

ALISON SCOTT
Archivist
Tel: 0141 637 2572
Email: info@asarchiveservices.co.uk

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:

- NHS Forth Valley - research on the records of the Royal Scottish National Hospital to fulfil the requirements of the Scottish Child Abuse Inquiry
- Quarriers - scoping report on physical and digital records to improve systems and to provide background for a cataloguing grant application
- Hunterian Museum - cataloguing the private papers relating to a major collection of coins deposited by Lord Stewartby including sourcing conservation supplies
- East Park School – working with a freelance colleague on combined records management and archives policies including listing historic records

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
- wrote an article in collaboration with colleagues at Manchester and Sussex universities for the Counterculture Studies Journal
- gave seminar and workshop to Digital Humanities students using the collection
- started project blog

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

The Royal Bank of Scotland Group Archives, Edinburgh**2007 - 2009****Archivist**

I was part of a team that delivered the archive service to internal and external clients. I researched enquiries and supervised the searchroom on a rota basis. I was responsible for strengthening the archival holdings for human resources and retail markets within the bank which required extensive liaison with colleagues and strong inter-personal skills. I shared the management of the branch anniversary programme which involved liaison with colleagues in the regions and historical research on the branches themselves.

Key achievements

- completing the integration of the NatWest archives (678 boxes) into the bank's cataloguing system resulting in improved consistency and easier access for staff and customers
- coordinating the archival input into a new system for the bank's title deeds storage resulting in vastly improved consistency of description
- designing and researching an exhibition on the bank and computing for the headquarters building resulting in greater exposure for the archives

Hutt City Council, New Zealand**2003 - 2006****Archivist**

I was sole charge archivist for the Council with responsibility for the running of the service, the budget, and maintenance of the archival building. I worked alone so I had to be both self-motivated and work with the minimum of supervision. I supervised part time staff, project staff, volunteers and contractors. I catalogued backlog and new accessions, answered internal and external enquiries, liaised with colleagues over the retention and disposal of records, produced reports, facilitated meetings, undertook office administration, and engaged in outreach through talks and tours.

Key achievements

- delivering a major project of building improvements on time and within budget resulting in increased storage capacity and improved environmental conditions
- initiating a new website presence which included an archives of the month feature and redesigning the publicity leaflet resulting in increased awareness of the archives

Open Polytechnic, New Zealand**2003 - 2005****Off-Campus Tutor**

I marked papers for the archival management course and provided feedback to students.

Photographic Archive, National Library of New Zealand, Wellington**2001 - 2003****Librarian**

I was responsible for the photographic component of a project to get 75% of the library's holdings on the on-line catalogue using in-house software. As well as the description of images using Library of Congress subject headings and name and place thesaurus control, I examined negatives and conducted research into assigning collections. I was also responsible for the appropriate care and handling of film and glass negatives.

Key achievement

- designing Excel spreadsheets to record information on 400,000 negatives resulting in the replacement of existing paper held information.

Archives New Zealand (National Archives of New Zealand), Wellington **2001**
Acting Head of Arrangement and Description

I shared responsibility for the Arrangement and Description section pending the appointment of a new head. I attended management meetings and disseminated information to the team. I was also involved in recruitment and staff disciplinary procedures.

Key achievement

- responsibility for the back capture project to convert original paper lists into electronic format requiring prioritisation and compiling statistics which resulted in the progress of the electronic list management system

Glasgow University Archives, Glasgow **2000 - 2001**
Archivist

I was responsible for increasing the usage of the archives; search room procedures which included supervision of staff; improving guides and leaflets; and undertaking enquiries.

Key achievements

- developing dissertation profiles and matched staff interests to the holdings which resulted in increased undergraduate and academic use respectively
- giving talks and tours to visiting groups including teaching at the Department of Adult and Continuing Education.

National Archives of New Zealand **1999 - 2000**
Archivist (on secondment from Edinburgh City Archives)

I processed transfers of records from government agencies which involved sometimes extensive research into the agency and liaison with departmental contacts.

Edinburgh City Archives, Edinburgh **1992 - 2000**
Archivist

I undertook cataloguing and I was responsible for search room supervision and public enquiries

Key achievements

- developing database for shelf inventory of the uncatalogued material held resulting in improved access to holdings
- applying for conservation grants resulting in long term preservation of key holdings

Oxfordshire Archives **1991 - 1992**
Cataloguing Archivist

I catalogued the archives of the Early's of Witney Blanket Company which included business and family records.