that local studies libraries are available freely to all, at the right times and that everyone knows about them: in a survey of local studies users carried out in Derbyshire it was found that more than 1 in 4 users had not realised that a Local Studies Library existed until they were referred to it verbally by the County Record Office or another library. We must therefore make the local studies library more accessible by using better signage, and sometimes better lighting as well as improving access to steps and doors: have trained and knowledgeable staff, not just in information and local studies provision, but in the ability to empathise with diffident users enough to encourage them to ask the right questions...and to come again; we need to seek advice from other agencies with specialist expertise such as the RNIB;

and we must discuss the issues of providing service to the disadvantaged.

To do more is complex - as mentioned before there is little on the topic written specifically for local studies librarians. There are disadvantages here for the traditional work flow of the department. At a recent meeting one of my colleagues brought up her concern that she was expected to do so much promotion with schools and with local societies that she felt she was being pulled in different directions. Thus:

- in order to provide a proper service we need to gain the support of our most senior managers, and we need to flag up issues which are important to potential users, such as opening hours and access to the building and the department. These, as well as the location of the building and transport available to get people to it have been shown in surveys to be important.

- we need to know where local studies lies in the non-negotiable Annual Plan of our library - what is the official policy on social inclusion? The Plan will already have taken into account the broad precepts of *Libraries for All* and related this to the overall vision, but we can assist the vision by suggesting actions for our department: any suggestions for practical improvements, such as brighter lighting or clearer signposting, as mentioned before, will benefit everyone.

- we need to find out the needs of the community and tailor any internal-reach or outreach to this. We need to work with those who are more knowledgeable: for example, sending illustrative local studies material to a remand centre without real consultation with the staff and librarian will be counter-productive, as few inmates will be local and while they might be interested in local photographs of their home town, they are not interested in the Centre's locality.

- we need to plan ahead, give priority to what we are undertaking, and stick to this. There is only so much that can be done in a working week. Because we enjoy promoting our collections there is a temptation to accept every invitation which comes in without remembering that the latest NOF or Wolfson questionnaire have to be collated urgently. Setting out a timetable leads to a better quality of work and even perhaps time to take advantage of other opportunities. We need to be able to say 'No' sometimes - giving less talks to local history societies, for example - in order to concentrate on other priorities within the department.
- We need to consider what can be done with the available staff and staffing levels. Could a small group of volunteers be assembled to help people with sight and hearing problems? We need to be serious about staff training, and in knowing what we can do and doing that well, but also incorporating guidelines on social inclusion and promotion into induction and continuing education.

Some very easy things have been suggested by local studies librarians - some are very straightforward while others must be addressed through the Library Plan on access. We could, for example, emulate the day school workshops and brainstorming sessions run by the Midlands and Anglia Branch of LSG on equal opportunities and local studies - is there anything coming out of these which local studies collections can address straight away? Look at the list again in six months' time: take the opportunity of talking to the hearing impaired - I gave a session on access to family history on the internet with a hearing loop microphone and an expert in sign language. It was an illuminating and rather humbling experience: put a note on your local studies leaflet to say that a large-print copy is available - this could be produced on demand from a computer disk. Ensure that the large-copy leaflet states that most of the material described will be in ordinary size. Library staff should be aware of *Library Services for Visually Impaired People: a Best Practice Manual*. Funded by DCMS and published by Re:Source, a copy has been sent to every library authority. Produced in print, braille, tape and PC disk format, the manual contains a multiplicity of facts and guidance on improving library services to the 1.7 million visually impaired in this country; make your local studies introductory leaflet available in the main ethnic minority languages of your community; try to ensure that equipment such as microfilm and microfiche readers have enough space round them for a wheelchair and for the accompanying companion - contact local disabled groups for advice, since they will be able to point out difficulties for the chairbound; and start a programme of recording local studies material on tape - ask local personalities to do the reading and/or allow their books to be recorded. This, of course, is in addition to oral history recordings, and you must take notice of the copyright laws.

We must do everything we can to make the local studies collection welcoming to *everyone* - after all it is their heritage and we hold it on trust for the community. We must, however, be pragmatic. We cannot do everything - no one can meet every guideline and recommendation. But our community deserves the best we can do. We can but try, - while we strive to preserve and conserve the collections, we must engage the whole community in their upkeep so that they can be used by everyone for enjoyment and study.

Elizabeth Melrose is Reference Services Adviser, North Yorkshire Libraries.

This article was originally presented as a paper at the Umbrella 6 study school in July 2001.

LOCAL STUDIES LIBRARIAN OF THE YEAR 2001

As reported in our last issue, Michael Marshman, Local Studies Librarian for Wiltshire, was awarded the Dorothy McCulla Memorial Prize for 2001. At an awards ceremony at Umbrella 6 his Head of Service, Pauline Dyer, accepted the award on Michael's behalf, as he was unable to be present on the day; she also read his acceptance speech, which is reproduced below.



*Michael Marshman with
Councillor Mrs. Jane Scott*

"I am very pleased and honoured to receive this prize from my peers, most especially as I have remained a very local Local Studies Librarian. I am also pleased because I feel that this is recognition for something I have always practised - making local history accessible to as many people as possible. This in fact began long before I became a local studies librarian. As a young and hirsute town librarian I set up a local history research group based on the library in Melksham. However, as I had trained as a children's librarian I kept my options open by also running two weekly after-school children's clubs in the library!

When I came to my present post in 1989 the local studies collection might only receive three or four visitors a day. It was then that I began a campaign to interest more people in the history of their community. Apart from working with the converted in local societies I talked to Womens Institutes, Townswomens Guilds, Chambers of Commerce, Rotary, retirement clubs etc - all the usual organisations which allow librarians to speak to them. An involvement with schools began which has continued to this day with workshops in schools and meetings with teachers. I was fortunate in following one of our best local historians, John Chandler, who left to become a respected author and full-time historian. John had set up and organised the library so well that, initially, I had little to do to the collections. I was also fortunate in having Felicity Gilmore, now at the National Monuments Record, who ran the library most efficiently and allowed me time to indulge myself in outreach activities. In Wiltshire John had continued a publicity programme for local material, often the winners of competitions we had organised. This I took to enthusiastically having had various books published including, I must admit, some early examples of the now ubiquitous old photograph books. This enabled us to bring the uncommercial writings of local people to a much wider public.

In all events I have organised I have been greatly helped by local societies and local and family historians who have provided speakers and experts when required - admittedly they often owed me favours. We have also been fortunate in encouraging many groups to publish material, culminating in the wave of publicity which accompanied the millennium and which will leave a more permanent mark in this country than the ill-fated Dome.

The discipline of local studies has advanced greatly since I took over the mantle for Wiltshire and we now stand at another exciting threshold - that of cross-domain working. Most local studies librarians have been involved in this for years but it has caused more rethinking of their roles by some museum curators and archivists. In Wiltshire I have been fortunate in receiving cooperation and partnerships from museums and archives for many years. This I hope will become the norm nationally and we will find local studies librarians in a pivotal position between the other disciplines. I am sure that many future winners of this Prize will be librarians who achieve success in cross-domain working but from this rather ageing librarian I will once again say thank you for making me very happy and honouring Wiltshire."

An award ceremony was also held in Wiltshire on July 11th, when Michael was presented with his award by the Chairman of the Education Committee, Mrs. Jane Scott.

Perhaps this is a good place to encourage nominations for the 2002 award. Full details will be advertised shortly, and the closing date will be April 30th, 2002. There are plenty of enterprising local studies librarians throughout the country: why not nominate one of them?

OFFICE OF NATIONAL STATISTICS, SOUTHPORT: report of a visit

Along with representatives from many other organisations, a small group representing LSG's North West Branch attended an open afternoon at the Certificate Services Branch, Office of National Statistics, at Southport in April 2001. On arrival, the initial impression is of the grand scale of the Office's accommodation - Smedley Hydro is a large and rambling late Victorian/early Edwardian former hotel - but once inside there was no doubt that this was a government building - strict care was taken with passes/name badges, with combination locks and swipe card doors much in evidence.

The scale of the operation carried out is equally impressive. The Office employs fifteen staff just to open the mail, and arriving on a Monday morning they can be confronted with up to a thousand enquiries, whether by letter, telephone or e-mail. Letters range from the long and rambling, with the core request being contained in the final sentence, to correctly completed forms with the appropriate remittance. Much effort goes into sorting the mail for the relevant sections, including detective work by the staff to ascertain just what is being requested, but inevitably some requests have to be 'returned to sender' for further information, proof of identity, or the correct payment.

Following a clear and well organised introductory session we embarked on a tour of the main departments, most of us finding certificate production the most interesting. We were impressed by the sheer professionalism of the staff: even though each had to work to a daily target, and the work is inevitably somewhat repetitive, great care was taken to ensure that the correct certificate was supplied - imagine how many John Smiths there are! The staff exuded an air of efficiency and confidence in meeting the turnaround times set by the Department. The problems posed in reproducing, by computer, the information on the original certificate, from the microfilm copy, showed the crying need for government investment to digitise the original records, but even that improvement would not do away with the section devoted to deciphering the eccentric and often unreadable handwriting of many registrars and clergy.

Those of us running busy local studies departments were particularly interested in seeing how this operational side of Smedley Hydro works since we ask members of the public to apply for copies of certificates from here, but we had no comprehension of the work flow patterns. In meeting Carol M. Clark, the head of communications, we felt that an avenue has been set up whereby we can have copies of ONS forms available for the public to take away prior to sending for their copy certificates.

Another section, which one might not immediately associate with ONS, provides anniversary wedding certificates to celebrate silver, ruby, golden and diamond weddings, and it also verifies information for the Queen's 100th birthday telegrams.

The final session was a 'question time' event with the head of the branch and his senior colleagues. This started with an overview of the present situation and the possibilities that might arise from the public consultation exercise on a review of civil registration, but the time for questions was rather dominated by one or two individuals who seemed to think that the ONS existed solely to provide them with

instant genealogical information, preferably for free! The session was eventually somewhat abruptly terminated.

On leaving, each delegate was given a plastic wallet containing a number of information leaflets, examples of the forms used, a useful and wide ranging address list of UK repositories, an 'Overseas useful address list' and a copy of the Family Records Centre's 'A quick guide to using the indexes', all of which could form the basis of an information file for use by the public in relating the work of the ONS to the Family Records Centre and the whole gamut of family/genealogy research.

Throughout this interesting and informative visit the staff were very forthcoming in answering our questions and it was obvious that a lot of effort had gone into the organisation of the open day. We would advise anyone working within this subject field to try and see what goes on at the ONS in Southport by looking out for further open days.

This report has been compiled by Morris Garratt, Chairman of LSG North West, from his own observations and from comments by committee members Eileen Hume, Alice Lock, Keith Burrows and John Tiernan.

SESQUICENTENARY AT WINCHESTER

Philippa Stevens

On 10th November 2001 Winchester Library celebrated a very special birthday - 150 years! Winchester achieved the distinction of being the first town in the country to open a Public Library under the Public Libraries and Museums Act of 1850. Although the library started shakily, haltingly and almost apologetically (a mere by-product of the Museum which was the principal function of the service in those days) the unremitting hard work of successive City Librarians (Messrs. Burchett, Piper, Pepper and Helliwell) ensured that the library continued to provide education, information and inspiration for generations of local people. A week of celebrations began on Monday with behind-the-scenes tours: Tuesday saw a Victorian theme for children's story-time, and on Wednesday the annual Railway Lecture was illustrated with slides on railway history. Throughout the week special displays in the Children's Library featured Victorian books and authors, and a competition on "Draw what you think the library will look like in 150 years time" offered prizes for two age-categories of children. Geoff Salter (Deputy Divisional Librarian) set up an exhibition on the library's history, and wrote a book entitled *150 years of Library Service in Winchester*.

The culmination of the week's activities occurred on Saturday 10th November, when staff dressed in Victorian costume and handed helium-filled balloons to children visiting the library. In the evening a reception was held for civic dignitaries; Bernard Naylor, president of the LA, cut a celebration cake and delivered a fascinating address on "Visions of service: libraries past, present and future". Finally Geoff Salter gave a slide show on the history of Winchester library, enlivened by humorous anecdotes drawn from archival sources.

In a dramatic and generous gesture, Geoff Salter handed the first copy of his newly-launched book to the last of Winchester's City Librarians, Ray Helliwell, who retired in 1974 at local government reorganisation, and who himself wrote a booklet in 1951 on the occasion of Winchester Library's Centenary.

Philippa Stevens is County Local Studies Librarian, Hampshire

ROUND THE BRANCHES

The *North West Branch* report good attendances at two of their day schools. The first, at Chetham's Library, on the changing face of local studies, was oversubscribed. It included talks by Nigel Rudyard on libraries, archives and museums working together; Michael Powell describing Chetham's successful bid for grant funding; Fergus Wilde on printed books and OPACS; and Jane Foster on archives and the web. There was also a visit to Manchester Cathedral and its archives. The second school, at Liverpool, was devoted to the census and attracted fifty one people. David Gatley and Sandra Hayton talked about their research based on the census as a historical source and Margaret Brennand and a colleague from the PRO updated delegates on progress with the 1901 census. In Spring 2002 a visit to Fulwood Barracks for a day on army records is planned.

From *Northern Ireland* the LISC (NI) Local History Panel reports on various initiatives. Local History Week will run from 4-12 May 2002 to coincide with the national events. There will be another 'getting into print' event focusing on journal production and writing. The Federation for Ulster Local Studies will also run an event on the subject of the border and its influence on Ireland north and south. Colleges will be encouraged to participate and local studies librarians will devise programmes for the five Education and Library Boards. The first anniversary of NIPR (Northern Ireland Publications Resource) was held in October and a bid has been made to the Department of Culture, Arts and Leisure, to provide core funding after British Library support ends next year. The RASCAL (Rare and Special Collections Available Locally) project is continuing its work of producing high level descriptions in a wide range of Northern Ireland institutions: the website should go online next year. Finally, Yvonne Hirst from the North Eastern Education and Library Board has been elected as the Panel's representative on LSG.

The *Midlands and Anglia Branch* regrets to report the resignation of their Chairman, Joan Bray, who is also the branch's representative on the LSG committee. This is because Joan, who as Nottingham's Local Studies Librarian was one of the best known local studies librarians in the Midlands, has moved to a new post as Head of Customer Services in the same library service. The new Chairman and the LSG representative will be announced shortly. The Branch held a successful day school on Disaster Planning at Sutton Coldfield on 21st November: the speakers were Clive Wilkins-Jones of Norfolk Libraries, Amanda Wallace of East Midlands Museums Services, and Joan Bray.

The *London and Home Counties Branch* plans to hold a major social event in March to mark the passing of the LA and the Branch prior to amalgamation with IIS and its rebirth as CLIP.

Our Scottish branch, *LOCSCOT*, held a highly successful day school at Perth on 31st October. The subject was Scottish Photography, which is the theme for the Scottish Local History Week, 2002. Preparations are already under way for this annual event, to be held at the end of April. *LOCSCOT* also participated in the Scottish Library Association Branch and Group Day in Paisley on 5 September, when Don Martin presented a paper on a digitisation research project.

HAVE YOU SEEN...? some recent items of interest to local studies librarians

Cornish, G.P. *Copyright: interpreting the law for libraries, archives and information services*. Revised 3rd Edition, Library Association Publishing, 2001, 216pp. £19.95. ISBN 1 85604 409 2.

Padfield, T. *Copyright for archivists and users of archives*. Public Record Office, 2001. 210pp. £20.00. ISBN 1 903365 13 9.

These books complement each other nicely. Graham Cornish is responsible for copyright interpretation throughout the British Library, and Tim Padfield is the Copyright Officer of the PRO.

Cornish's work is intended as a working tool for the practitioner and has become a standard desk tool for many librarians: the fact that it is regularly revised and updated shows how useful it is. Arranged by topic or kinds of material and expressed in 'question and answer' form it aims to provide accurate information in easily accessible form for practising librarians to answer both their own questions and readers' enquiries. There are not huge differences between the 3rd edition and this revision, but there is some rewriting to make things clearer, the section on databases is revised and questions on authors moral rights are added throughout. There is an updated bibliography, now including useful websites, and a much expanded index.

Padfield's book is more formal in approach and concentrates on archival material, pointing out that much material in record offices is unpublished and that this can give rise both to very long periods of copyright and sometimes a tangled web of different copyrights which might exist for instance in a file of correspondence. The arrangement is again by topic, but naturally there is special emphasis on original archival material. The author comments that most commentators concentrate on copyright in published works, and that this book is an attempt to guide archivists through the law on unpublished materials: he also points out that much of the interpretation of statute law on the subject resides in legal precedents and therefore references to case law are given throughout. There is a section of worked examples of how questions may be answered, together with suggested solutions referring back to relevant sections in the book. There is a bibliography, lists of relevant treaties, statutes and S.Is, and a list of relevant law reports.

Both of these books are written by information specialists for their peers, and not by lawyers, but both offer clear guidance to their users. Libraries today often collect archival material and record offices acquire published items, so these books, with their different emphases, complement each other and both are worth looking at.

Urquhart, R.M. *Scottish Civic Heraldry 2*. Scottish Library Association, 2001. 155pp. £14.95. ISBN 0 900649 23 2.

A specialist work, but one which many libraries will wish to have. It supplements the same author's *Scottish Civic Heraldry* of 1979. With the various changes in local government administration and the rush of local authorities to adopt arms, this work contains a substantial amount of new information brought together into one place. For each main section (Regional and District Councils, Area Councils and Community Councils) there is a general introduction and this is followed by details of the Arms. For each there is a heraldic description and an illustration, followed by a note on its significance to the area. This volume and its predecessor will interest a variety of people - those with an interest in Scottish history and administration and those interested in heraldry.

Gypsies and Travellers in their own words. Compiled and edited by Peter Saunders et al. Leeds Travellers Education Service, 2000. 254pp. £15.00 (+£5.00 p&p). ISBN 0 950 8029 99.

With the current interest in social inclusion, this is a timely work dealing with a group of people who often feel socially excluded. It consists largely of the stories of sixteen Gypsies or Travellers living in Leeds, together with a large selection of annotated photographs. They are personal histories and viewpoints but together they create a picture of life within the the gypsy and traveller communities and the changes that have taken place over the last hundred years. Although the authors all live in Leeds, because they are travellers much of what they say deals with other places and the stories and photographs will therefore interest people outside Leeds. The printed stories are based on taped interviews, so this is also a contribution to oral history. There is a subject index and one of family names. While this book will interest many local studies librarians it will also be of interest to social studies librarians.

Manders, F and Potts, R. Crossing the Tyne. Tyne Bridge Publishing, 2001. 128pp. £8.50. ISBN 1 85795 121 2.

This well-produced book is produced in conjunction with the opening of the Gateshead Millennium Bridge. It covers the history of the various crossings over the tidal part of the River Tyne (about twenty miles) - ferries, bridges and tunnels as well as notes on proposals which were never carried out. The authors, a local studies librarian and an archivist provide a well-written and well-researched narrative. To allow the story to flow freely, supplementary information such as lists of ferry boats or factual information about the Tyne Tunnel are placed in blue panels on the relevant page. There are numerous illustrations and plans, together with a series of specially taken colour photographs of some of the Tyne crossings today: there are several of the innovative Millennium Bridge. The quality of these is superb, the only problem being that they are placed together in one section, which slightly unbalances the design of the book. There is a page listing the most useful sources, together with a note that every factual statement is supported by a reference to source material, and that this information is available in fully annotated copies deposited in Newcastle Central Library and Tyne and Wear Archives: this obviously tries to bridge the gap between scholarly needs and the wish to produce a readable product for the general public, but is a disadvantage for non-locals. This said, this is an excellent book and is of interest to many people far outside the immediate locality. The price is very reasonable, too. Tyne Bridge Publishing is the publishing arm of Newcastle City Libraries and Information Service.

Jones, D.R. Unfolding Shropshire's past. The Local Historian, 31(12), November 2001. 247-53.

A description of the *Shropshire's Past Unfolded* project, the largest cataloguing project to have been supported by the heritage Lottery Fund. This followed a survey in 1995 which estimated that 60% of the deposited collections of archives in Shropshire were uncatalogued and could not be used by researchers. The article describes the progress of the project, including the use of specially appointed project staff and also of volunteers. In order to give an idea of the range of documents now made available by the project, the author uses Bridgnorth as a case study.

HELP WANTED

Paul Dudman, History and Archives Librarian at Queen Mary's Hospital, Roehampton, writes:

Queen Mary's Hospital Roehampton started in 1915 in response to the need for a centre to help servicemen who had lost limbs during the First World War. It soon became a renowned centre for the rehabilitation of amputees. In later years it also became well-known as a centre for plastic surgery, burns and maxillofacial surgery.

We are currently developing a museum and collection of archive material relating to services at Queen Mary's and associated hospitals. We are in the process of cataloguing and preserving the existing Archive material and are planning to make the collection more accessible to staff and researchers wishing to use it. We should be very pleased to hear from anyone who was a patient or worked at the hospital, or who has information about the history of the services here.

For further information contact Paul Dudman at pdudman@sghms.ac.uk or on 020 8355 2671.

NOTES AND NEWS

The LA has just published its 2002 Training Directory, and there are many courses which local studies librarians would find useful in general terms. However, this note is to draw your attention to a specific course - "Copyright: local studies and archives". Librarians in local studies collections need to know about the subject to deal with material, to help users, and perhaps in terms of producing publications. A similar course was held successfully last year, attracting 30 participants. Details of this and other courses are available from the Training and Development Team at the LA. Tel 020 7255 0560.

The NEWSPLAN 2000 Project has received a grant of £5 million from the Heritage Lottery Fund to enable it to proceed with its plans to preserve and improve access to over 1,600 local newspaper titles from all over the United Kingdom. It is the largest grant for preservation of part of our historical record ever made in the UK. This huge task of preservation will involve the microfilming of some 40,000 volumes of newspapers covering 21 million pages of text. Microfilming will be done to archival standards, which has a life expectancy of at least 500 years. The grant will also allow for the supply of microfilm readers and reader-printers to local libraries to improve access. The Newsplan 2000 Project is a unique partnership between the Heritage Lottery Fund, the newspaper industry and libraries across all parts of the UK.

An award of £172,000 from the New Opportunities Fund has allowed the establishment of Hantsphere (Hampshire, Southampton, Portsmouth Historical Educational Resource) to create an innovative multimedia resource discovery website relating to the county of Hampshire. The grant will allow the digitisation of local history materials and the creation of the Hantsphere website. Available via the

Internet. Hantsphere will enable students, business people and all other enquirers to access information on Hampshire's economy, industry, heritage, transport, famous people, religious life, art, sport, natural history, the environment and cultural activities. The website will comprise a database (including the Hampshire Bibliography, Hampshire Chronicle index and Hampshire Magazine index) with screen-pages giving information on local topics such as Jane Austen, the M3 motorway and the New Forest. Links will be made to other databases such as SHOWcase (Southampton History on the Web) and other websites, and the digitising of materials will involve partnerships with commercial firms and non-profit making organisations. Hantsphere is a consortium comprising Hampshire County Library, Hampshire Record Office, Hampshire Museums Service, Hampshire & Isle of Wight Local Authorities Association, Hampshire Chronicle, Portsmouth City Library, Southampton City Library and Southampton University. It is hoped to have some pages visible on the site early in 2002, followed by a continuous programme of development. Details of the site address will be announced later.

An agreement has been reached between the Ordnance Survey and Landmark Information Group Ltd regarding historical map data. The negotiated arrangements provide an increasing but stepped discount to all local authority participants in the Ordnance Survey/Local Government Service Level Agreement. The cost will depend on the number of authorities that agree to take out a licence agreement by specified dates: the dates chosen are the most likely points that authorities are likely to have funds to pay for the data - March 2002 and August 2002. The discounts will be applied to a new local authority price list which in itself offers savings to authorities. The new tariffs are based on numbers of authorities participating eg authorities will get 15% discount if 50 of them make a licence agreement by March 2002, 27.5% if 100 do so, and 40% if 200 participate. Discounts for agreements between April and August are 10%, 20% and 30% respectively. It is clear, therefore that authorities should make up their minds as soon as possible - and the more the better! As local studies librarians are perhaps the main users of historical data, you should lobby your OS Liaison Officer to opt into the arrangement as soon as possible and save some money - a 40% discount is worth having!

Yorkshire Libraries and Information, the Regional Library System for Yorkshire and Humber, organised a local history week in November, the theme being 'Victorian Yorkshire'. Almost all the library authorities in Yorkshire took part, together with several museums and archives and Huddersfield University. Activities ranged from displays in libraries small and large to local history fairs, local history talks and a coffee morning as part of the centenary celebrations of Hull Central Library. In total there were about a hundred events.

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