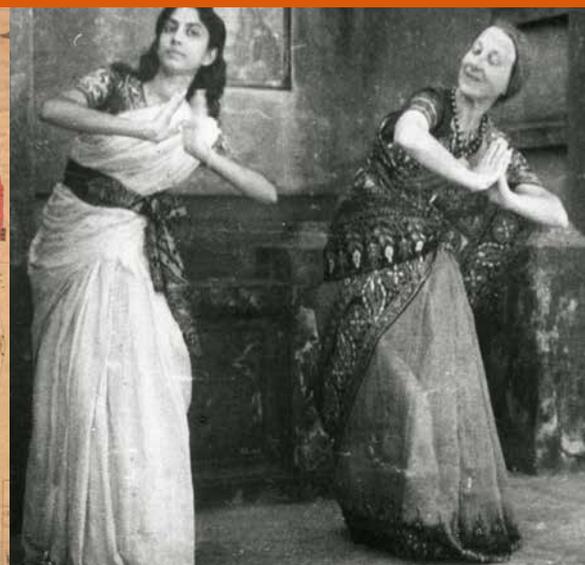
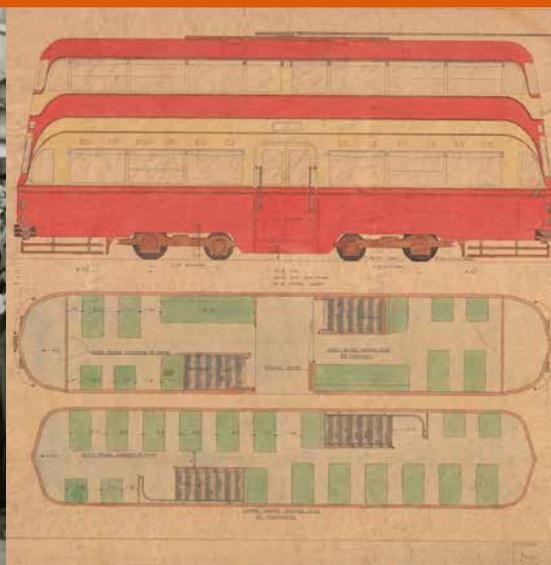
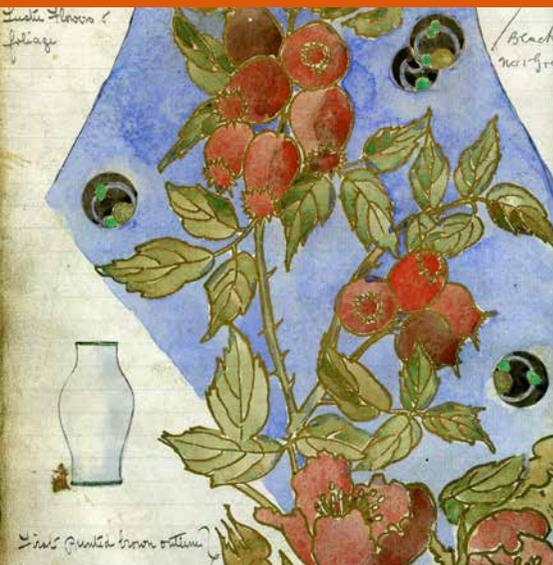


**ARCHIVES
REVEALED**



CREATING ACCESS, ENABLING POSSIBILITIES

INTRODUCTION

The archives of the UK engage communities, create new knowledge and hold governments to account. They can be used in a variety of ways, from enabling insightful and pioneering research, and inspiring art and literature; to informing decision-making in organisations of all types. In short: archives matter.

For archives to be used and be useful they must first be catalogued; without this, archives remain inaccessible.

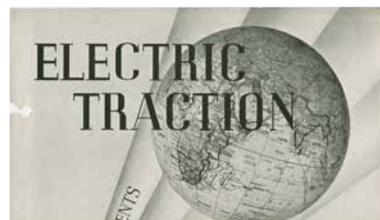
Archives are only able to provide a benefit, and to enrich society intellectually, economically and culturally if they have been transformed through cataloguing - from bundles of paper and sequences of bytes to rich sources of ideas, evidence and memories.

We know that, despite the efforts of archivists, there remains a significant backlog of uncatalogued archive collections in the UK (as high as 50% in some repositories). This represents a vast amount of material – of intellectual and cultural value – that remains unknown to a wider audience. These backlogs exist, in part, because the vital importance of cataloguing is not reflected through organisational funding.

Following 11 successful years of the National Cataloguing Grants Programme for Archives, The National Archives and The Pilgrim Trust, with the support of other partners, are launching a new funding programme: **Archives Revealed: Creating Access, Enabling Possibilities**. Composed of two funding strands – funds for scoping studies and funds for cataloguing projects – we believe that this programme will transform access to archives throughout the UK.

A review commissioned by The Pilgrim Trust in 2016 demonstrated a continued need for funding streams that will support the development of access to archives through cataloguing, a scheme that provides the greatest support to our diverse archives and reflects the shifts in the wider landscape. *Archives Revealed* is our response to that challenge.

SUPPORTED PROJECTS



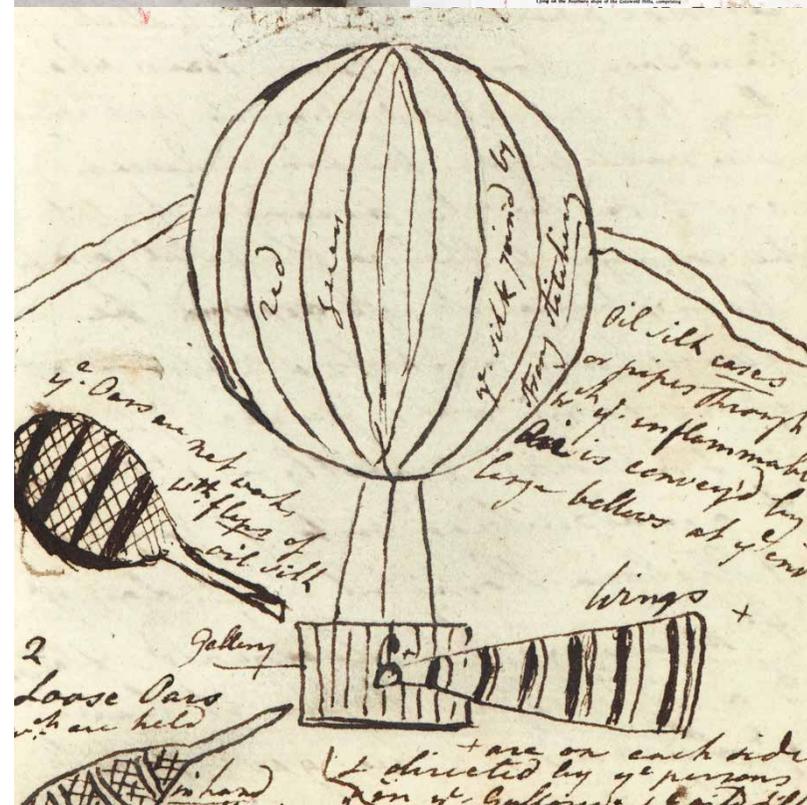
Cataloguing allowed access to the National Railway Museum's largest collection, the archives of GEC Traction, for the first time. This included **1,013** boxes and folders of drawings ranging from export locomotives to anti-aircraft guns used by the Royal Navy in the Second World War.



Inspired by the records of Francis Johnson and Partners, architects and archivists at the University of Hull pioneered the use of craft and Lego to engage family groups. This was later developed into *HullCraft* (www.hullcraft.com/francis-johnson/) which gave visitors to the service a way to recreate buildings documented in the collection's plans and drawings.



Cataloguing **370** boxes of records from the National Union of Women Teachers, held at the Institute of Education, highlighted the breadth of issues that female teachers campaigned for in the early 20th century – from equal pay to peace and disarmament – and revealed connections to leading women's rights campaigners such as Millicent Fawcett.



3 images above (left to right): with permission of ALSTOM UK Holdings Limited | courtesy of Hull History Centre | courtesy of UCL Institute of Education Archives

Right hand side (images left to right, top to bottom): © Harris Tweed Authority | Dolgarrog Aluminium Works Archive, courtesy of Conwy Archive Service | Archive of Thos. Agnew & Sons, © The National Gallery, London | courtesy of Gloucestershire Archives | Mary Hamilton Archives, courtesy of University of Manchester

EVOLVING THE NATIONAL CATALOGUING GRANTS PROGRAMME FOR ARCHIVES

In our vision for the archives sector, *Archives Unlocked*, The National Archives has made clear our commitment to make collections available and to help services navigate current challenges. We are building a platform enabling archives to be resilient, digitally ready and able to clearly demonstrate their impact.

The three ambitions at the heart of *Archives Unlocked* that provide the framework for *Archives Revealed* are:

- **Trust:** People and institutions trust in the authenticity of archives, and how they are preserved and presented
- **Enrichment:** Archives enhance and enrich our society intellectually, culturally and economically
- **Openness:** Archives cultivate an open approach to knowledge and are accessible to all

We believe that the secret to a stronger archives sector lies at the heart of our collections, and making them known to others. Engagement with archives enhances people's lives; archives hold something for everyone, but only by revealing them can we showcase their true potential.

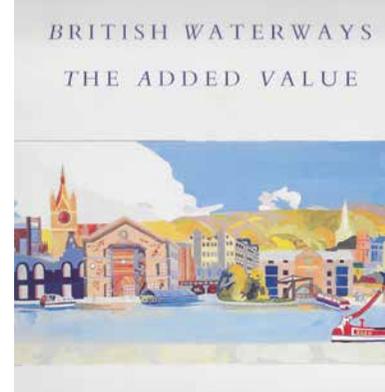
ARCHIVES REVEALED: CREATING ACCESS, ENABLING POSSIBILITIES

Building on the success of the National Cataloguing Grants Programme for Archives, *Archives Revealed* is a new funding programme designed to support and drive further innovations in opening up access to archives, with two funding strands:

- Cataloguing Grants: 'Creating Access Through Cataloguing' will continue to champion the importance of cataloguing as transformative in releasing the potential of archives. Grants of up to £40,000 will allow full access to collections.
- Scoping Grants: 'Enabling Future Access' our new funding stream, will allow organisations holding archives to assess uncatalogued collections. Support of up to £3,000 will allow organisations holding archives to perform scoping studies, identifying key issues and priorities for future cataloguing projects.

Both of these funding streams will support archive collections of **regional, national and international importance** which also:

- Form part of a strategic plan to reduce the backlog of unprocessed archive collections
- Have the greatest transformational impact on access to archives
- Respond to the highest levels of use and/or have the highest potential level of use



The National Cataloguing Grants Programme for Archives an average of 11 projects per year

Through funding scoping studies and cataloguing grants, *Archives Revealed* will enable access to many more archive collections

THE NATIONAL CATALOGUING GRANTS PROGRAMME FOR ARCHIVES

Since 2006, the National Cataloguing Grants Programme for Archives has supported cataloguing across many diverse organisations and **over £3.7 million has been provided to 124 projects across England, Scotland and Wales**. All of this was possible through the commitment of The Pilgrim Trust and The National Archives, and the generous support of many charitable trusts and foundations.

This support has meant that access to invaluable collections of regional, national and international importance is now possible, making the potential of archives accessible to a range of people and organisations, locally, nationally and globally.

Almost a quarter of grant recipients have been able to clear cataloguing backlogs of over 10%, with nine archive services now able to provide access to over 25% of their holdings. One successful recipient noted that they were able to clear a backlog of 85% - a remarkable result that demonstrates the impact the programme has had in enabling access to archives.

In a period of change for the archives sector, and at a time when many services have experienced reductions in core funding, the National Cataloguing Grants Programme for Archives has provided resources to catalogue collections, created jobs, and enabled access to unique material that will benefit users in years to come.

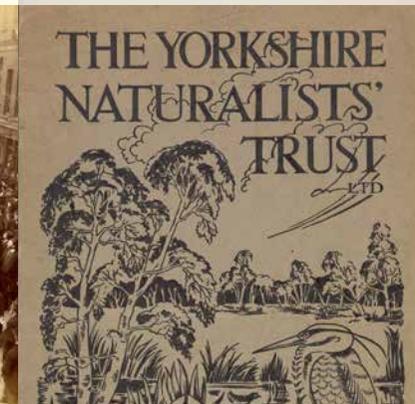
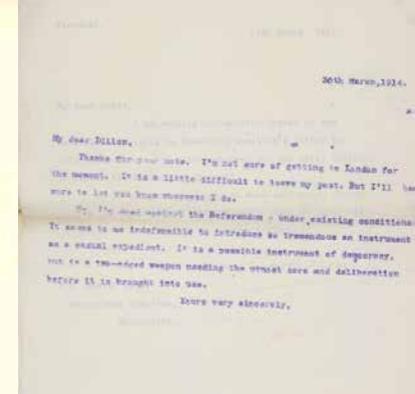
NCGP CO-FUNDERS

- The Pilgrim Trust
- The National Archives
- The Goldsmiths Company
- The Mercers' Company
- The Wolfson Foundation
- The Gladys Kriebel Delmas Foundation
- The Foyle Foundation
- The Monument Trust
- The Charlotte Bonham Carter Trust
- John Paul Getty Junior Charitable Trust
- Andrew W. Mellon Foundation

ABOUT THE REVIEW

In 2016, The Pilgrim Trust commissioned Janice Tullock Associates, an independent consultancy, to review the National Cataloguing Grants Programme for Archives and make recommendations for how it could be developed in the future. The review highlighted that the programme has not only furthered access to archives through cataloguing, but has been the catalyst for change in many archive services, enabling innovations in archival practice, developing the skills of staff and volunteers, unlocking further funding opportunities and creating new knowledge through research. **It is clear that the programme is highly valued and supported across the archives sector.**

The review also found that there were areas in which the programme could be further developed and strengthened. In particular, the review pointed to concerns over the prioritisation of significance within the assessment process, and the concentration of grant awards on similar types of collections in a small section of the sector. Although the review explicitly stated that there is a huge demand for a programme of this type, it also noted that practical areas of managing the programme should be improved to secure greater impact from funding.



24 archive services within higher education were funded through the National Cataloguing Grants Programme for Archives.



Archives Revealed will open up access and enable possibilities for all types of organisation holding archives

SUPPORTED COLLECTIONS

Archives supported by the National Cataloguing Grants Programme for Archives represent the richness of documentary heritage across the UK. Archives of all types have been supported, from the records of business and industry, such as coal mining archives in West Yorkshire and shipbuilding records in Tyne and Wear, to the papers of Macmillan and Longman publishers and the films of female directors associated with the Institute of Amateur Cinematographers.

Supported collections are of international importance – such as the records of the Women’s International League for Peace and Freedom held by the London School of Economics – and shed light on regional and local lives, such as the five Quarter Sessions projects awarded with grants to repositories to catalogue the records of local courts.

Many of the collections supported by the scheme have been recognised through Arts Council England’s Designation Scheme, which identifies collections of pre-eminence held in libraries, museums and archives across England. This scheme, which exists to ‘celebrate collections of outstanding resonance that deepen our understanding of the world and what it means to be human’, asserts the enduring cultural value of these collections.

Designated collections supported by the National Cataloguing Grants Programme for Archives include those held by:

- Lambeth Palace Library
- Hampshire Record Office
- University of Warwick Modern Records Centre
- Bowes Museum
- Library of Birmingham
- Tyne and Wear Archives Service

The National Cataloguing Grants Programme for Archives has also helped to enhance the public benefit of collections held on behalf of the nation, such as those transferred through the Acceptance in Lieu scheme. Recent recipients of grants awarded to these collections include the National Portrait Gallery, granted £17,899 to catalogue *The Freud Archives: records associated with Lucian Freud, artist 1922 – 2011*.

Other publically held archive collections that have benefited from the scheme include the records of the Royal Doulton Factory and Doulton Museum, held at Stoke-on-Trent City Archives. This collection was awarded funding in 2016, after a successful campaign led by the Art Fund to save it for the nation. The support of the National Cataloguing Grants Programme for Archives will enable the potential of this collection, which documents more than two centuries of British innovation, creativity and industry, to be unlocked for the first time for further public benefit.

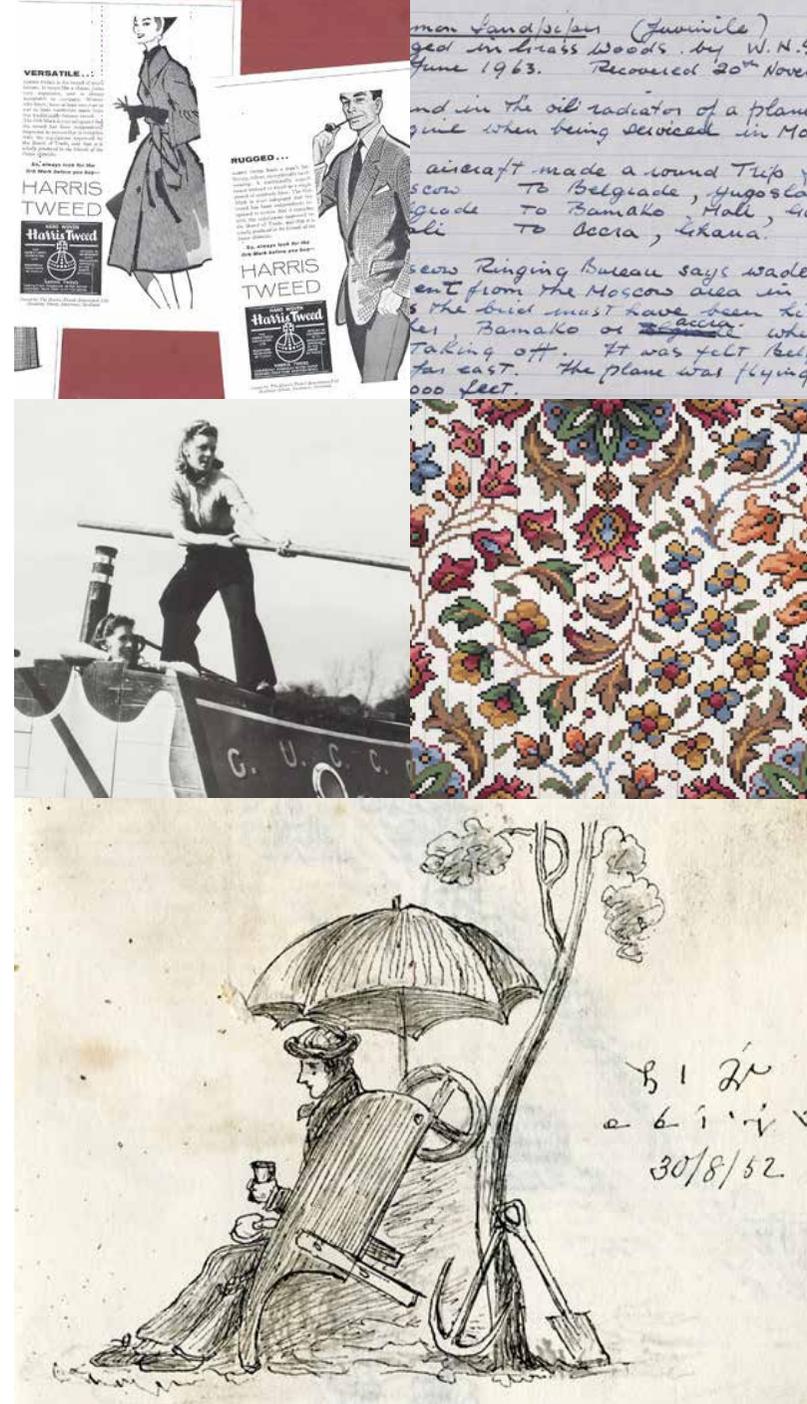
* The Acceptance in Lieu scheme enables taxpayers to transfer objects of heritage importance into public ownership in lieu of Inheritance Tax

SUPPORTED PROJECTS

Tutankhamun’s Botanist catalogued the papers of Egyptologist Professor Percy Edward Newberry. As a result of the project, the University of Oxford’s Griffith Institute installed **Access to Memory**, marking the first time that the Institute has had formal cataloguing software.

54 films catalogued through the North East Film Archive’s project, *Newcastle & District Amateur Cinematographers Association*, have been selected by the British Film Institute for their project ‘Unlocking Film Heritage’ and will be free to view on the BFI player by the end of 2017.

Volunteers at Warwickshire County Record Office gave over **2,304 hours** of their time for the *Boaters and Bright Sparks* project, helping the service repackage over 2,500 items relating to pioneering manufacture of steam engines and turbines for electricity generation in the late 19th century.



Seven partnership projects, involving two or more institutions, were funded by the National Cataloguing Grants Programme for Archives

By encouraging innovative approaches to cataloguing, *Archives Revealed* will promote collaborative and partnership working

SELECTED AWARDS

GOVERNANCE AND ACCOUNTABILITY

2014: Worcestershire Archive and Archaeology Service, and Shropshire Archives – *Worcestershire’s Criminal Record: cataloguing the West Mercia Police Authority Archives*, £42,726

2013: Bath Record Office – *Bath Water and World Heritage: the city records from the 12th to the 21st centuries*, £41,567

2011: Sheffield City Archives – *The Rise and Fall of the Socialist Republic: South Yorkshire County Council*, £34,167

2006: University of Dundee - *Unlocking the Medicine Chest: hospital, asylum and medical school records*, £12,600

FORCES OF CHANGE

2015: Glasgow Caledonian University – *Shall brothers be for a’that: the archives of the Scottish Anti-Apartheid Movement*, £28,785

2013: British Red Cross – *Cataloguing the Central Registry Files: Unlocking the Official Papers of the British Red Cross*, £28,109

2012: Bishopsgate Institute and Humanist Reference Library – *Alternatives to Religion: archives of the ethical, humanist, secularist and rationalist movements in Britain*, £41,250

2010: Cooperative Heritage Trust – *Father of Co-operation: Robert Owen’s papers*, £31,122

CULTURE, MEDIA AND SPORT

2013: University of Newcastle – *Pits, Prose and Performance: The Chaplin Legacy*, £24,260

2013: University of Huddersfield – *Lock down: Cataloguing the Rugby League archive*, £34,948

2010: History of Advertising Trust – *Communicating the Creative Industries: The J Walter Thompson (London) Advertising Agency Archive*, £28,364

2006: Islington Local History Centre and Sadler’s Wells Theatre – *Sadler’s Wells Theatre Archive*, £37,723

LOCAL PLACEMAKING

2016: Tasglann nan Eilean Siar (Hebridean Archives) – *Harris Tweed Authority Archive*, £29,966

2014: Cumbria Archive Service, Whitehaven – *Opening the Jewel Box: Cataloguing the archives of the Rosehill Theatre, Whitehaven*, £15,627

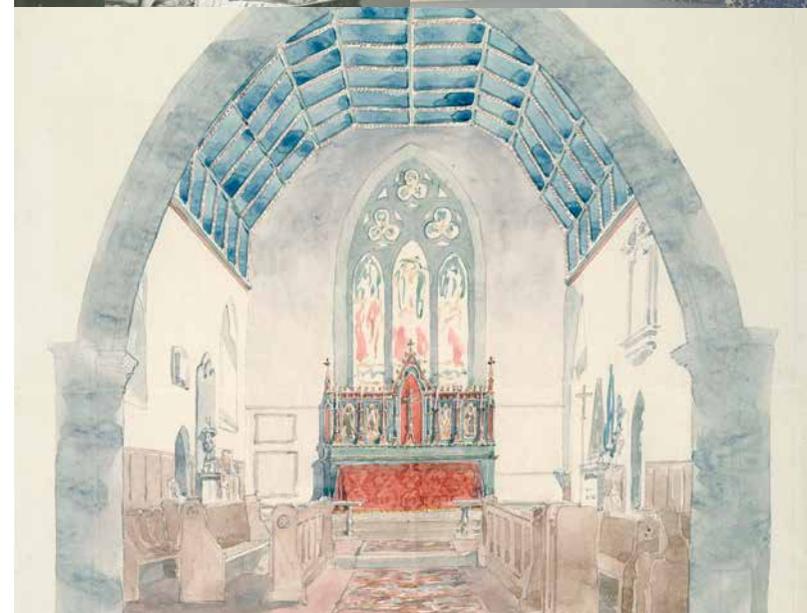
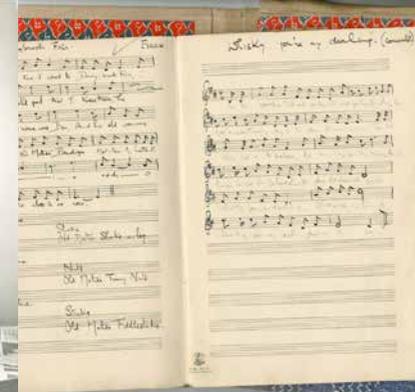
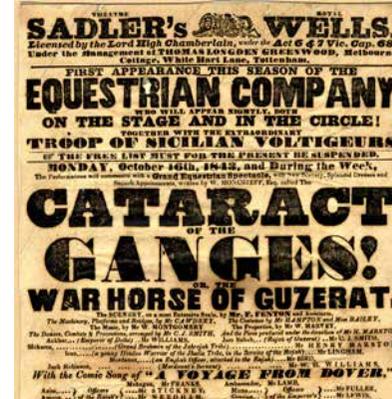
2013: Gloucestershire Archives – *Boxes of Delights: discovering the contents of a Cirencester solicitor’s archive*, £41,453

2007: Waterways Trust (now Canal and River Trust) – *Visual Waterways: A Photographic History of Britain’s Canals*, £21,000

12,191 individual catalogue entries from the records of the National Coal Board have been created through a project at West Yorkshire Archive Service. The project benefited from the specialist expertise and knowledge of volunteers from the mining community, who produced a bespoke glossary of technical terms to aid future research.

The Britten Pears Foundation produced over 8,000 individual catalogue entries for the archives of English composer and conductor Imogen Holst. This included her composition manuscripts, letters, programmes and press cuttings, and papers and musical manuscripts of her father Gustav Holst.

Including the Excluded was the largest cataloguing project ever embarked upon by The Children’s Society archive, covering 90 years worth of records. The project contributed to the virtual archive *Hidden Lives* (www.hiddenlives.org.uk) about children in care homes in late Victorian and early 20th century Britain.



33 National Cataloguing Grants for Archives have been given to support further access to business and industrial archives



Archives Revealed will ensure continued access to and enjoyment of our industrial heritage

Images (left to right, top to bottom): © Sadlers Wells Theatre Archive, courtesy of Islington Local History Centre (S/SWT) | John Rylands Library Archive, image by Jessica Smith | J Walter Thompson (JWT), London Archive, courtesy of The History of Advertising Trust | courtesy of Holst Foundation | Francis Johnson & Partners archive, Hull University Archives, Hull History Centre

CASE STUDIES



ENGAGING COMMUNITY

*North East Coast Town Revealed:
Hull's Second World War Records*

Hull History Centre

2011: £29,801

The city of Hull was rarely identified in the press during the Second World War, known only as the 'north-east town' in which raids occurred. Cataloguing records generated by the Air Raid Precaution service, along with city records of the time, became a way for the city to reclaim its past, demonstrating the resilience and bravery of its citizens in the face of adversity.

The grant meant that an archivist was able to develop an online catalogue of 12,000 entries, equating to 4.32 cubic metres of newly catalogued material. The centre also developed a new way of working with volunteers, which resulted in 80 volunteers giving 974 hours of their time, indexing over 7,000 record cards. For this, Hull History Centre was awarded the Archives and Records Association Volunteering Award in 2013.

The Archives Manager at Hull History Centre, Carol Tanner, stated that the benefit of the programme to the service was "immense" not only in allowing them to tackle a backlog of over 10%, but also in giving them the opportunity to develop a model of volunteering practice that continues to serve the history centre well.



SUPPORTING DEVELOPMENT

East London Mosque Archives

East London Mosque

2012: £42,250

When the trustees of the East London Mosque approached the National Cataloguing Grants Programme for Archives, the institution did not yet have a formal archive. What they did have was a collection that charted the Mosque's development from a fund established to build a mosque in London 'worthy of the capital of the British Empire' to one of the oldest Mosques in the UK, and of the Muslim community in London's East End.

The funding received to catalogue its records was the impetus for the Mosque to transform its approach to archive management. Benefiting from the expertise of partners such as Tower Hamlets Local History Library and Archives, the project archivist was not only able to catalogue 26 linear metres of material, but to develop the archive service of the mosque more broadly, implementing policies of best practice, training staff in archive management, and securing further funding from the National Manuscripts Conservation Trust. Following this, the mosque then worked with the Muslim Council of Britain to promote the importance of archives within faith organisations.



INNOVATING PRACTICE

York: A City Making History – the governance of York, 1155 - 1976

York City Archives

2011: £38,400

800 years of civic life in York, recorded in 210 cubic metres of ledgers, documents, maps, plans and photographs, with no systemic catalogue for access; This was what archivists at York City Archives faced before they secured funding from the National Cataloguing Grants Programme for Archives.

The sheer size of the civic archive – 60% of the service's total holdings – resulted in the archivists at the service developing a new way to approach cataloguing the records, where they focused on gaining a high-level understanding of the collection. **This approach was hailed throughout the sector, and the project archivist, Justine Winstanley-Brown, spoke about her experience using this method at several national and international events.** Subsequent projects at the service have followed this model. The project also resulted in the first ever online catalogue for the service, broadening access to a wider range of users than had traditionally been reached.



PROVIDING OPPORTUNITIES

Yorkshire Wildlife Trust Archive

**Borthwick Institute for Archives,
University of York**

2015: £31,083

An award to the Borthwick Institute for Archives to catalogue the records of the Yorkshire Wildlife Trust allowed the organisation to provide access to the records of one of the largest wildlife trusts in the UK, charting its development from a regional conservation group to a significant campaigning organisation, with an internationally significant environmental dataset spanning over 70 years. The award also enabled a newly qualified archivist to develop further professional skills whilst cataloguing 3.5 cubic metres of material.

Project archivist Lydia Dean credits working on the project as providing her with opportunities not only to deepen her understanding of the cataloguing process, but also in allowing her to gain experience at every stage of the archival process. During the project, Lydia worked with different communities to investigate how to improve the experiences of users in accessing archives – which was then used to inform the cataloguing process – and developed a strong collaborative relationship with Yorkshire Wildlife Trust that resulted in the additional deposits of records.

CASE STUDIES



ENABLING ACCESS

From Glasgow Green to Bendigo: the Stoddard-Templeton archive

University of Glasgow Archive Services

2009: £39,990

The records of Scotland's most renowned carpet designers and manufacturers, the Stoddard-Templeton archive not only includes references to the designs that graced interiors as renowned as those within the House of Lords and the White House, but also acts to illuminate the local lives of the many Glaswegians employed by the business from the 18th to 21st centuries. **Composed of a design archive of 8.75 metres and a corporate archive of 43.5 metres, it is the most complete archive of carpet design in the world, and an unparalleled record of a significant Scottish industry.**

Saved for the nation by grants received from the National Heritage Memorial Fund, the National Fund for Acquisitions, the Friends of the National Libraries and the Friends of Glasgow Museums, the funds provided to catalogue the records ensured further public benefit to the collection through enabling access to the archive. Once the archive was catalogued, the University of Glasgow embarked on a student-led digitisation programme, which will facilitate complete access to the collection.

PROMOTING PARTNERSHIPS

Wales: Showing Our Metal

Archives and Records Council Wales

2011: £38,400

A partnership between Flintshire Record Office, Glamorgan Archives, and the Richard Burton Archives, University of Swansea, *Wales: Showing Our Metal* led directly on from a previous award in 2008, *Powering the World: Looking at Welsh Industry through Archives*. Realising that the inaccessibility of records of the steel industry had a direct effect on the lack of scholarship in this area, archivists at these institutions opted to join forces to catalogue the records of the Iron and Steel Trades Confederation, British Steel, and Brymbo works, adding value to the work of individual archive services. The project was aided, in part, through a further grant of £20,000 from the Welsh government.

The partnership not only enabled the services to catalogue several complementary archive collections, but also acted to demonstrate the cultural and economic impact that the steel industry continues to have throughout Wales. As a model of working, the partnership was featured in King's College London's Cultural Enquiry 'The Art of Partnering', which documented the experiences of publically funded organisations in the cultural sector.

ENRICHING COMMUNITIES

What the Papers Say: the Editorial Correspondence of C.P. Scott in the Guardian Archive

John Rylands Library, University of Manchester

2015: £39,950

At the heart of the *Guardian* archive are 12,933 letters – the editorial correspondence of Charles Prestwich Scott, who transformed the paper from a provincial journal into a newspaper of international significance. However, regional concerns remained significant under Scott's 57 year tenure: the paper was then the *Manchester Guardian*, reflecting the importance of the city as a centre of radical politics. The centrality of the city was also reflected in the newspaper's coverage of trade, industry and education.

As part of their project, archivists at John Rylands drew upon Scott's papers and took part in the Manchester Histories festival, focusing on the idea of the newspaper as a Manchester institution. Through this event, archivists celebrated the impact that Scott and the *Guardian* had in shaping the area's unique history. Other activities that highlighted this relationship included articles in the *Manchester Region History Review*, along with a conference looking at the place of the newspaper in local, national and global history.

CREATING NEW KNOWLEDGE

The Agnew's Archive

The National Gallery

2014: £34,995

As the business archive of Thomas Agnew and Sons, the Agnew's archive is both the record of one of the world's most important international art dealers and the record of a family firm. Spanning several decades and cities, the catalogued archive is now a vital resource for research into the history of the art market, business history, provenance research and the history of collections.

Support given to catalogue the archive acted as a catalyst, enabling the gallery to develop further academic engagement with their collections. Two PhD students, funded by the Arts and Humanities Research Council in partnership with the Universities of Manchester and Liverpool, and the National Gallery, have already used newly accessible records to assist in their own research, devising new methodologies for provenance research in the 19th and 20th centuries. The collection has also been used to develop academic sessions at the University of Buckinghamshire, demonstrating how the catalogued collection is now central to research and the production of new knowledge.

DEVELOPING ARCHIVES REVEALED

In recent years, there has been significant changes both in the funding landscape, and to the challenges and opportunities faced by the archives sector. *Archives Revealed* will deliver a programme for 2017 and beyond, enabling organisations holding archives to meet their ambitions and unlock the potential of archive collections, through funding for scoping studies and cataloguing grants for projects across the UK.

In developing *Archives Revealed*, we are focusing on these areas:

ENSURING TRANSPARENCY

We will:

- Recruit an assessment panel with a variety of expertise and from a range of institutions. Diversity of knowledge and experience will ensure grants have a broad reach and reflect collections in their entirety
- Supply all applicants with comprehensive feedback, improving the transparency of the assessment process
- Adjust the assessment process to take into account not only the significance of collections, but also the impact that funded projects will have on increasing access to archives
- Develop a digital infrastructure to register successful projects, building new communities of interest and research

SUPPORTING APPLICANTS

We will:

- Develop a Funding Plus model, giving funded projects access to advice and opportunities
- Ensure that funded projects support professional and sustainable standards, in line with Archive Service Accreditation
- Hold workshops and events, allowing organisations holding archives to develop and sustain their fundraising capacity
- Create an ecology of support, ensuring organisations holding archives outside the remit of *Archives Revealed* can benefit and learn

DRIVING INNOVATION

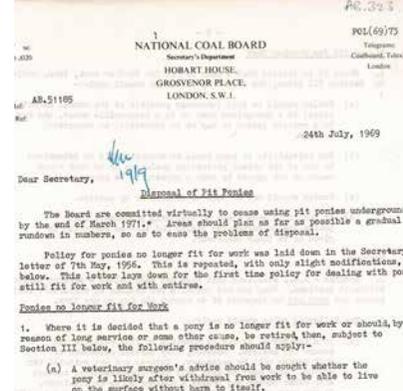
We will:

- Provide grants to perform scoping studies, allowing grant holders to identify key issues and priorities for future cataloguing projects
- Support cataloguing projects at any descriptive level, supporting new models of working
- Encourage applications for collections of born-digital records
- Promote collaborative bids, consortium models and knowledge sharing amongst grant holders

DEMONSTRATING IMPACT

We will:

- Consider the transformative impact of projects in enabling access to archives within the assessment process
- Develop ways for grant holders to learn from each other, enabling mentoring and developing expertise
- Develop a communications strategy, including an annual report and an annual event demonstrating the rich variety of supported projects
- Work with partners to develop advocacy and evidence on the value of providing access to archives



£664,592 of National Cataloguing Programme for Archives funding has supported projects across the Midlands

Organisations holding archives in regions across the UK will be eligible for support from *Archives Revealed*

ARCHIVES REVEALED: NEXT STEPS

We are developing *Archives Revealed* to build upon what we have already achieved in furthering access to archives. Through this programme we will release the potential of archives under the framework provided by our vision for the archives sector, *Archives Unlocked*: the ambition that archives strengthen society through the trust they inspire, the enrichment they offer, and their openness to all.

Through investing in the nation's collections, *Archives Revealed* will allow people everywhere to discover the remarkable potential of archives. We believe that *Archives Revealed* will draw in new audiences, enable new perspectives in research and enhance the future of our communities by creating new opportunities to understand and interact with the past.

OUR NEXT STEPS ARE TO:

- Begin open recruitment for the *Archives Revealed* assessment panel
- Develop application and assessment criteria, in collaboration with our funding partners
- Scope an engagement programme to foster support amongst applicants
- Launch the scheme with a call for applications in Autumn 2017

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Front cover images: (left to right, top to bottom): Royal Doulton collection, courtesy of Stoke-on-Trent City Archives, by permission of Fiskars Corp | courtesy of Hull History Centre | courtesy of National Railway Museum, with permission of ALSTOM UK Holdings Limited | courtesy of Holst Foundation



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