講　演

University Archives in the UK:

Case Study – University of Glasgow

Lesley Richmond †

[Slide 1] Konnichiwa. It is a great pleasure to be with you today. I am Lesley Richmond, the Director of Archive Services at the University of Glasgow. Today, I am going to tell you some things about the current state of University Archives in the United Kingdom and use the University of Glasgow as a case study.

[Slide 2] Scotland is a very small country, and I did not know whether you would know where Glasgow was situated, so I have put it on the map.

[Slide 3] In the United Kingdom, we now have around 166 universities or their equivalents. Four out of the first six universities were founded in Scotland in the 16th century. Most universities were founded in the 20th century in the 1960s, in the 1990s, and in the 2000s, increasing nearly six-fold in four decades. Most universities have archives, especially since the introduction of the Freedom of Information Act in 2002 as it is a requirement for universities to look after both their current and historical records.

[Slide 4] The National Archives in London has completed a new survey of University Archives in the United Kingdom, the first survey of University Archives in 15 years. This provides more information about University Archives, although it mainly concentrates on their collections and collecting policies. It is entitled *Collections and Collecting: A Survey of University Archives* and can be found here:

http://www.nationalarchives.gov.uk/documents/collections-and-collecting-report-2009.pdf

[Slide 5] The results of the survey showed the University Archives in the United Kingdom are very different. They are very diverse, some are small, some are large, some only look after the archives of their own institution, but some also collect archives from other institutions and other subject areas. Some University Archives are situated within libraries, some are situated within museums and libraries, and some are their own administrative unit. The results of the survey show that University Archives have good common practice and share ideas but also have very similar problems - lack of space, lack of resources, lack of staff, and too much to do. The older universities collect material from other institutions and individuals, specializing in different collecting areas in order to provide research materials for academic staff. Many of the new universities and also many of the new archive units within older universities only look after the archives of their own university. The National Archives were very happy to discover from the survey that University archivists do not argue over collections, but collaborate. Recently a new University Archives group has been set up for archivists who only look after institutional University Archives. Two good examples of collaboration are the Archives Hub and AIM25. The

† Director of Archive Services at the University of Glasgow

Archives Hub http://www.archiveshub.ac.uk/ is a portal for descriptions of the archives held by universities ensuring that there is one place for researchers to find the archives held by University Archives in the whole of the United Kingdom. AIM25 http://www.aim25.ac.uk/ is a network of archives in London working together with their own portal and discussion topics.

[Slide 6] Now we come to the University of Glasgow. We are the fourth oldest university in the United Kingdom and the fourth oldest university in the English-speaking world. We are a broad based research institution which is going global. The University is a large employer within the city and its students number around 25,000.

[Slide 7] These are some of our famous students. Some of the names you may know, Adam Smith, the founder of modern economics, Lord Kelvin, the pioneering physicist, who taught many Japanese students in the late 19th century, and John Logie Baird who invented television.

[Slide 8] Within Glasgow University Archive Services, we collect the official records of the university itself and those of some of its staff and students. We also collect records of Scottish business and manage the records of local hospitals. Being an institutional and collecting archive is typical of an archive of an old University.

[Slide 9] Archive Services has a mission, we build on achievement, which is the university's strategy. We use the past, now, for the future benefit of the university. In particular, we aim to enhance the international competitive advantage of the university; use our collections to provide students with a unique experience; and to ensure that the university uses its history, to enhance its reputation.

[Slide 10] We see ourselves both as a guardian and a communicator. We select and preserve the records of the University, protect the rights of students and staff. and ensure that the information that we hold is used to promote the university's mission. The University Archives is for all staff and students. We want to tell the university community about the university's history: that has been through good times and survived bad times. We want to place the university in its international history and demonstrate its input into the national and local economy. For future students who have yet to choose to come to the University of Glasgow, we want to proclaim it is a good place to study and has been a place of excellence for centuries.

[Slide 11] We use the archives as a corporate resource in the areas of employee relations; marketing & advertising, student recruitment, public relations, corporate memory, investor relations, legal support - evidence and compliance, as well as an academic resource for research & teaching.

[Slide 12] Let me explain about our resources. We have one central place for the management of the University Archives. We have a very large floor space as we cannot use mobile shelving. We would like our public space to be larger. We have nearly 5,000 linear metres of archival records and also manage the university's non-current records. We do not make records management policy as that is the remit of the Records Management & Information Team which form the Office for Data Protection and Freedom of Information with whom we work very closely.

[Slide 13] We have 18 full-time staff and up to 6 volunteers at any one time. We run an integrated service, so all staff work both on the University Archives and the Business Archives. As we also have staff on special project work we probably have three professional staff to manage the University Archives.

[Slide 14] Our acquisition policy tells us to collect all records of the University and the institutions that it has

absorbed created before 1900. For the records created after 1900, we use appraisal and retention scheduling that is based on functional analysis.

[Slide 15] It is very important for us to document the life of the university in its entirety. We, therefore, collect material that is not just the official record of the university, but also the records of individual students, research staff and student societies.

[Slide 16] When we select records for the Archive, we look at the university as a corporate body: an organization that teaches and learns; a research organization; an organization that is part of its local community and part of a wider network of universities; and an organization which is a community within itself. The main functions that we look at are teaching and research but we have a range of others such as maintaining and promoting culture and sustaining the university. In the late 1990s a business function and activity model

http://www.jisc.ac.uk/publications/generalpublications/2002/recordssrlstructure.aspx

was created for Universities within the United Kingdom which formed a useful tool when the Freedom of Information Act was introduced. It is, therefore, relatively easy for us to understand the functions and the activities of the university and select records.

[Slide 17] The themes that we try to cover with our appraisal and selection are origins, growth and organisation; policies, planning and decisions; teaching; research; students and staff; finance and physical resources; and the University and the wider community.

[Slide 18] When we are appraising we try to select answers to such questions, across all functions, such as what did the institution do?; why did it do it in a particular way?; and when and how it did it and where it did it?

[Slide 19] During the last 10 years we have received funding to develop the functional approach to description. We also firmly believe that university archives are very important for academic research in many different areas, although we know that few academics utilize the records of universities in their research. The old universities in Scotland each have 500 years of history but we realized that because researchers did not understand the organization of Universities over time, they were not using university archives in their research. We created a project Gateway to Archives of Scottish Higher Education (GASHE) http://www.gashe.ac.uk/ which includes the records of eight or nine universities in Scotland, described in a functional approach over time. Our functional descriptions make it easier for academics to understand which University records they require to use to study a particular function or subject area over time.

[Slide 20] We have a close relationship with the records management team. We work with them to create retention schedules; we encourage them to undertake information audits so that they capture contextual information about the department that creates the records, so that we can use that contextual information in our archival descriptions. We hope to capture the information about a department at the time of creation of that department's records. We can put that information in our descriptions and do not have to spend a long time many years later doing research to find out about the department. It is what we call pre-custodial description see V Peters & L Richmond 'Divided No More: A Continuum', in Tough & Moss, *Record Keeping in a Hybrid Environment*, Chandos 2006, pp. 181-202 for futher details.

[Slide 21] The corporate users who consult the University Archives are varied and include services such as architects; corporate communications; development and alumni; diversity and equality; estates; international

recruitment; senior management; subject areas and colleges as well as academic researchers.

[Slide 22] We have a long list of subject areas in which we know that Scottish university archives can be used for research: such as diet, social change, health, and politics, gender studies and transfer of knowledge, just to give a few examples.

[Slide 23] As well as academic users, we also have genealogists for whom we create family history leaflets and have a family history research service. Many members of the public also do historical research with us looking at the people who came to the university, the buildings, and the land the university owns.

[Slide 24] We use the international standard for archival description in our catalogues, which are created in xml using the encoded archival description document type description (EAD DTD). We use the Archives Hub as a means to put our information online. Our catalogue can be found at http://cheshire.cent.gla.ac.uk/ead/. Currently, we have 835 descriptions on-line at fonds level and 362 collections where the descriptions are at item level. We have approximately 75% of our collections catalogued both business and university.

[Slide 25] As well as our main online catalogue, we also have some subject portals, including GASHE. Another is Forensic Medicine http://www.fmap.archives.gla.ac.uk/Index.htm which some find quite gruesome. We also have funding to undertake a similar project Genetics.

[Slide 26] In Scotland, we have our own group of University Archives and Special Collections. Special Collections in the United Kingdom is usually a term for a library department that collects manuscripts and some archive collections. We initially co-operated because there was a financial incentive to do so - project money - but although that no longer exists, we still meet to discuss mutual problems and share expertise. We go on visits to new buildings and conservation units and plan to establish a conservation consortium.

[Slide 27] Some items from the University Archives. A copy of the foundation document of the University, 1451.

[Slide 28] The University in Glasgow has been in three different buildings. This is the second building which was financed by a fund raising campaign of the nobles in Scotland in the 1630s. King Charles the First of England and Scotland promised to give 200 pounds but after a revolution it was his successor who gave the money.

[Slide 29] We have researched the record-keeping function of the university. From 1490, there were rules and regulations about keeping the records of the university, and an official of the university was given the job of ensuring that the records were kept safe and written into a book. When the university moved into its new building in the 17th century, it ordered some new record-keeping furniture.

[Slide 30] This is the piece of furniture, made of inlaid wood and stone and dated 1634. The drawers held bundles of documents. It was a very expensive piece of furniture for archives. Today, you can see it in one of the big official rooms of the university.

[Slide 31] This is a letter from two Russian students who were studying at Glasgow who became the first professors of law at the University of Moscow in the 1780s.

[Slide 32] This is an example from the minutes from the governing body of the university protesting about the slave trade in Africa.

[Slide 33] In Scotland, women were not allowed to study at university until 1892. This illustration comes from

a student magazine, published weeks before the women were due to join the university.

[Slide 34] Here are some of the many photographs and plans of university buildings.

[Slide 35] We also teach archive skills to research students in the humanities and social sciences and give tours for students to see around the archive building as well.

[Slide 36] These are pictures of our old search room and our seminar room. We are being refurbished. You can see our new searchroom and repository by viewing our new video which we have commissioned.

http://www.gla.ac.uk/services/archives/aboutus/behind-the-scenestour/

[Slide 37] This is an example of another outreach activity at a family history event.

[Slide 38] Last year was the bicentenary of the death of our national poet and with the Department of Scottish Literature we produced a booklet that shows the connections between Robert Burns and the University of Glasgow.

[Slide 39] Here are examples of event posters that we produce. One was for a visit of the leaders of the G8 countries which features Africa and the university. The other helped celebrate 150 years of friendship between Japan and Britain.

[Slide 40] One of our major achievements has been the creation of a very big database and website called the University of Glasgow Story. We are slowly putting together aspects of the university's history on to the internet. We have put together small projects which now add up to make one big project. We started with a project on students who died in the First World War and the Second World War complete with biographies and photographs. Then we added information on all the donors to the university, followed by the officials of the university over 550 years. Then, we added all the names of all the professors over 550 years and most recently we added all students who graduated before 1896. We also have special features on women in the university, Commemoration Day, Poet Burns, and the Memorial Gate. This website www.universitystory.gla.ac.uk allows people within and without the University to discover the answer to questions that are frequently asked.

[Slide 41] In the United Kingdom, we do not have standards and measurements for University Archives. Archives tend to have to use the performance measurements that have been created for libraries and these are not very meaningful. This is something that could be tackled internationally.

[Slide 42] Our annual reports for the last 10 years can be found at

http://www.gla.ac.uk/services/archives/aboutus/ourperformance/annualreviews/

and this is the contents page. The headings relate to the University's strategic plan. The statistics are an area that requires standardization across University archives.

[Slide 43] These are the buildings that we occupy: an industrial warehouse and commercial offices. It is not ideal but we hope within the next 10 years, we will be properly accommodated within the University Library. I would be very happy to hear from you l.richmond@archives.gla.ac.uk and to welcome any of you to Glasgow in the future. Thank you.

〔スライド1〕

University of Glasgow

University Archives in the UK:
Case Study - University of Glasgow

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The Daiwa Anglo-Japanese Foundation

〔スライド2〕

University of Glasgow

Location of Glasgow

〔スライド3〕

University of Glasgow

Number of UK universities

	Universities	Higher Education Establishments
England	91	132
Scotland	15	19
Wales	8	11
Northern Ireland	2	4
United Kingdom	116	166

〔スライド4〕

University of Glasgow

UK University Archives

- *Collections and Collecting: A Survey of University Archives* http://www.nationalarchives.gov.uk/documents/collections-and-collecting-report-2009.pdf
- New survey 2009 complied by The National Archives – first in 15 years

〔スライド5〕

University of Glasgow

A Survey of University Archive - The Results

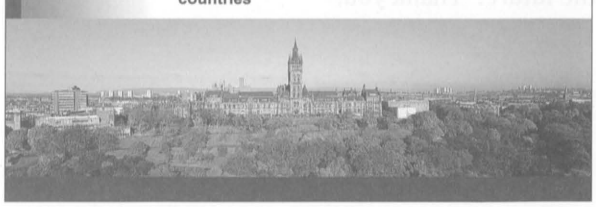
- Majority universities have archives
- Majority single service within university library
- Diverse size and purpose
- Common good practice and problems
- Co-operative collecting practices
- Partnership working – Archives Hub, AIM 25
- New Universities Archives Group

〔スライド6〕

University of Glasgow

The University of Glasgow

- On of top 100 Universities in world
- Founded in 1451 - 4th oldest university in UK
- 5,800 staff
- 25,000 students
- 15% international students from over 100 countries



〔スライド 7〕

Glasgow Scholars

- **Adam Smith**
  - founder of modern economics
- **James Watt**
  - developed the steam engine
- **Lord Kelvin**
  - pioneering physicist
- **John Logie Baird**
  - pioneer of television

〔スライド 8〕

Archives at University of Glasgow

A quality and rich resource

- Records date back to Glasgow University's foundation in 1451
  - Cover all aspects of University's activities
- Scottish Business Archive
  - Representative of Scottish business from late 18th century
- Greater Glasgow Health Board Archive
  - Hospital records from 1780s

〔スライド 9〕

GUAS Mission

Building on Achievement

- using the past in the present to enhance the future of University of Glasgow
- enhancing the international competitive position of University of Glasgow
- preserving and exploiting the University of Glasgow's historical corporate resources

〔スライド 10〕

Archive Services Role

Guardian and Communicator

- Select and preserve the records of the University created & accumulated since 1451 to protect the University's collective memory as revealed in the records of management, administration, staff and students and thus the rights of all members of the University community.
- Publicising the information held in the Corporate Memory and enabling the use of the information to promote the University's mission.

〔スライド 11〕

Corporate Resource Area

- Employee relations
- Marketing & advertising
- Student recruitment
- Public relations
- Corporate memory
- Investor relations
- Legal support - evidence and compliance
- Academic resource – research & teaching

〔スライド 12〕

Centrally managed

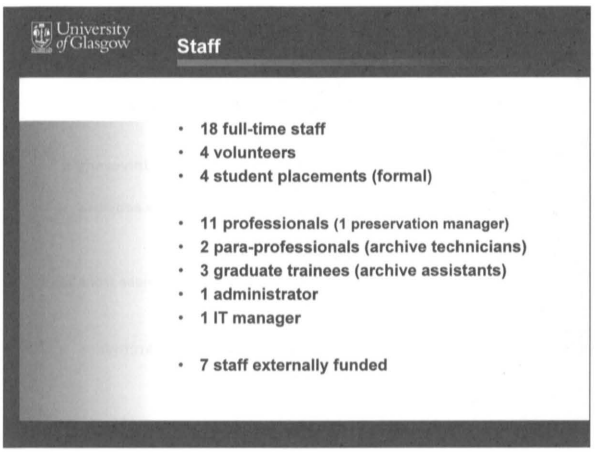
Total premises 17,141 m²

Public spaces 251 m²

Archives 4,777 linear metres plus plan chests with footprint of 39.6 m²

Record Centre 2,000 linear metres

〔スライド13〕



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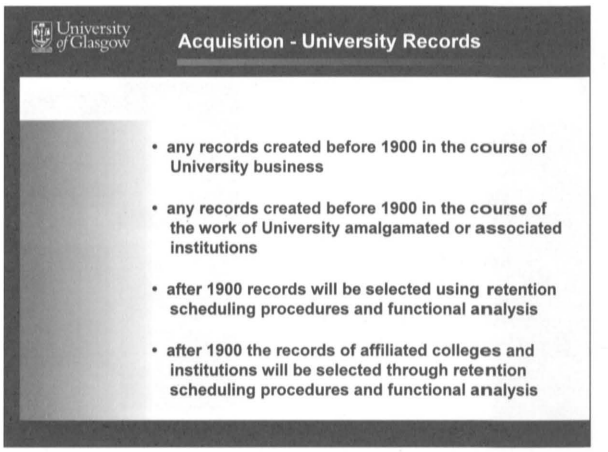

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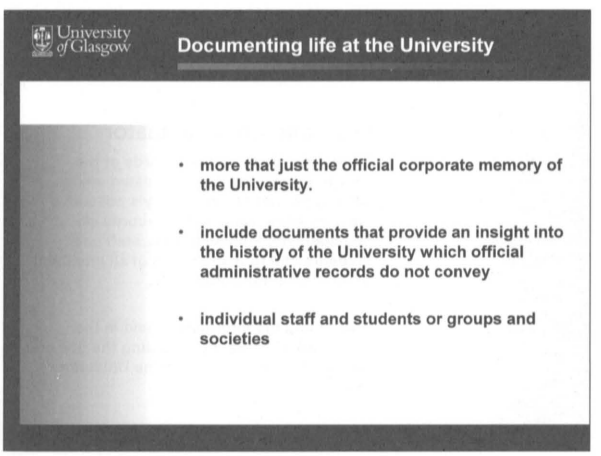

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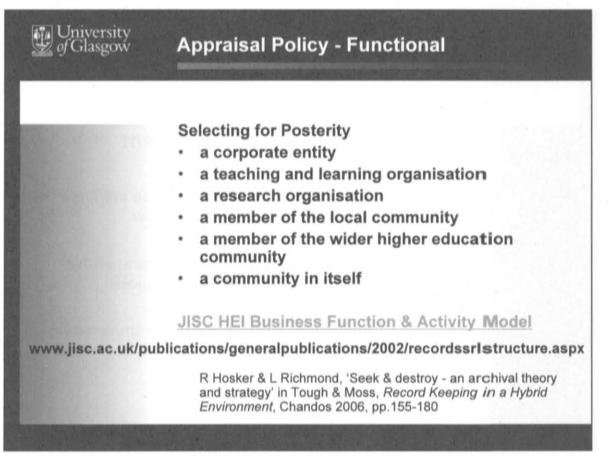

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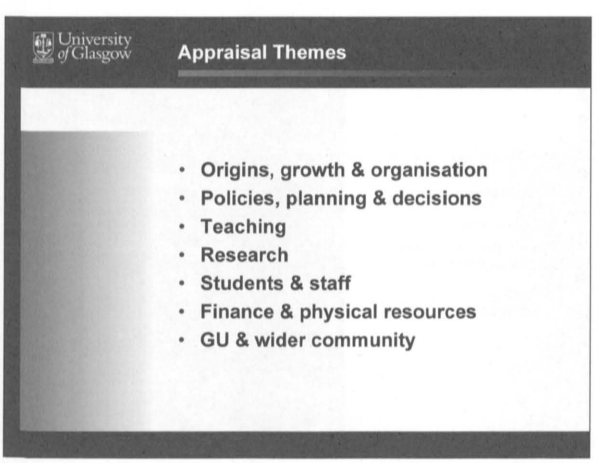

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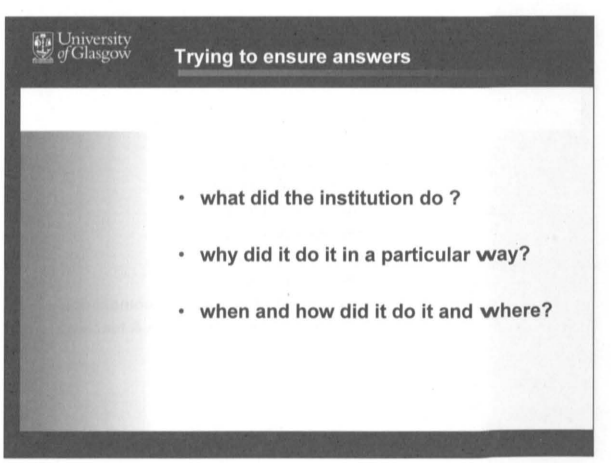


〔スライド 19〕

University of Glasgow

GASHE – Functional approach to description

- See http://www.gashe.ac.uk/
- Value of HEI records for research
- Developing Archival Context Standards for Functions in the Higher Education Sector

Rslp Research Support Libraries Programme

Arts & Humanities Research Council

〔スライド 20〕

University of Glasgow

Records Management

- Close working relationship
- Signed off retention schedules
- Information audits
- Joined up descriptions over time
- Pre-custodial description
- Operate records centre

See V Peters & L Richmond 'Divided No More: A Continuum', in Tough & Moss, *Record Keeping in a Hybrid Environment*, Chandos 2006, pp. 181-202

〔スライド 21〕

University of Glasgow

Corporate Users

- Architects
- Corporate Communications
- Departments
- Development & Alumni Office
- Diversity & Equality
- Estates & Buildings
- Faculties
- International Office
- Senior Management
- Academics

〔スライド 22〕

University of Glasgow

Academic Research

- Urban & rural land use
- Student society, health & diet
- Immigrants and emigrants
- Social change
- Medieval Scotland
- Enlightenment
- Elites
- Biographies
- History of science
- Gender studies
- Nationalism
- Knowledge transfer
- War studies
- Corporate management & administration
- Education, community and industry
- Local & national government education policy
- Overseas development
- Civic development
- Professional, technical and vocational education

〔スライド 23〕

University of Glasgow

Local History - Family Research

- Ancestry Research Service
- Local Historians
  - Architecture
  - People
  - Buildings
  - Estates

〔スライド 24〕

University of Glasgow

Descriptions and cataloguing

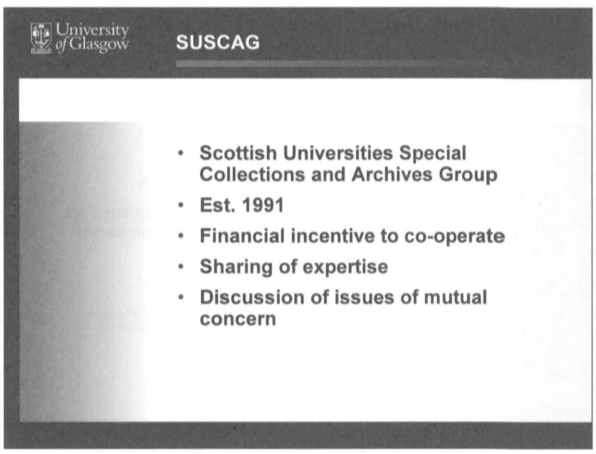
- On-line catalogue using ISAD(G) encoded in EAD (encoded archival description)
- 835 descriptions - 362 full level
- Cheshire software – Archives Hub
- GUAS catalogue

http://cheshire.cent.gla.ac.uk/ead/

- Over 1100 collections
- Over 4,777 shelf metres
- Over 75% catalogued

〔スライド 25〕

〔スライド 26〕



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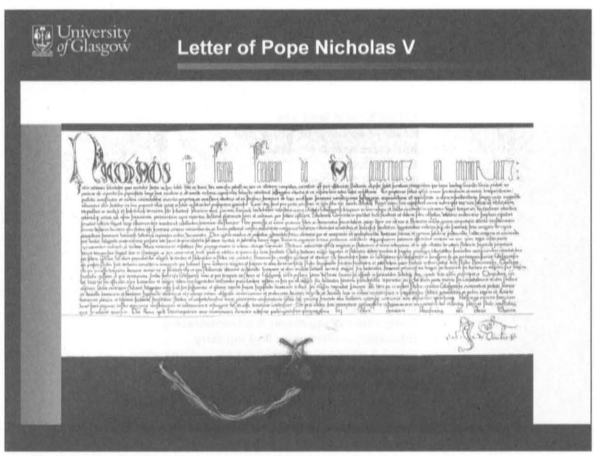

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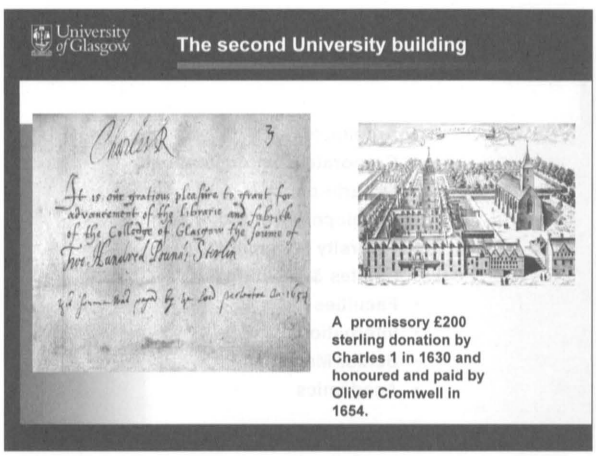

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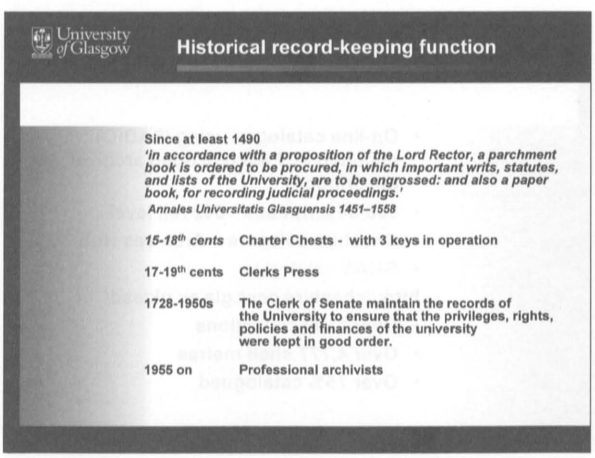

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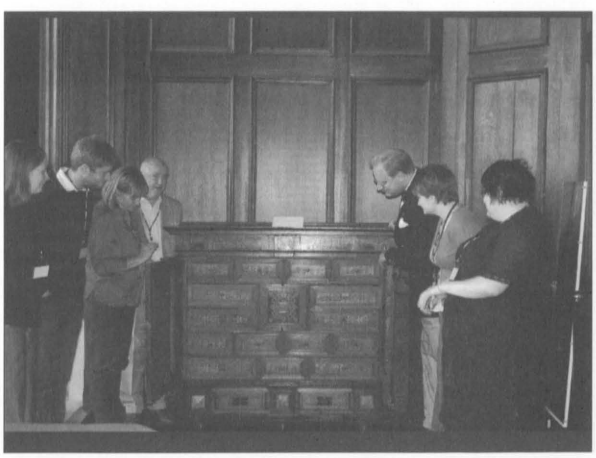

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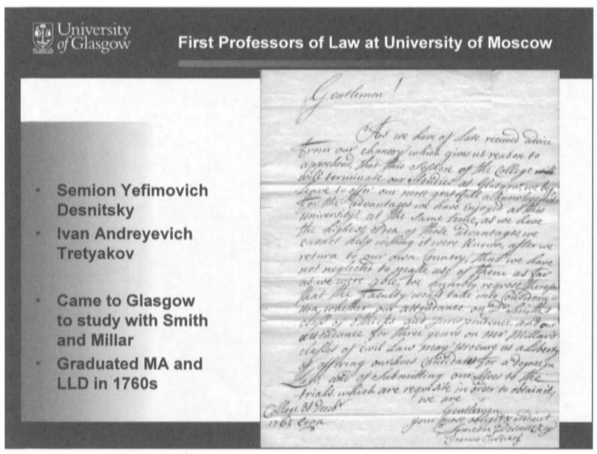

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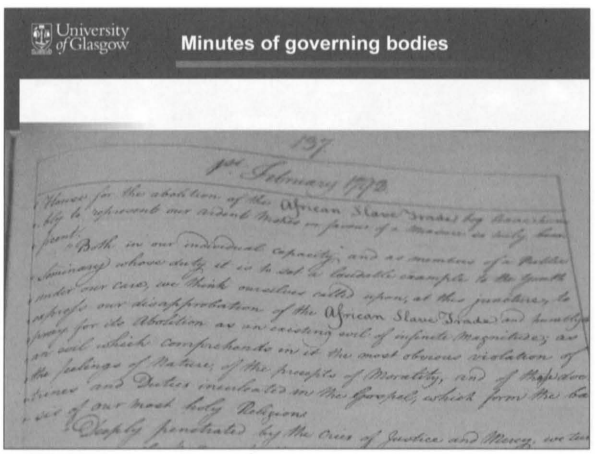

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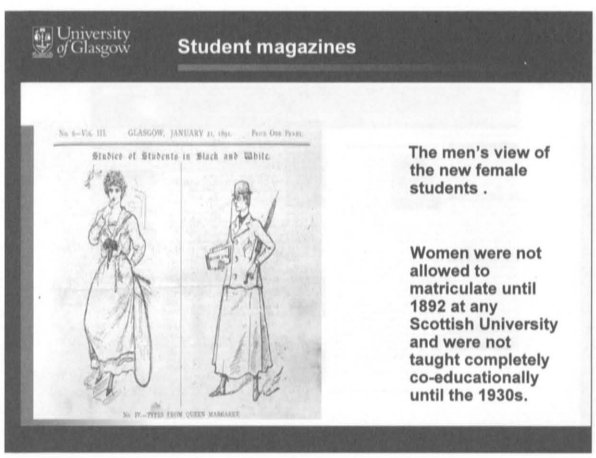

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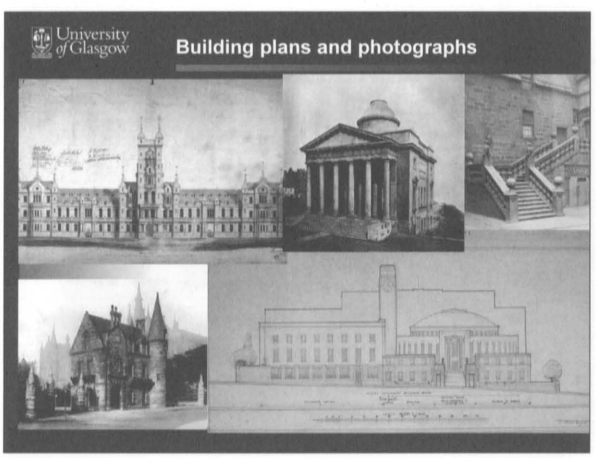

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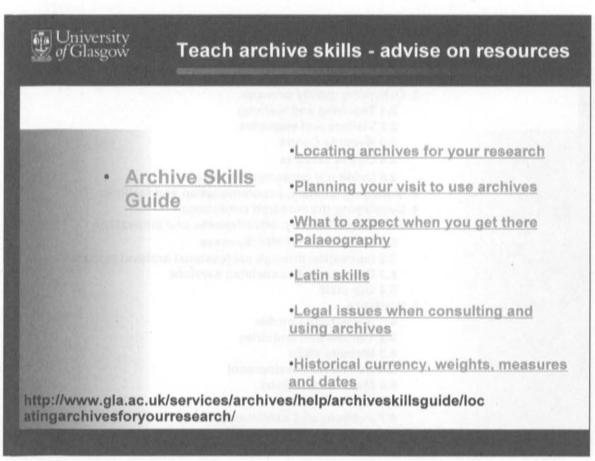

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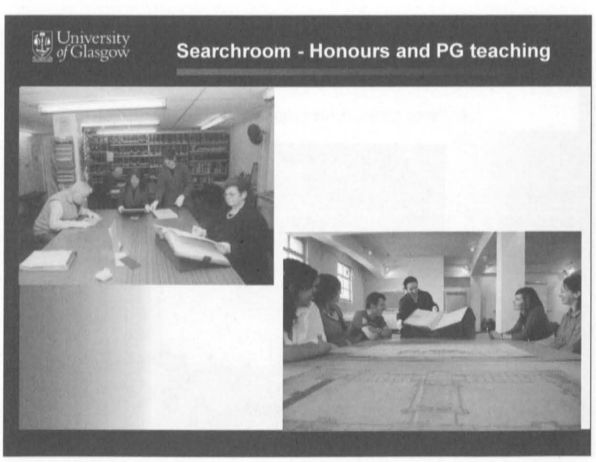

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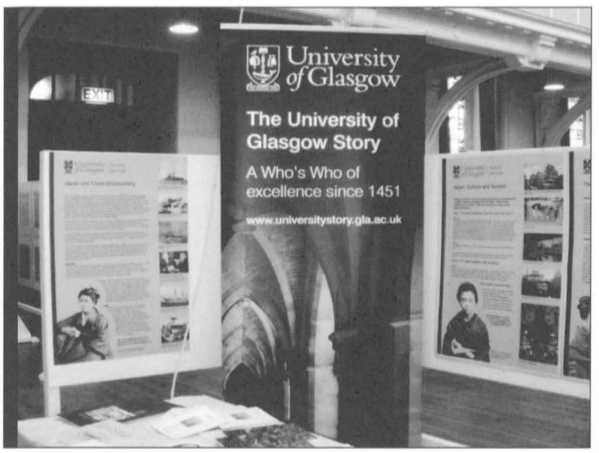

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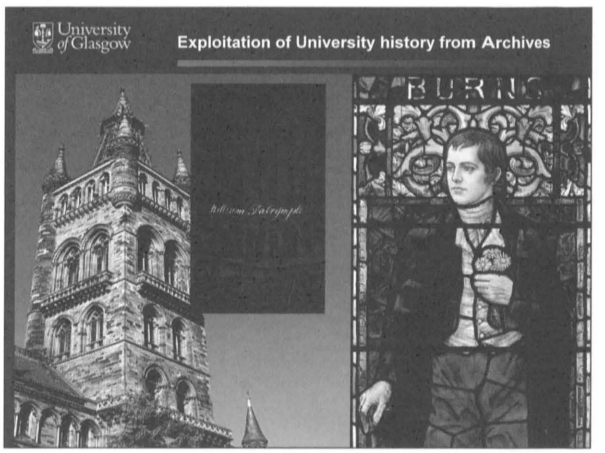
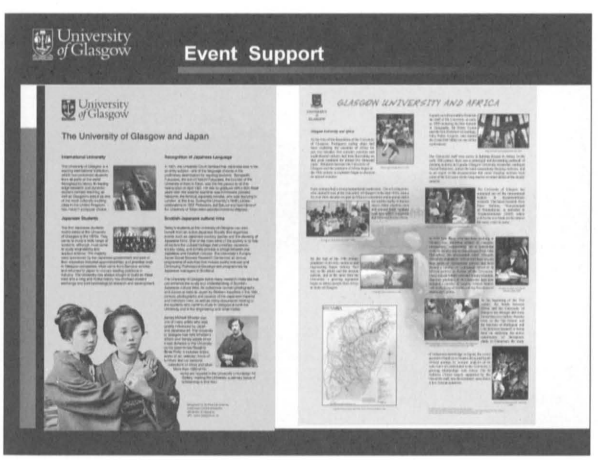
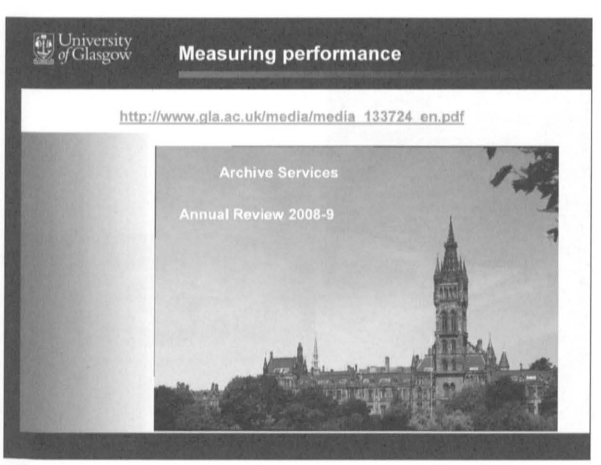


〔スライド39〕

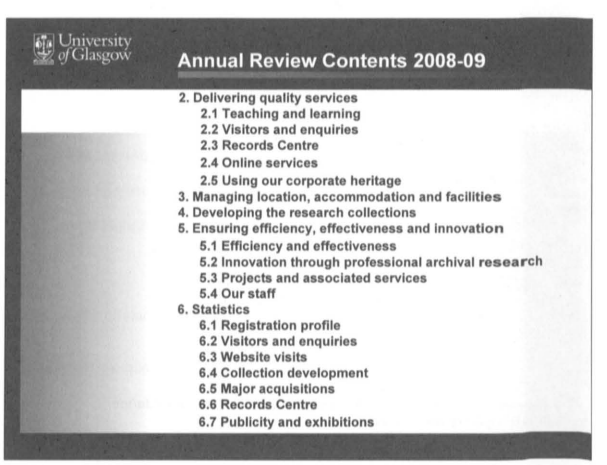


〔スライド40〕

〔スライド41〕



〔スライド42〕



〔スライド 43〕

〔スライド 44〕

［編集委員会註記］

本講演は、第 2 回「大学アーカイヴズに関する日英セミナー」（2010 年 2 月 16 日、於・京都大学百周年時計台記念館）において行なわれたものである。ご講演いただいたリッチモンド氏に厚く御礼申し上げる。なお、同セミナーの概要については、清水善仁「第 2 回「大学アーカイヴズに関する日英セミナー」の開催」（『京都大学大学文書館だより』第 18 号、2010 年 4 月）を参照されたい。