



THE UNIVERSITY
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LUCAS
9 Abercromby Square
Liverpool
L69 3BX

LIVERPOOL UNIVERSITY

LUCAS

CENTRE *for* ARCHIVE STUDIES

Welcome to the first edition of the LUCAS newsletter

Through the newsletter, which will be published twice a year, we intend to advise, update and inform members of past and future activities.

The newly appointed committee has already arranged a number of events, the details of which can be found on page 3.

In this, the first edition, we introduce four members of the Committee:

- Caroline Williams,
Director and Treasurer
- Sarah Westwood,
Associate Director &
Secretary
- Adrian Allan, University
Archivist
- Dr Michael Cook, Senior
Research Fellow

The remaining members of the Committee:

Helen Ford
Dr Chris Lewis
Dr Philip Morgan
Margaret Proctor
David Stoker
will be profiled in our next issue.

Launch of LUCAS

The Liverpool University Centre for Archive Studies (LUCAS) was founded in 1996 to co-ordinate the University's research, education and training activities in archives and records management studies both within and beyond the university.

The Centre was officially launched at its first annual general meeting in Liverpool in February 1999, when an audience of over fifty heard Professor Michael Moss of the University of Glasgow deliver the first annual lecture.

The title of the lecture was **The Scent of a Slow Hound and the Snap of a Bulldog** and was concerned with the place of research in the archive profession. Michael spoke convincingly of the need for archivists to actively involve themselves in academic and professional research. Caroline Williams, Director of LUCAS reiterates this sentiment.

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Are you connected?

If you are, you can access our web site at:
<http://www.liv.ac.uk/~westwos/luc1.htm>
or e-mail the editor with any views you may have concerning the Newsletter, web site, or ideas you have for future events, at:
c.tanner@liv.ac.uk

“This is a peculiarly UK phenomenon. Some countries have a strong research culture in this area”

The full text of Michael’s lecture will be published shortly as part of the LUCAS programme. (see page 3)

This programme will include:

- research
- publications
- conferences
- courses
- day schools
- liaison with other bodies in the field of archives and records management.

Meet the Committee Members

Caroline Williams, Director and Treasurer

Caroline is the Director of The Centre for Archive Studies. She joined the University in 1996 as Lecturer in Archive Studies and as such was the first practitioner to teach full time on the central postgraduate programme, which she now directs; the Master in Archives and Records Management. Before coming to Liverpool she worked in the local government sector as an archivist for Essex, Lancashire and Cheshire County Councils.

Caroline is interested in promoting knowledge about the work of archivists and records managers and of the importance of their

contribution to business and commerce, to research and to society in general. She sees LUCAS as an ideal vehicle for the spreading of information both to fellow professionals and to the general public through the activities which LUCAS is undertaking.

Sarah Westwood, Associate Director and Secretary

Sarah is Lecturer in Records and Information Management at the University of Liverpool. Following a first degree in Latin and English at the University of Manchester, Sarah graduated from the Liverpool University Master of Archive Administration course in 1990.

Prior to joining the University as a member of staff in October 1997 her career was largely in the private sector and included managing the records of leading pharmaceutical and telecommunications companies.

Sarah’s professional activities include acting as Director of the Records Management Society, and membership of the UK panel working towards developing an international standard in records management.

Sarah is keen to see LUCAS promote the research potential of archives and records management. Her own research interests include the development of descriptive standards for current records, which will ensure records of archival quality do not require re-description. This work builds on LUCAS’s existing expertise in the archival

description field developed by Michael Cook and Margaret Procter, the authors of *The Manual of Archival Description*.

Adrian Allan

Adrian is Archivist to the University of Liverpool. He is a graduate of the University of Durham where he studied Modern History, and of the University of Liverpool where he undertook the Diploma in Archive Administration.

Adrian’s interests include medical history, and he has directed a regional survey of hospital archives and artefacts, co-directed the oral history of nursing on Merseyside project and currently acts as Secretary to the Archives Committee of Liverpool NHS Trusts.

He is also interested in the history of higher education and is the author of *University bodies: A survey of inter- and supra-university bodies and their records*, 1990. He co-edited *Redbrick University Revisited*, 1996, and has written articles on aspects of the history of the University of Liverpool.

Adrian also has a keen interest in business history, and was editor of the Proceedings of the annual conferences of the Business Archives Council from 1981-1998.

Dr Michael Cook

Michael is Senior Research Fellow at the University of Liverpool’s School of History. He is keen on developing the international work of LUCAS.

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Far away in the past he was Director of the National Archives of Tanzania, and in 1975 set up the archival training school in Ghana; in the 1980s he chaired the ICA's Training Committee, and he has also taught archival subjects in Spain, Portugal, Egypt, Turkey, Southeast Asia and the Caribbean.

Michael is also involved in LUCAS's research programme, centred on the development of description and data exchange standards for archival data.

Forthcoming Publications

New Directions in Archival Research

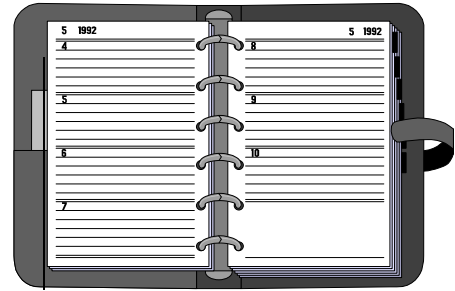
This, the first LUCAS publication, provides an insight into the high standards of achievement and the diverse range of topics now being explored by MARM students through their dissertation projects.

The dissertations chosen for publication this year are:

- **The Fetish of the Document** by Helen Wood, MARM
- **Should Archivists be professionals?** by Ann Banister, MARM
- **Sources for the History of the Church and Society in Disley, Cheshire from the 16th century to the early 20th century**, by Janice Wood, MARM

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Events for your diary...



Managing and using photographic records 17th November 1999

A LUCAS Day-School in association with the Documentary Photographic Archive, Manchester to be held at the University of Liverpool.

For those working with photographic collections and for those using them for research. Sessions include:

- *The nineteenth century photographic tradition*
- *Photographs in the twentieth century*
- *Workshops on identification of photographs*
- *Describing and accessing photographs: manual and electronic finding aids*
- *Promoting the research use of photographs*

*Cost (including lunch):
£30 to members of LUCAS
£35 to non-members*

LUCAS AGM.

To be held on February 9th, 2000 at 16.30 at the University of Liverpool. We are fortunate to have as our speaker Mrs Sarah Tyacke CB, Keeper of Public Records for the UK Government who will be discussing the changing role of the Public Record Office's archivists and the public's expectations of them. Further details will follow in the New Year.

Electronic records: A how-to workshop 29th March 2000

A training day with practical sessions lead by professionals active in the field of electronic records management. Venue to be confirmed.

Archives of minority communities

How can a community's minority groups be adequately represented in its archival holdings? To be held during October 2000 at a venue yet to be arranged.

Archival support for heritage management.

How can records support the conservation and regeneration of buildings and industrial sites? To be held in July 2001 at Leicester.

Archives of peoples under oppressive regimes

A three day conference looking at professional issues arising from the management of records under a repressive regime. To be held in July 2001 at the University of Liverpool.

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- **Twentieth Century Literary Archives**, by Judy Dicken, MARM.

With Professor Michael Moss's paper delivered to the inaugural meeting of LUCAS as a foreword, this volume, to be published in the new year, promises to be an exciting introduction to LUCAS research activities.

The LUCAS committee would like to express their gratitude to *Cheshire County Council* and *The Marc Fitch Fund*, without whose support this publication would not have been possible.

Research Projects

At the last LUCAS Committee meeting, Dr. Michael Cook reported on a proposed research project into primary sources for the history of slavery. The two part project, which aims to identify sources and make them accessible, will begin with a feasibility study, followed by the main project.

Michael proposes to undertake this project with the support of LUCAS and funding provided by UNESCO and NORAD.

The British Academy Arts & Humanities Research Board is making grant funding available to those undertaking research projects in archival studies. This is a new opportunity in our field and we would like to hear from anyone with research interests which they feel would be of value to the LUCAS research programme.

Send a short paragraph outlining your research idea to Caroline Williams on williamc@liv.ac.uk, or by phone on 0151 794 2390.

Recent Publication

The Management of Information From Archives, (2nd edition) Dr Michael Cook, (Gower, June 1999), Price £55.00

The introduction of new technologies and standards has prompted the revision and update of this book, first published thirteen years ago. Written with students embarking on the Master's programme at the University of Liverpool in mind, it represents the central body of professional knowledge as taught in archival training and provides a summary of the most important areas of professional practice.

Although written primarily for students intending to enter the profession, its value to current practitioners in terms of an update on changes which have occurred at national and international level, should not be overlooked.

The result is a book which successfully assimilates the new technologies and the adoption of standards for archival description, and authority work in archives.

Would you like to join LUCAS? If so, please complete and send to:

**Sarah Westwood Associate Director and Secretary,
LUCAS, 9 Abercromby Square, Liverpool, L69 3XB**

I wish to join LUCAS and enclose cheque/postal order for £5, payable to the 'University of Liverpool'

Signed:

Name (Block capitals):

Address (Block capitals):