

# WORK COMPLETED AND NOTABLE EVENTS IN THE ARCHIVE CENTRE

JANUARY TO DECEMBER 2018

## CATALOGUING AND ACCESSIONS

- The Assistant Archivist catalogued the JRN Stone accession received in late 2017.
- A qualified archivist volunteer catalogued the Keynes photographs received in late 2016.
- We gratefully accepted gifts of drawings by James McBryde, grounds and gardens photos and some bursarial papers from the 1930s to 1960s, and the diaries of Janetta Parladé.
- We purchased EM Forster's handwritten review for *The Listener* of 'The Treasures of Cambridge', an exhibition given in London in 1959 (to which the College contributed a number of items).

## OUTREACH

- Exhibitions were given to the following groups:
  - Music at King's, for the Friends of Cathedral Music, in March
  - Elliott Felkin and John Sheppard (Two World Wars), for the Foundation Lunch, in March
  - Alan Turing, for the annual Turing Lecture, in April
  - Keynes and especially his art collection, for Jean Michel Massing in June and on two occasions for small groups of visitors of the Judge Business Institute
  - Medieval Cambridge, for the British Archaeological Association, in September
- We continued our termly exhibitions in the reading room cases, and for guests of the Development Office as requested.
- The digital archive of the correspondence amongst Rupert Brooke, Edward Marsh and William Denis Browne was launched April 23. See <https://cudl.lib.cam.ac.uk/collections/schroder/1>
- Over 250 webpages were updated for the College's new site.
- The Archivist and Librarian co-authored a paper about Jane Austen at King's: see <http://jasna.org/publications/persuasions-online/volume-38-no-2/mcguire/>
- Documents were loaned to the Fitzwilliam's exhibition *Virginia Woolf: an Exhibition Inspired by Her Writings* which ran in the Autumn.

## RESEARCH CONTRIBUTIONS

The archivists provided significant research assistance to the following projects:

- Alan Macfarlane's book *King's College, Cambridge: A Short Guide*
- Images for a calendar, and hospitality gifts, for the Development Office
- Information boards for the orchard and Fellows' Garden
- King's College School building works, putting a new storey onto Garden Hostel, reroofing Bodley's building, and work planned to the Hall roof
- Two investigations into historical alleged crimes
- Information, images and an interview for radio, television, and newspaper reports marking the 100th anniversary of the Festival of Nine Lessons and Carols
- Tim Day's book *I Saw Eternity the Other Night*

- Measuring documents for an outside grant application to digitise all the Prescott-related archives in existence
- Dr. William Kutz's postgraduate methods course 'Working with Archives'

## **PERSONNEL**

The Assistant Archivist Peter Monteith was seconded one day a week to be Archivist at St Edmund's College for 6 months. This interrupted some non-core activities such as on-line exhibitions. Core activities were continued with the help of a temporary part-time post filled by archivist Mandy Marvin.

## **FACILITIES MANAGEMENT**

- Archivists, with the help of library staff and volunteers, continued the mould clean-up operation: dusting unaffected volumes, wiping each bookshelf, and sending College archives for conservation at Harwell's.
- The Library building's intruder alarm is being upgraded, with completion expected in 2019.
- A multi-year project was begun to rationalise environmental conditions in the library strongrooms, including installation of centralised environmental monitoring and air conditioning equipment.

## **RECORDS MANAGEMENT AND LEGISLATION**

- Archivists continue to supervise the records management programme including induction of new staff.
- A strategy for managing born-digital records has been implemented in several departments.
- The Archivist worked with the Bursar and department heads to draft privacy statements to suit the new EU General Data Protection Regulation (GDPR) and UK Data Protection Act 2018 which were initiated in May.
- The Archivist delivered information sessions on GDPR to key records-processing personnel in College.
- Archivists continue to administer Data Protection and Freedom of Information obligations including fielding enquiries and publishing Council and Congregation minutes on-line.
- In an effort to clear out the temporary records stores (overfull due to the lack of storage space for permanent archives which should be transferred out of the temporary store), negotiations have been initiated with the University Library about the possibility of using their new off-site storage for some records. This will be a UL-led collaboration amongst Colleges and the University.

## **SERVICE TO THE PROFESSION**

Archivists talked about archives theory to four individuals who were training to become archivists or were MPhil students conducting research projects in archival theory.

# **PRIORITIES FOR THE ARCHIVE CENTRE**

JANUARY TO DECEMBER 2019

## **MANAGEMENT OF THE COLLECTIONS**

- Catalogue the recent Pull Court, Rosamond Lehmann, Okes, and Dalston accessions.
- Continue to campaign for further space for the archives, while investigating the possibilities of UL or other commercial off-site storage for little-used and semi-current records at least as a temporary solution.

## **EXHIBITIONS AND OUTREACH**

Already scheduled outreach activities include:

- An exhibition on Alan Turing for the annual Turing Seminar
- Participation in the Churchill Archives-led Science Festival event: spotlight on local archives
- Dr Thaventhiran will send her seminar students for induction in the use of archives, specifically the TS Eliot papers

## **CONSERVATION / PRESERVATION and FACILITIES MANAGEMENT**

- We will continue to co-project-manage the installation of new environmental management equipment, upgraded library intruder alarm, and return of Harwell-treated College archive documents.
- With a full membership of the Conservation Consortium we will step up our conservation programme. An important volume of 15-16th century inventories and other early College records will be completed this year, and a large, fragile estate map of Monxton has already been sent for consolidation.

## **RECORDS MANAGEMENT**

- Draft and institute a College-wide policy for having electronic copies of minutes be the copy of record.
- Continue to manage the records management programme including inducting new staff.
- Continue and extend the born-digital records management programme.
- Coordinate the long-term reliable storage of born-digital archives, and liaise with the College's record label and with Development on the multi-TBs of data they wish to store.
- Update the privacy statements under the General Data Protection Regulation (GDPR), and bring the information in the Data Asset Register (DAR - prepared by the Bursary in 2018) into the retention schedule so that the DAR can be allowed to lapse whilst maintaining compliance with GDPR.
- Continue Data Protection and Freedom of Information obligations.