

ALISON SCOTT
Archivist
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RECENT CAREER HISTORY

AS Archive Services

Freelance archivist

current

I started working as a freelance archivist in November 2018. I have worked on the following contracts:

- The Macallan Distillery, Glasgow – cataloguing paper and photographic records including digitised copies; carrying out extensive research using the holdings for a major visitor exhibition
- East Park School, Glasgow – working with a freelance colleague on combined records management and archives policies including listing historic records
- Aberlour Child Care Trust – Archives Revealed scoping report on their historic records
- Hunterian Museum, University of Glasgow - cataloguing private papers relating to a major collection of coins deposited by Lord Stewartby including sourcing conservation supplies
- Quarriers charity - scoping report on physical and digital records to improve systems and to provide background for a cataloguing grant application
- NHS Forth Valley - research on the records of the Royal Scottish National Hospital to fulfil the requirements of the Scottish Child Abuse Inquiry

Edinburgh Napier University

Cataloguing Archivist

current

I am cataloguing the papers of Jim Haynes, a leading figure in the 1960s counterculture. His papers include correspondence, diaries and photographs relating to his many interests such as publishing and performing arts. I am making connections within the university and in the wider archive and academic community to publicise the collection and encourage its use. I have also assessed and chosen cataloguing software.

Key achievements

- selecting software for the project
- writing an article in collaboration with colleagues at Manchester and Sussex universities for the Counterculture Studies Journal
- giving a seminar and workshop to Digital Humanities students using the collection
- supervising a graduate volunteer

Glasgow City Archives

2015 - 2018

Project Archivist

I was responsible for a Wellcome Trust funded project to catalogue the public health records of Glasgow. Because of my experience I assisted in developing standards for catalogue entries in Calm, writing user in-put guides and supervising colleagues uploading into Calm. I was responsible for outreach to publicise the collections and catalogues. As part of this I contributed to the social media programme. I did enquiries and helped researchers using the collections as a result of my outreach. I supervised a volunteer cataloguing films in the collection.

Key achievements

- creating catalogues using Calm software to the Public Health Department's records; its functional predecessor the Police Commissioners; and the annexed burghs (145 linear metres of records in total)

- writing articles in the Scottish Council on Archives Broadsheet magazine; the Scottish Records Association Retour magazine; and the Glasgow and West of Scotland Family History Society magazine
- getting publicity for the project into the newsletters of the British Society for the History of Medicine, Royal College of Paediatrics and Child Health, Society for the Social History of Medicine etc
- disseminating the catalogue by contacting relevant organisations such as the Royal Society for Public Health, Centre for History in Public Health etc
- giving two seminars to postgraduate history of medicine students at University of Glasgow
- giving talks including to the Scottish Records Association conference
- mounting an exhibition on Glasgow's 1957 mass x-ray campaign

University of Stirling

2014 - 2015

Project Archivist

I was responsible for a Wellcome Trust funded project to catalogue the records of the Royal Scottish National Hospital, a hospital for children with learning difficulties which has UNESCO Memory of the World status. I worked closely with a project conservator particularly on work processes around flattening the application bundles and the removal of items for off-site conservation. I attended a course on social media prior to writing blogs on the project and maintaining a twitter feed.

Key achievements

- creating an online catalogue and customising software to accommodate the 3000+ applications
- developing access policy and closure periods in liaison with Forth Valley Health Board
- working with other Health Board archives towards consistent policies
- engaging with volunteers including ex-employees of the hospital particularly on photograph identification
- giving training in Calm to other members of staff
- giving talks including to the Central Scotland Family History Society

Wellington City Archives

2013 - 2014

Team Leader (Acting)

I was responsible for a team of ten which provided the building plan search service, land information property reports and an internal and external enquiry service. There was also a temporary backlog processing project. I recruited staff and mentored the project archivists one of whom had little practical experience.

Key achievements

- drawing up team's personal development plans and arranging training
- processing backlog accessions and working with Archives New Zealand towards permission for the disposal of records

Royal College of Physicians of Edinburgh

2011 - 2013

Project Archivist

I was responsible for two Wellcome funded projects (which ran consecutively) to catalogue all the deposited collections of the College dating from the 15th century to the 20th century. I publicised the project by launching a collections showcase page on the College website and through articles in the local evening paper and the College journal. I gave talks and tours and put on displays of items from the archives for events such as Doors Open Day.

Key achievements

- creating an online catalogue using customised Calm software of over 15,000 items in nearly 300 collections

- initiating, recruiting for and supervising a voluntary project to index names of First World War doctors from registration forms held in the Scottish Medical Service Emergency Committee collection
- negotiating deposit agreements with on-going depositors
- co-ordinating the research into and publication of an unpublished account of an Arctic voyage found in the collections

Lothian Health Services Archive

2009 - 2011

Archivist

I was responsible for Wellcome Trust funded cataloguing of the collections backlog. I updated the web pages using Adobe contribute, particularly to add catalogues as I completed them. I assisted in the supervision of the Special Collections searchroom and the off-site storage as part of a rota.

Key achievements

- catalogued 5185 items (c124 linear metres) in one year from 106 accessions
- as part of the interns programme, mentoring archive assistants in cataloguing and training them in basic principles and practice

OTHER EMPLOYMENT

The Royal Bank of Scotland Group Archives, Edinburgh (Archivist)	2007 - 2009
Hutt City Council, New Zealand (Sole Charge Archivist)	2003 - 2006
Open Polytechnic, New Zealand (Off-Campus Tutor)	2003 - 2005
Photographic Archive, National Library of New Zealand, Wellington (Archivist)	2001 - 2003
Archives New Zealand (National Archives of New Zealand), Wellington (Acting Head of Arrangement and Description)	2001
Glasgow University Archives, Glasgow (Archivist)	2000 - 2001
National Archives of New Zealand Archivist (on secondment from Edinburgh City Archives)	1999 - 2000
Edinburgh City Archives, Edinburgh (Archivist)	1992 - 2000
Oxfordshire Archives (Cataloguing Archivist)	1991 - 1992