

Review of the School of Scottish Studies Archives, University of Edinburgh

10 September 2012

Richard Ranft and Lesley Richmond

Review of the School of Scottish Studies Archives, 2012

Table of Contents

Executive summary	2
1. Introduction and aims.....	3
2. Constitution and identity	3
3. Collections.....	5
4. Accommodation	9
5. Archival processes	13
6. Access.....	17
7. Staffing.....	20
8. General appraisal of the SSSA	22
9. Conclusions	23
10. Strategic options.....	25
Appendix A: SSSA collections by location	26
Appendix B: Report by Dr Catriona M.M. Macdonald.....	27
Appendix C: Report by Ríonach uí Ógáin	31
Appendix D: Report by Gary West.....	34
Appendix E: Forms.....	37

Executive summary

This report assesses the purposes, significance, collections, services and working practices of the School of Scottish Studies Archives (SSSA). A number of changes and improvements are recommended. Some are minor recommendations that will have no or little cost, others will require more fundamental changes and possibly significant costs, but it is neither within the scope of this Review to cost these nor decide how to implement the changes. However, it is clear that significant financial investment will be needed both for a limited project driven period to give effect to agreed changes and on a recurrent basis to ensure the ongoing stability of the SSSA.

The imminent moves of the Celtic and Scottish Studies academic staff to new premises and the lack of designated accommodation for the Archives is a critical moment in the history of the SSSA. A high level options appraisal is urgently needed to determine its future. While it is not the purpose of the report to find solutions, we hope the following will help inform decisions that need to be taken.

1. Introduction and aims

This Review of the School of Scottish Studies Archives (SSSA) was commissioned in 2012 by the College Registrar on behalf of the College of Humanities and Social Science. The Review was overseen by a Steering Group led the Director of University Collections, John Scally. The other steering group members are: Arnott Wilson, Head of Special Collections and University Archivist; Norman Rodger, Projects and Innovations Manager; Cathlin Macaulay, Curator, School of Scottish Studies Archives; Wilson McLeod, Head of Celtic and Scottish Studies; Gary West, former Head of Celtic and Scottish Studies; Jacqui Brook, School Administrator, School of Literatures, Languages and Cultures; Serena Fredrick (group administration).

The stated aim of the Review was: "to ensure that the Archives and Collection is fit for purpose in order to support teaching, research and public engagement as defined by the University of Edinburgh. The review will also seek to assess the value of the Archives and Collection for scholarship and how it relates to wider cultural activity in Scotland and beyond. To that end, it has to demonstrate that it conforms to best practice in relation to archival standards, curatorial care and space management. In addition, the Archives and Collection has to be made ready to move from its current location on or before 2014."¹

This report was researched and written by two Reviewers: Richard Ranft (Head of Sound and Vision, The British Library) and Lesley Richmond (Director, Glasgow University Archive Services). Reports from the three specialist reviewers - Ríonach ú Ógáin (Director, National Folklore Collection, University College Dublin), Catriona MacDonald (Reader in Late Modern Scottish History, University of Glasgow) and Gary West (Senior Lecturer in Celtic and Scottish Studies, Edinburgh University) - are given in appendices to this report.

Research for this report was carried out between 30th April – 4th May 2012 at the SSSA. Visits were made to the SSSA and the main university library and interviews held with several staff and students. The authors are grateful for the following for providing information used in the report's preparation: Norman Rodger, John Scally, Arnott Wilson, Wilson McLeod, Cathlin Macaulay, Gary West, Jeff Haywood, Jeremy Robbins, Frank Gribben, William Lamb, Katherine Campbell, Neill Martin, Allan Turner, Lucy MacRae, Alexander Westra, Lewis Hurst, Fiona Ashley, Margaret Mackay.

2. Constitution and identity

Position within the parent organisation

The SSSA is part of the Celtic and Scottish Studies subject area within the School of Literature, Languages And Cultures (LLC). The LLC School is part of the College of Humanities and Social Science, the largest of the three University of Edinburgh colleges.

¹ *Brief for the Review of The School of Scottish Studies Archive and Collection*, John Scally, 25.01.12

History and Constitution

The School of Scottish Studies (SSS) was formally inaugurated on 31 January 1951 following a recommendation submitted to the University Court via the Faculty of Arts and Senatus in May 1950². This was approved in principle by Court, which appointed on 22 January 1951 the Committee which met for the first time on 31 January. It was suggested that a central office be set up with an experienced Secretary in charge who would have some knowledge of 'how to organise the various archives that would gradually be built up' and that a central library of relevant books and journals should be built up from the start. In terms of accommodation, provision should be made for an 'adequate library and archive accommodation where all material would be readily accessible'³.

In its early years, the School of Scottish Studies reported to the University Court via Senatus. The 1960s saw its closer incorporation into the Faculty of Arts and the commencement of post-graduate teaching and research. In the 1970s undergraduate courses commenced at what would now be called level 8, contributing to other degrees. By the 1980s the School was offering Single and Joint Honours degrees in Scottish Ethnology and its postgraduate activities were well developed with MLitt and PhD provision.

In 2001, the School of Scottish Studies was amalgamated with the department of Celtic, and, with the restructuring of the University, became part of the School of Literatures, Languages and Cultures. The archival and teaching functions were separated into two streams, and the archive and collections were named the School of Scottish Studies Archives (SSSA) and the department, Celtic and Scottish Studies. The previous Director of the School of Scottish Studies, a member of teaching and research staff, retained the role in relation to the Archives. On her retirement in 2010, the position of Archives Curator was established.

The resources of the Archives "of the School of Scottish Studies, sound, photographic, film and manuscript collections provided from the start a laboratory for the student and researcher in Scottish Ethnology as much as a physics or chemistry laboratory offers an essential resource and support to students and scholars in those disciplines. This was recognised in the staffing provision for the School, whose archive members formed an integral part of the unit along with the teaching and research staff whose specialties could be called upon by archive users. Fieldwork brought close contacts with communities throughout Scotland and this provided a unique resource for other university departments and those beyond the university. The SSS was instrumental in the development of oral history as a research technique and tool for many disciplines".⁴

As far as can be ascertained the SSSA has no formal constitution, authority or mission (save for its foundational documents in Senatus Minutes) and the first recommendation of this Review is that the draft collecting policy is given formal recognition by the appropriate University authority (University Court?).

Governance

The Archives Curator reports to the School Administrator, School of Literatures, Languages and Cultures.

² Edinburgh University Senatus Academicus Signed Minutes Vol XI Oct 1947-July 1953, p 895

³ Memorandum on Post-graduate Scottish Studies, Edinburgh University Senatus Academicus Signed Minutes Vol XI Oct 1947-July 1953, Appendix p195

⁴ Margaret Mackay, former Director and Honorary Research Fellow, SSS, July 2011

Policies and procedures

The procedures at the SSSA are carried out at a professional level. Appropriate forms are used for donating material, applying for access to and publication of material from the Archives (see examples given in Appendix E). Guides exist for visitors, to finding aids and for handling material. The Curator is in the final stages of completing both the SSSA Collections policy and a new manual for staff, covering all aspects of acquisition (fieldwork and donation); preservation; digitisation; accessioning and cataloguing; access and users, including an enquiry database; volunteers, security and disaster plan, and sources of advice. It is important that the policy clarifies both what the SSSA should collect, and what it should not collect.

Budget and fundraising

The SSSA does not have its own budget. The salaries of the SSSA staff (and related costs, such as occasional conference attendance expenses by the Archives Curator) are borne by the School of Languages Literatures and Cultures.

A modest amount of income is raised from royalties and sales, amounting to £1,734 in 2010-11.

The John Levy Fund (which results from royalties and sales from the John Levy Collection) is available to the SSSA for the enhancement of the collections through preservation and access activities. At the end of 2011, the fund stood at £21,924.

The SSSA applies annually to the Committee of Curators of University Collections fund for a grant towards conservation or digitisation (typically < £2k) and in 2010-11 was successful in applications to University Funds for Outreach projects (Tracer Trails) of approximately £4k.

Celtic and Scottish Studies secured £2.9 million, half from the Heritage Lottery Fund, in partnership with BBC Alba and the National Trust for Scotland, for the *Tobar an Dualchais/Kist o Riches* Project that commenced in 2006. The project's aim was to preserve, digitise, catalogue and make available online several thousand hours of Gaelic and Scots recordings collected from all over Scotland and beyond from the 1930s onwards. 80% of the available material comes from the SSSA.

Recommendation 1: The draft collecting policy of the SSSA is given formal approval by the appropriate University authority.

Recommendation 2: The Curator is to be encouraged to complete the SSSA Manual and ensure that the SSSA Collecting Policy is authorised by an appropriate University authority at the earliest opportunity.

Recommendation 3: A ring-fenced annual budget should be identified for the SSSA.

3. Collections

The SSSA collections comprise of around 900 linear metres of material of which 512m are held in environmentally controlled storage areas. It consists of an anthology of collections,

created by the School of Scottish Studies or collected by the School of Scottish Studies Archives. See Appendix A for the location of collections.

The content is in various formats, principally sound, image, text and manuscript. Its unity is derived through the subject matter (originally expressed as folklore and folk-life) and covers cultural life, the traditional arts, and the discipline of Scottish Ethnology. The collections contain the following broad groupings of material:

1. **Sound Archive** – 30,000 recordings of song and verse, instrumental music, oral narrative, custom and belief, traditional knowledge, material culture and contemporary ethnology in Scots, Gaelic and English.
2. **Film/Video Archive** - 320 items detailing craft processes, customs, storytelling and song performances from the 1970s onwards.
3. **Photographic Archive** – over 50,000 images in a variety of formats (glass negatives, prints, lantern slides, 35mm slides, and born digital.) comprising those taken on fieldwork and deposited collections..
4. **Deposited Manuscript and Archive Collection.** Original manuscripts and copies of materials held elsewhere.
5. **Project Records.** These include other formats generated from the projects and fieldwork undertaken to create the Sound Archive, including the Place-Name Survey and the Gaelic and Scots Linguistic Surveys, encompassing project papers, fieldwork notebooks and maps.
6. **Corporate Records.** Administrative records relating to the operation of the School of Scottish Studies and the School of Scottish Studies Archives and papers of former members of staff.

More details are given below:

1. **Sound Archive.** The principal part of the SSSA collections comprises over 30,000 sound items on a variety of carriers, including wax cylinder, minidisc, DAT and born digital formats of recordings of song and verse, instrumental music, oral narrative, custom and belief, traditional knowledge, material culture and contemporary ethnology in Scots, Gaelic and English.

Around 13,000 recordings were collected throughout Scotland and the diaspora by staff, students and associates of the SSS (NB this number includes recordings collected prior to the founding of the SSS and seminar tapes). Over 1,000 contain material relating to Scots and Gaelic dialects collected from 1949 onwards by the two Linguistic Surveys of Scotland; and 507 are field recordings relating to the Scottish Place Name Survey made from 1955 onwards. The core collection continues to grow with contributions from staff and students on fieldwork at approximately 63 recordings per year.

In addition, there is donated material from individual collectors and Scottish oral history projects, such as the Scottish Labour History project (394 recordings); Ian MacDougall Collection (work and war time experience (556); Calum Maclean wax cylinder collection made in the 1940s (236) and the John Levy Collection (694) of original fieldwork of mainly religious music from Taiwan, Hong Kong, India, Sri Lanka, Bhutan, Iceland and Britain. These include both original and edited recordings and copies held elsewhere.

Published items include commercial discs, LPs and 78s of folk/traditional (including music hall) music donated by individuals (4,870); plus small numbers of broadcasts, lecture tapes, etc.

2. Film/Video Archive comprises 320 items detailing craft processes, customs, storytelling and song performances made by SSS staff and students from the early 1970s onwards.

3. Photographic Archive – comprises of over 50,000 images in a variety of formats (glass negatives, black and white and colour prints, lantern slides, 35mm slides, and born digital) comprising those taken on fieldwork and deposited collections. A selection of the material has been mounted on cards (c.11,000 images on 8,827 cards) to create access for researchers. These are indexed by subject matter and geographical location. Categories include domestic buildings, social organisation, household economy, crafts, agriculture, fishing, transport, seasonal customs, music and dance.

The deposited collections include

- Werner Kissling Collection, 1930s-1950s, Hebrides and Galloway (c.4000 images)
- Robert Atkinson Collection, 1930s-1950s, Hebrides inc. St Kilda (c.1500 images)
- Miss Patullo Tours with National Trust, 1955-57 (c.478 slides)
- Mackie Collection of slides of Scottish landscape and Geology (c.1700 slides)
- Eric G Meadows Collection, Scottish photographic prints
- Sandy Fenton Slide Collection, Scottish ethnological material (over 4,000 slides)
- Rehfisch travellers 1950s
- McCormick travellers 1906

4. Deposited Manuscript and Archive Collection. This collection contains original manuscripts and copies of materials held elsewhere and are located in the safe in the Photographic Archive and in locked cupboards in the Upper Library.

Examples of original collections include:

- Maclagan MSS (1893-1902) folklore material collected in West Highlands, deposited by the Folklore Society (9,000 items) in process of being gifted by the Society and catalogued by archive assistant.
- Lucy Broadwood MSS (1907-1918) Gaelic Songs
- Hopetoun House Household Book (1786) Anne Susanna Hope - 18th cent. Recipes
- Elizabeth Ross MSS (1812) original Highland Airs collected in Raasay (published on-line)
- Lady Evelyn Stewart Murray MSS (1890s) Gaelic Folk Tales from Perthshire (published)
- Donald John MacDonald MSS (1950s) oral tradition from South Uist

Copies of original material were made for teaching and research purposes of items held in other locations and collected as a means to facilitate access in the SSSA and of collections held in the SSSA to help ensure the preservation of the originals. This was common practice prior to the 1980s in Archive offices but with the onset of digitization is no longer practiced.

As the main emphasis of the SSSA has been audio-visual archives, the deposited manuscript and archive collection has received the least attention of all the component parts of the collection. Basic listings are available of the contents of the safe and the 16 locked wooden cupboards in the Upper Library but locations are missing in some instances and the listings are not standardized. The Maclagan collection is the only manuscript collection that is being catalogued and indexed.

5. Project Records. These include other formats generated from the projects and fieldwork undertaken in conjunction with the Sound Archives, including the Place-Name Survey and the Gaelic and Scots Linguistic Surveys, encompassing project papers, fieldwork notebooks and maps.

Place-Name Survey comprises of a large collection of Ordnance Survey and early maps and a slip index of place-name forms (c. 400,000 slips) including a complete index of place-names from the 1-inch OS map of the Popular Edition dated 1940s and 1950s and place-names extracted from documentary sources including the Registrar of the Great Seal, Register of the Privy Seal, Retours and other contemporary records. A detailed report on the slip indexes and cards was made in 2001.

Gaelic and Scots Linguistic Surveys (non audio-visual) comprises transcriptions, questionnaire data, field notes including phonological notebooks and associated material including slip indexes and cards.

6. Corporate Records. These comprise of administrative records relating to the operation of the SSS and the SSSA and papers of former members of staff. This material is held in 140 cardboard boxes mainly in the Tiree Room. This material has not been listed but does have identifying information on the boxes. Some of the administrative records will hold details of deposit agreements which require to be retained. Some of the papers of former staff relate to fieldwork and some of the boxes appear to contain donated material.

Tiree Archive room



Recommendation 4: The extent and scope of the sound items that are not in the core collection should be assessed in relation to the revised SSSA collecting policy and relevant

records management section and archival selection criteria guidance available within the University.

Recommendation 5: A listing and count of all photographic collections is currently underway which should be completed.

Recommendation 6: All photocopied material is reviewed as to archival value with a view of only retaining material which fits revised criteria (e.g. copies where the original no longer exists) plus relevant records management section and archival selection criteria guidance available within the University.

Recommendation 7: A “box list” survey of the contents of the deposited manuscript and archive collection is generated.

Recommendation 8: All original material is appraised against the revised SSSA collecting policy plus relevant records management section and archival selection criteria guidance available within the University. Collections which do not fit the policy are disposed of to other archive offices or offered back to donors.

Recommendation 9: It is recommended that a detailed report on the slips and cards of the Linguistic Surveys, similar to that of the Place-name Survey is made. These reports can then be used, in conjunction with relevant records management section and archival selection criteria guidance available within the University, to appraise the material for long term preservation in relation to ongoing research in this area and published results of previous research.

Recommendation 10: A “box list” survey of the corporate records is generated and then appraised against the University’s archival selection criteria guidance and other relevant records management guidance, advice and training from the University’s records management section.

4. Accommodation

The SSSA has thirteen rooms within 27-29 George Square (over four storeys) and 25 Buccleuch Place (see Appendix A). The buildings are alarmed and linked to University Security.

Reading rooms

The main reading room is the Archive search-room on the first floor of 29 George Square. It is adequately furnished with seating and tables, finding aids and playback and computer equipment.

Sound Archive storage

Most of the recommendations in Ward (1996)⁵ have been implemented. The basement of the 29 George Square building contains two sound recording stores protected with VESDA early smoke detection system. Both stores share the same air conditioning unit that maintains a stable microclimate. Environmental conditions are monitored using a digital temperature and relative humidity logger. Readings are saved on a laptop and checked on a

⁵ Ward, A. 1996. Survey and Recommendation on the Archive of Sound Recordings, School of Scottish Studies, University of Edinburgh. The British Library, London.

regular basis. At the time of our visit, archive store no 1 was at 16° C and 33% humidity, within the recommended boundaries for audio and mixed media collections⁶.

Pipework that was inspected in the 1996 survey has been boxed in, reducing the risk of damage should the pipes leak. The windows in the stores have been boarded over, as suggested by Ward (1996), however these appear to be relatively thin plywood and provide little protection against intrusion. (see BSI PD5454:2012 section 5.2.6)

Items are stored on mobile metal shelving of good quality. Different sized items are placed on the same shelves, a practice common in archival collections where different size formats within a particular collection are co-located.



Tape store 1



Buccleuch Place tape store

Most tapes are on five or seven-inch reels and contain a mixture of long-play and standard-play tape thicknesses. A quick inspection showed that some tapes were acetate-based, as revealed by their translucency. Unlike polyester-backed tapes, these are vulnerable to deterioration; however, all have already been digitised. Most tapes in the SSSA store that have not been digitised are shelved tail-in whereas digitised tapes are kept tail-out. To reduce the risk of print through, recommended practice is that single-track or full-track tapes should be stored tail-out.⁷ This requires the tapes to be re-wound before playing and then played through in the forward direction during playback, thus ensuring an even wind.

Vinyl and shellac discs are kept in the same stores and have vertical dividers to provide support. These dividers are 12 inches apart which is insufficient to give proper lateral support for the larger diameter discs⁸. Additionally, discs should fill the space between dividers so that they support each other.

The two basement storage areas store the original tape recordings. 'Safety' backup copies of recordings are stored on fixed wooden shelving in 25 Buccleuch Place. While storing backup copies in a separate store follows good practice, this store is far from ideal: it has no climate control and anyway is arguably a poor use of accommodation more suited to office space or

⁶ Guide for the storage and exhibition of archival materials. The British Standards Institution, 2012. PD 5454:2012

⁷ BSI PD5454:2012 section 4.9.11

⁸ BSI PD5454:2012 section 4.9.6

other uses. As this backup collection is less used than the main tape collection in 29 George Square, it could be stored at a more remote site, in cooler temperatures⁹.

The older SSSA master tapes made before 1958 are stored in the main library along with wax cylinders.

Sound studios

There are three sound and video studios plus one workshop/store for old equipment. The studios have basic but adequate sound proofing in the form of acoustic tiles on the walls.

Photographic Archive

The main photographic negative collections are held in 29 George Square in a secure, environmentally monitored room equipped with mobile, metal shelving and a VESDA (very early smoke detection alarm) system, linked to the alarm system in the main building (27 George Square) and University Security in Infirmary Street. The environmental conditions fall within the accepted BSI PD 5454 recommendations.

Original fieldwork photographs, donated slide collections, and working material (contact sheets) are held in filing cabinets and boxes in the Photographic Archive rooms.

Manuscript and other Paper Archives

Manuscript collection

The Maclagan and other original and photocopied manuscripts are stored in acid free boxes in the Safe in the Photographic Archives. Conditions satisfy PD5454. A brief listing is available.

Other individual manuscripts and manuscript collections, including the music collection, are located in locked wooden cupboards in the Upper Library. This room is also the office of the SSSA Curator and does not have a controlled environment. The majority of original and copy manuscripts lie in bundles within the cupboards, without the benefit of appropriate archival enclosures or boxes.

Upper Library



The project and fieldwork records are stored mainly in metal cupboards in several locations although some are stored loosely on top of cabinets and in cardboard boxes.

⁹ Backup collections can be stored at the lower end of the recommended BSI 5454 range of temperature and RH levels, as they are rarely used. Working collections, on the other hand, should be stored at the higher end of the range, to reduce the risk of damage from rapid microclimate changes when AV materials are brought from a cold store to a working environment.

The Corporate Archive is stored mainly in the cardboard boxes in the Tiree Room, although some material is also to be found in the Upper Library.

Recommendation 11: if the sound collections are to remain in the basements, bars should be fixed across the window bays as these are accessible from the gardens at the rear of the building.

Recommendation 12: all single-track audio tapes should be returned to the store after use with the tail-out, to reduce the risk of print through.

Recommendation 13: to prevent warping, large audio discs (10" diameter or more) should have vertical dividers no more than 6 inches apart

Recommendation 14: The Backup store collection should be moved to better storage areas within BSI PD5454:2012 standards. Although the Archives staff need to access the store fairly regularly, the store need not be so closely located to the main archives.

Recommendation 15: The photographic archives held within the Photographic Archive rooms should be rehoused according to PD5454 recommendations (reboxed and held in an area with controlled environment) similar to the conditions under which the main collection is stored.

Recommendation 16: The original manuscript material, once identified and appraised against the revised collecting policy of the SSSA plus relevant records management section and archival selection criteria guidance available within the University, should be appropriately enclosed within acid free folders and boxes and stored in an area with a controlled environment in line with PD5454 recommendations.

Recommendation 17: The archival project and fieldwork records, once selected for permanent preservation in accordance with the revised collecting policy plus relevant records management section and archival selection criteria guidance available within the University, should be appropriately enclosed within acid free folders and boxes and stored in an area with a controlled environment in line with PD5454 recommendations.

5. Archival processes

Selection and appraisal

The decision as to which donated collections are accepted is taken by the Archives Curator. At the time of writing the Curator is preparing a collecting policy. This is clearly needed in order to define the boundaries of the collection and ensure that resources are used most efficiently. The new Scottish 'national sound archive' proposal could give an opportunity for the SSSA to clarify its work in relation to other archival institutions in Scotland, and the application of centrally available records management guidance at the university will also help define the boundaries of the collection.

Cataloguing

New database entries are added by the Archives Assistant using a Microsoft Access form, then checked off by the Archives Curator before publishing the catalogue records. Job tracker software, designed to assign and coordinate different parts of the processing workflows among staff, has recently been implemented.

Field recordings made in the analogue era, i.e. until the mid-1980s, have detailed hard copy indexes. Many of these have been transcribed onto the electronic databases. Since the 1980s, when the field acquisitions became digital, the metadata has not been described at the track level due to the lack of staff resource. Students complete a paper form and this is not completed consistently nor to a consistent level of detail. This has made more recent material much harder to use.

Digitisation

The collection includes audiocassette, quarter-inch tape (both two-track and four-track), vinyl and shellac discs, mini disc, DAT and micro-cassette. Most analogue formats found in the collection can be played using the equipment available, except for wires and cylinders. The sound labs have four SADiE type 'BB2' digital audio editing workstations.

About 80% of the primary research field tapes collection has been digitised, largely thanks to resources made available under the *Tobar an Dualchais* project. This was a 5-year project, involving the archives working together with the National Trust for Scotland's Canna Collection, and BBC Scotland. It was due to end in 2010, but some work remains unfinished. The intention was to digitise and catalogue all the main SSSA sound collection. While the digitisation finished, just half the cataloguing of the main SA series collection is complete such that 18% of the total collection (24% of the core collection) is actually online. However, not all material is suitable for inclusion on the *Tobar an Dualchais* website due to copyright or contextual issues.

The *Tobar an Dualchais* project continues to be overseen by Mairead MacDonald and a technical manager, and receives occasional small funds for additional work. The future of the project and those skills it has built up now lies with the university or in support of the proposed distributed 'national sound archive' for Scotland.



The digitisation work at the SSSA is generally carried out to a high standard technically, compliant with the recognized broad principles of IASA TC 03¹⁰ and the more detailed specifications in the IASA TC04 standard¹¹.

One of the sound lab studios

The procedures for digitising open-reel tapes is given below as an example of good practice carried out at the SSSA:

The tape collections include Ampex 402 and 406 stock, both of which are known to be susceptible to binder hydrolysis, causing the well-known problem of 'sticky shed' syndrome. The SSSA use a mushroom incubator to gently bake problematic tapes for 8 hours, after which tapes can be safely played.

Open-reel tapes are replayed on professional Otari MX5050 three-speed tape decks, Studer A807 tape decks; or TEAC decks for 4-track tapes. Tape heads are cleaned every few tapes and the tape heads are routinely degaussed.

Analogue to digital conversion uses the good quality converters in SADiE BB2 audio editing workstations. All digitisations are at 24 bits, 96 kHz sampling rate, stereo and saved as WAV files. Access copies are made in MP3 format from the master WAV files. In accordance with good practice, master files are direct transfers from the original carrier, without modification or restoration. MD5 checksums are used to check that file transfers across digital devices and networks are bit-accurate.

The SSSA Curator is preparing a digitisation guide for both the photographs and for sound recordings. One area for improvement is the azimuth alignment of the heads of tape or cassette playback machines against each tape, prior to digitisation. While calibration tapes are used by SSSA staff, it should not be assumed that archival tapes created from different sources were originally in correct alignment. Azimuth adjustment (akin to focussing a camera) is vital in order to retrieve the best signal level from tapes. It should be done as a matter of routine. Determining the correct azimuth position is best done by ear (listening

¹⁰ IASA Technical Committee, *The safeguarding of the Audio Heritage: Ethics, Principles and Preservation Strategy*, ed. by Dietrich Schüller. Version 3, 2005 (= Standards, Recommended Practices and Strategies, IASA-TC 03). International Association of Sound and Audiovisual Archives. www.iasa-web.org/tc03/ethics-principles-preservation-strategy

¹¹ IASA Technical Committee, *Guidelines on the Production and Preservation of Digital Audio Objects*, ed. by Kevin Bradley. Second edition 2009. (= Standards, Recommended Practices and Strategies, IASA-TC 04). International Association of Sound and Audiovisual Archives. www.iasa-web.org/tc04/audio-preservation

for the maximum level of hiss and other high frequencies) but it can be aided by the use of an oscilloscope or phase metering software in the case of 2- or 4-track recordings. Repeated adjustments of the tape azimuth screw can eventually wear down the threads, so it may well be worth commissioning a modification to the tape deck housing and repro head block to allow for this.

For preparing playback of vinyl or shellac discs for optimum signal extraction, the SSSA lacks a disc cleaning machine (e.g. Keith Monks type), although one was made available by the National Library of Scotland for the Archives to digitise the collection of lacquer discs. As the disc collections are less used than the tape collections, a disc cleaner is low priority.

All the SSSA MiniDiscs and DAT cassettes have been migrated into the digital library. This is important as both formats are obsolete and playback equipment is difficult to obtain.

Video digitisation

International agreement on standards for digital video preservation are still in development (although IASA is completing a standards document, TC06, on video digitisation and preservation, that will be available in 2013). For video playback, the SSSA has U-matic, VHS and Betamax players. The SSSA has a small number of celluloid films; some have been digitally scanned. Video digitisation uses a BlackMagic video converter card in a standard desktop PC. This is used to create uncompressed, 160Mbps, 16 bits-per-pixel master AVI files. MPEG-4 files for access (1.5 Mbps) are created from these master files using Sony Vegas Software. These procedures follow current internationally recommended practice (e.g. IASA TC06 Technical Committee, pers. comm).

Maintenance

Basic maintenance is carried out by the audiovisual technician on a yearly basis. However, there is apparently no thorough routine of machine realignment, mechanical checks or electronic re-calibration, something that is essential for professional tape decks.

Born digital recordings made with digital field recorders are backed up on to recordable CDs, as audio tracks rather than files.

Care and handling of recordings

The staff are aware of the standard handling policies as outlined in e.g. Bogart¹² and appropriate best practice guides are available to staff and students.

Storage, conservation and preservation

Each tape that has been digitised is marked with a yellow sticker. While this is a simple and highly visible indicator, there is a risk that stickers will be lost as the adhesive dries out. We suggest that tape boxes are clearly marked in indelible ink when digitised, and that the digital copies clearly indicate the original tape number from which they were copied. Series of tapes that are fully digitised may be stored off site if this proves economical.

¹² Van Bogart, John. 1995. *Magnetic Tape Storage and Handling: A Guide for Libraries and Archives*. Washington, D.C.: Commission on Preservation and Access.

Digital files are stored on hard drive arrays and on optical discs. Files created by the *Tobar an Dualchais* project are stored on a 12 TB hard drive array managed by IT services. This is backed up to storage tape daily. However, there does not appear to be a process for regularly and consistently monitoring the integrity of digital files (this can be done by storing checksums alongside each file and matching these on a regular basis. If any discrepancies are found, the faulty file can then be replaced from a good file stored elsewhere that matches its checksum).

The *Tobar an Dualchais* server costs about £4,000 per year, charged internally to the department by the University's IT services. Unless this price includes managed storage overheads including backup and integrity checks on a regular basis, this price seems a little high considering the ever diminishing costs of storage hardware.

In addition the SSSA maintains its own 5 TB level-five RAID array. This holds the master WAV files for preservation work carried out outside the *Tobar an Dualchais* project, and MP3 access copies for student access in the reading rooms. In principle, it would be more efficient if all digital data storage for the SSSA was handled by one department, either the SSSA staff or the university's IT specialists, provided that a robust regime of backup and checking is carried out.

Field recording:

For audio recording, the SSSA has two Zoom H4 and two Zoom H1 portable solid state digital recorders. All recordings are made at 24-bit/ 96 kHz. The 24-bit depth is to be commended. Although a 96kHz sampling rate is highly recommended for digital transfers from analogue media, it is probably unnecessary for the origination of new audio recordings, especially as few microphones can take advantage of the higher bandwidth: 48 kHz would suffice, halving the file size. Nevertheless, this is probably not an important consideration unless file storage is at a premium.

Video equipment used for fieldwork includes a Sony HDV Cam and a JVC DV-cam camera.

Field workers complete a deposit form assigning copyright to the SSSA. It is signed both by the field worker and by the performers or informants [see Appendix E].

Recommendation 18: Archives Curator to clarify collecting policy in consultation with other Scottish archives and libraries and by application of internal relevant records management section and archival selection criteria guidance.

Recommendation 19: As field recording practice is an integral part of the students' studies, we recommend that students are required to fully complete an electronic metadata form that can be easily ingested into the main database.

Recommendation 20: Before digitisation of each tape or cassette, playback heads must be properly aligned by checking the azimuth setting.

Recommendation 21: The tape decks should be serviced on an annual basis by a qualified specialist. (The British Library can advise on suitable specialists if required.)

Recommendation 22: Given that the audio technicians are on short term contracts it is perhaps unsurprising that the staff end up working in isolation. We recommend that the

technicians are employed on a longer term basis and are given opportunities to receive training and work experience in other AV institutions.

Recommendation 23: The recordings would be better saved as files on recordable CDs (or DVDs), but better still as files on a network server.¹³ The conversion from audio tracks on a CD (CD-DA) into a file format is not a simple cloning process, as it involves playing back the audio stream and interpolating any digital errors, whereas copying digital files is accurate to the bit level.

Recommendation 24: Clearer labelling and designation of different audio versions (original, master, etc, for example by marking tape boxes with indelible ink) is needed to ensure the extent of digitisation can be tracked (especially important if staff leave). Batches of tapes that are fully digitised should not be discarded but may, as a space saving measure, be stored away from the main collection used for access.

Recommendation 25: The SSSA should ascertain the backup regime and file checking used for the 12 TB array and ask for a review of the costs. Ideally, backups should be on a daily basis, and integrity checking of all files should be run every few months in order to detect and remedy for bit loss. Ideally all files should be centrally managed by one department.

6. Access

Onsite access and security

The SSSA building is security alarmed. There is no reception but the administrative office is near the front entrance. Both the SSSA audio stores share the same deadlock key. Copies of these keys are kept by the four Archives staff in studios or offices which are locked at the end of each day.

The main room for access is the Archive search-room. Archive users include external visitors (e.g. singers, broadcasters, international scholars, historians etc) as well as students. Users are asked to sign in to a visitors' book and this gives a rough log on the level of use of the collections. To use the collections, users need to complete one or more of a set of application forms for listening or ordering copies of recordings (see examples in Appendix E).

The *Tobar an Dualchais* website is available in the Archive search-room and is useful for browsing the core collection. It is less useful for in depth research because users need to hear a succession of performances in their original sequence and context, by listening to the full-length digital transfers made from the original tapes.

So, on written request from student (using form D, Appendix E), the Archives staff create private play lists of MP3 files for each listener, by dragging and dropping the files from the main server. It might be a better use of staff resources if this on site access is a self-service facility.

¹³ Richard Wright (2012) Preserving Moving Pictures and Sound. Digital Preservation Coalition: Technology Watch Report 12-01

Users can listen to recordings on desktop computers. For recordings that are not digitised, in principle digitisation can be made on demand. The Archive search-room has a tape deck (Revox A700) with an amplifier loudspeakers, mini disc and CD player. There is a tape handling guide next to the tape deck.

There are three computer workstations in the Archive search-room. Users can listen to recordings via headphones plugged into the desktop PCs. While this arrangement is probably adequate in the current circumstances, whereby users are closely supervised, measures will need to be taken should such equipment be used for more public access, for example by blocking the USB ports on the computer, and a permanent fixing for the headphone socket, both measures needed to prevent unauthorised copying of sound files.

Similarly, although it was not possible to check at the time, the risk of illicit copying and distribution of digital sound files via an insecure networked terminal should be considered (for example by using a secure Public Web Browser and removing other software).

Students can order free copies of recordings. Copies are prepared by the audio technicians and are normally provided within a few days.



The Archives search-room

Offsite access

The Calum Maclean collection of manuscripts has been scanned and is online.

The *Tobar an Dualchais* Project has made available on-line 18% of the recordings of the SSSA (1638 out of a total of 9265 hours of digitised material) or 24% (1586 hours) of core fieldwork recordings (series SA). 3480 hours of recordings, (3153 hours of core fieldwork recordings (series SA)) have been re-catalogued.

PEARL (Providing Ethnographic Access to Research and Learning) is an online resource that pre-dates the *Tobar an Dualchais*. It is hosted by the University, has transcripts and recordings and some features not in the *Tobar an Dualchais* site. It is unclear though to what extent it is still used; it is available on the website but some students at the SSSA seemed unaware of it.

Other services

Research seminars are held every Friday during semester at Celtic and Scottish Studies. Copies of recordings for external users can be provided at a modest charge of £30.00 per hour for personal use or £60.00 per hour for commercial use.

Finding aids

Finding aids to the core fieldwork recordings in the Sound Archive are available in the Archive search-room. These comprise chronological registers with detailed summaries of recordings collected prior to 1980 and card indexes classified by subject, song, informant, instrumental music, and geographic area. Paper listings also exist for the sound recordings of the Linguistic Surveys of Scotland.

Electronic accessions listings exist for all core fieldwork recordings, the Scottish Place-name Survey, copies of comparative collections and items deposited from elsewhere, some of the donated collections, including the published folk and traditional music of Will Forret, Edgar Ashton and Gus MacDonald, the John Levy Collections, and the Peter Cooke Indian and Ugandan fieldwork collection.

The Archive search-room provides access to three separate databases running on Microsoft Access with a SQL backend. The ALST is the main accessions listing of the core fieldwork recordings. Items are listed on a whole tape basis. It covers sounds only. The MNDX database is the main index containing a number of catalogues, including (for the SA series) recording level descriptions of sound recordings and other media. The databases can be searched by region and other parameters. The third database is an oral history project list. All three databases have some fields in common (informant/artiste, field worker, catalogue name, type of material). Potentially, there is much to be gained both internally and in terms of external usage and profile if these various databases could be merged.

An electronic catalogue of items (i.e. individual song, tale etc.) covers around 20% of the core fieldwork recordings and was used as a basis for the *Tobar an Dualchais* project. There is also a partial listing of items from the Scots Linguistic Survey.

The relationship between the index cards and the on-line databases is unclear¹⁴. The SSSA guide to electronic databases states that the MNDX database is the equivalent of the index cards. If this is the case then the card indexes could be discarded.

Recommendation 26: the server should hold MP3 listening copies of all files in a separate directory that can be accessed by students without requiring the compilation of play lists by the Archives staff.

Recommendation 27: If not already actioned, we recommend that the record head on the tape deck is disabled mechanically or electronically to prevent accidental erasure of tape recordings. However it seems likely the tape deck is rarely used and perhaps the space could be better used by removing it altogether.

Recommendation 28: the SSSA should work with EDINA to develop plans for enhancing its online services. For example the Tobar an Dualchais website would benefit from a detailed map browser interface to much of its location based collection items. EDINA

¹⁴ Note added to draft by Archives curator: The MNDX database contains a catalogue listing of items on a track-by-track basis (around 20% of the SA series). The card index also summarises material by individual track but the two are not synonymous – different items will be available in the card index. The card index also contains references to MSS, publications and images under the same classification system as that used for the sound archive

could help develop geolocation data and tools, and consideration should also be given to providing a timeline browser.

Recommendation 29: The teaching and research benefits of PEARL should be reassessed with a view to enhancing or removing this website.

Recommendation 30: It is recommended that detailed reports on the index cards and other finding aids in the Archive search-room, and the contents of the Tale Archive, similar to that of the Place-name Survey, are made. These reports can then be used to appraise the material for retention in relation to what is available on the databases and what fits with the revised collecting policy of the SSSA.

Recommendation 31: The appraisal and listing of collections recommended in this Review cannot be undertaken by the current Archives staff due to their existing work load. It is recommended that a project archivist with appropriate experience and skills be employed to carry out this work as soon as possible to ascertain the future extent of the SSSA Collections.

Recommendation 32: a database expert from the university, possibly also in collaboration with EDINA, should examine the databases to see whether searches can be merged, a process that may improve cross-collection discovery.

7. Staffing

During the era of the previous Archives Director, Margaret Mackay, the SSSA had six full-time staff. It currently has the equivalent of three:

- Archives Curator (Dr Cathlin Macaulay, full-time, grade 7)
- Audio Visual technician (job share, Stuart Robinson and Colin Gately, temporary contracts, grade 5)
- Archives assistant (Caroline Milligan, about 0.8FTE hours to be notified arrangement, grade 5)

With only the Archives Curator employed on a permanent basis, there is a high risk that the Archives will lose skilled staff and their hard-won expertise. The temporary and part time posts have been funded for a number of years and it would be preferable if these were established on a permanent basis.

Staffing levels have fallen during the last 20 years with increasing responsibility and workload on those in post. In the past academic staff with subject specialisms acted as honorary curators of the John Levy Collection, the Linguistic Surveys of Scotland and the Place-name Survey; the SSSA Librarian managed the manuscript collections; and there was a full-time post of photographer overseeing the photographic Archives and a full-time Sound Technician. In effect the temporary job share post has replaced the latter two posts. From 1995 to 2010 the Director of the Archives was also a member of the teaching and research staff.

Since 2010, the Curator of the Archives has been responsible for the sound, photographic and manuscript collections and the project and corporate archives without any formal strategic link to the academics within Celtic and Scottish Studies while being line managed by an administrator in the School of Literatures, Languages and Cultures.

The Curator of the Archives requires to be strongly connected with the teaching and research subject areas which the SSSA supports.

The staff play a key role in the research teaching of Celtic and Scottish Studies by inducting students and staff into the use of the SSSA collections; preparing students for fieldwork; teaching students archive skills; and undertaking the marking of some course work. The Curator also plays a vital role in the outreach and impact of the SSSA, editing *Tocher*, the SSSA journal, and developing and enabling innovative outreach activities. The staff also advise oral history projects and other audio projects on techniques and copyright and provide informal training courses for Museums & Galleries Scotland and other bodies. The Curator is a member of the steering group for the new Scottish Sound Archive initiative and sits on various sub-groups.

The Archives staff are highly committed and knowledgeable and have excellent skills in audio-visual and digital archives administration but would benefit from professional interaction with other information management staff within the University's Information Services. The Archives Curator is professionally trained in sound and audio archives but requires a line management or advisory board structure to help develop, policies, strategies etc. The ability of the Curator to undertake the review of SSSA policies and prepare a manual for staff, while maintaining the running of the service, teaching, enquiries, and public outreach, demonstrates commitment and an ability and requirement to work consistently beyond the normal working day.

Permanent staff receive good support in relation to attendance at conferences and other training events. No training and development programme has been set up for temporary staff.

Overall the staff levels are stretched to capacity and no increase in service levels could be achieved without an increase in staff.

Recommendation 33: Minimum staffing requirements: 1 full-time audiovisual technician, 1 full-time photography technician, 1 Archives Curator, 1 reading room support, 1 archives assistant.

Recommendation 34: The temporary staff are given permanent contracts; the line management/advisory support for the Archives Curator is reviewed; the job descriptions of the staff are reviewed as Dr Macaulay's appears still to be that of Archives Assistant; and the time percentages should also be re-examined.

8. General appraisal of the SSSA

Research and teaching value

Celtic and Scottish Studies offer three undergraduate degrees: Scottish Ethnology, Scottish Studies, and Celtic Studies. Around 350 student from 17 courses use SSSA material each year: for example, first year undergraduate courses on Conceptualising Scotland (105 students) and Creating Scotland (82); second year undergraduate courses on Visualising Scotland (60) and Scotland and Orality (35-40). Students make good use of the Archives. For example, the Material Culture course students are required to prepare an 'audio essay' on CD, preparing a script and using materials in the Archives.

The *Tobar an Dualchais* website does not comprise the whole tapes, so the students need access on site to the digital tape copies as those are digital transfers of entire tapes. On the Scotland and Orality pre-honours course, students are given instruction in field and archival practice and are required to transcribe recordings in the collection. Most undergraduate students' first interaction with the Archives is usually in the form of a tour by the Archives Curator. There is less support for postgrads although MSc and PhD students normally have an induction to the Archives at the beginning of their studies. The Archives are viewed by staff and students as central to the discipline of ethnology and for that reason should be, it is argued, a resource managed within their academic department. Both the undergraduate and postgraduate students that we spoke to were highly appreciative of the richness of the Archives, its distinct identity, the fact that different resources, including both primary and secondary materials, were co-located under one roof and within easy walking distance of other departments including anthropology and the main library. Students were appreciative of the services provided by the Archives staff including transcriptions and help with finding materials.

Status, Significance and Impact

The collections held by the SSSA document the lives and cultural traditions of the people of Scotland during the 20th and into the 21st centuries and many materials are unique: as such, they constitute a resource of national and international significance. Currently these materials play a key role in the teaching of Scottish Studies at the University of Edinburgh at undergraduate level and within postgraduate research.

The reputation of the Archives is primarily that of a Sound Archive whose staff are seen as leaders within Scotland in archival knowledge, equipment and technique, often being used for advice and training. The SSSA facilities themselves have made it the place of deposit of choice of academic oral history projects. However, it is as an integrated archive that the SSSA has its greatest value, being much more than the sum of its parts, notwithstanding that the value of some of the manuscript collections and corporate records has yet to be explored (see recommendations 5, 6, 8, 9.)

The current political state of Scotland and of public interest in local and national identities offers the Archives a greater role with the general public. However, the current state of the finding aids of the Archives does not allow for an increase in public access: the time taken for "induction" into the use of the resources by more users is not sustainable in terms of staff time and there is no available space for extra users. The use of the *Tobar and Dulchas*

website continues to increase (20,223 website visits from Q1 in 2012 compared with 55,408 visits for the previous 12 months). The Archives' website clearly describes the collections but it does not provide an on-line catalogue.

The public engagement, knowledge exchange and 'impact' activities of the Archives are very successful. Most archive offices in Scotland are envious of their level of public engagement and outreach. The Archives' "impact folder" that documents such activities is full of innovative public events inspired by or using the Archives.

Further information is given in the reports from three Specialist Reviewers (Appendices B, C D).

Recommendation 35: There appears to be a huge potential for the marketing of taught post graduate masters courses, especially cross-disciplinary within the College of Humanities and Social Sciences, aimed at national and international markets.

Recommendation 36: Catriona MacDonald's suggestion of branding the SSSA as Scotland's Voices should be given serious consideration if the University wishes to maximize the potential of this collection.

9. Conclusions

Fitness for purpose

This is difficult to answer, in the absence of a clear mission for the SSSA. The focus of collecting activity is on staff and student research and field projects so the Archives fall under the status of a university teaching and research archive. As such, the SSSA broadly fulfils its purposes. A truly national sound archive for Scotland would ideally have broader collection and access policies: collecting and managing radio broadcasts and commercially-issued sound recordings, something that is probably best achieved instead in partnership with other institutions through the proposed distributed Scottish national sound archive, being coordinated by the National Library of Scotland.

Archival standards and practices

The SSSA is widely admired and recognised for the quality and scope of the collections and its archival standards. It could play a role in sharing expertise and showing leadership if the new National Sound Archive for Scotland becomes a reality. The technical work undertaken is of good quality and a considerable body of expertise has been built up, but there is a risk that this could easily be lost. It is important to retain staff skills and at the same time encourage staff to work within the broader community in the university and beyond in order to ensure that knowledge remains current and that best practices are maintained.

Academic and public value

It can be argued that the SSSA needs investment now to ensure its long-term future and see a return on the university's 60 years of investment in the Archives. It has also been argued

that the present political climate in Scotland indicates that now is the right time to invest in a new audiovisual archive facility to represent and celebrate Scottish identity and its cultural heritage. This would require the Archives to be more outward looking than it is now, in particular to aggregate and simplify its reading room catalogues and finding aids and invest in its online services. The *Tobar an Dualchais* website is a major asset in providing more public access to the collections but it needs long-term support, and the SSSA needs resources to enable more of the digitised collections to be accessible through the website.

A widely held view from those that we interviewed, including Archive staff, its users, the Head of the School and the Vice Principal, is that there is great potential for the SSSA. It would be politically unacceptable to close or to relocate it outside of the city. Integrating the Archives into Information Services risks breaking important academic input that has been at the foundation of the Archives from its inception. On the other hand the SSSA clearly needs to work more closely with central departments and share resources if it is to fulfil its potential.

Status and significance

The SSSA does not have formal recognition but is widely acknowledged to constitute the leading sound archive in Scotland, with collections that are "the jewel in the crown of the University"¹⁵. Public events, concerts, etc are valued and reach out to a broader community of users. Several interviewees expressed the wish that the Archives has a high level board of governors or advisory board, in recognition of the national and international importance and significance of the collections and their stature as an asset for the whole University.

Moving the SSSA

The academic staff of Celtic and Scottish Studies will move to the new school building in 50 George Square. We understand that there is no space in the new building for the SSSA. The SSSA is therefore approaching a crisis as a solution must be found in the next few months in order to plan for moves from its current accommodation before the summer of 2014. The proximity of the Archives to the Research Collections in the main library would make that an obvious destination for the Archives, however we understand that there would be insufficient room for the entire collection.

The Archives' main users - students and staff - expressed strong concern that separating the Archives from the academic department would be highly detrimental. The Archives are regarded as a living collection, likened to a laboratory for the study of ethnology, much as chemists need their chemistry lab in their discipline. In the long term and if resources were available the ideal would be a new centre whether stand alone or as part of another University department, celebrating the Scots and Gaelic culture in a dedicated space with a student's room for research and a public space for interaction by non-specialists.

¹⁵ Quote is from the University Principal, via the Vice Principal

10. Strategic options

It is beyond the scope of this report to examine strategic options for moving the SSSA as this requires a broader appraisal of costs and the wider environment in the College and University. However, there appear to us to be a number of options:

1. **New build** with sponsor to enable public as well as student and staff access (University and College Ownership; purpose and mission of Archives is that of *Scotland's Voices*; collections have been appraised and non-audio-visual material catalogued)
2. **Named Audio-visual space within Library** (CRC) with terminals for students to access finding aids and digitized material to continue teaching and research use of collections. Could be part of CRC special audio-visual space. (College and Information Services ownership, SSSA collections located in Library).
3. **Named space with terminals in the William Robertson Building** for students to access finding aids and digitized material to continue teaching and research use of collections. (College ownership, procedures in place for access to collections wherever they may be located)
4. **Collections integrated with Library Collections** (although without the right governance, this risks diminishing the academic input and impact).
5. **SSSA shut down and collections put into store** (almost certainly unacceptable on reputational grounds alone, except as a very short-term measure)
6. **SSSA shut down and collections disposed** to other institutions (break up of collections would diminish each; the University would lose a much admired asset).

Recommendation 37: A high level options appraisal is urgently needed to determine to future of the SSSA.

APPENDICES

Appendix A: SSSA collections by location

Area	Material	Address
Archive Storage Area 1	Audio and video recordings Main Sound Archive (SA) and associated series Scottish Place-Name Survey Linguistic Survey of Scotland Donated collections from oral history projects and individuals	29 George Square, Upper basement
Archive Storage Area 2	Audio recordings and photographic images: Phonetics Discs John Levy Collection Donated disc collections: Will Forret, Gus MacDonald, Edgar Ashton and SDC series Photographic negatives: Main Collection Robert Atkinson Collection, Werner Kissling Collection Glass plates, lantern slides and various other collections	29 George Square, Upper basement
Gaelic Linguistic Survey Storage Area	Gaelic Linguistic Survey fieldwork and transcriptions (exc audio)	29 George Square, Upper basement
Sound Lab	Work Area: Audio-visual Technicians and Archives Assistant	29 George Square, G F
Archive Search-room	Finding aids for audio materials Student projects	29 George Square, 1 st F
Upper Library	Work Area: Curator's Office Manuscripts: Originals and copies Rare books and collections	29 George Square, 1 st F
Tiree Room	Tiree Project (exc audio) John Levy Collection (papers and books) Corporate Archive Donated papers from former members of staff	29 George Square, 2 nd F
Tale Archive	Tale transcriptions from audio, copies from printed sources and finding aids	29 George Square, 2 nd F
Place-Name Survey Room	Scottish Place-Name Survey slips, maps and associated materials (exc audio)	28 George Square, 1 st F
Library	Monographs, reference works and periodicals	27/8 George Square, GF
Photographic Archive Room 1	Original fieldwork and donated slide collections inc Mackie slides, Marinell Ash slides, Fenton slides, Rehfisch Coll, McCormick Coll, Eric Meadows Coll, John Levy Coll Safe containing Maclagan and other manuscripts Card index and finding aids for Main Photographic Collection	27 George Square, Basement
Photographic Archive Room 2	Contact sheets for Main Collection and Ian MacKenzie Collection Dark room and work area	27 George Square, Basement
Scots Linguistic Survey Room 1	Scots Linguistic Survey slip indexes, lexical and associated material (exc audio)	27 George Square, Basement
Scots Linguistic Survey Room 2	Scots Linguistic Survey field notebooks and resources (exc audio)	27 George Square, Basement
Audio storage area	Back-up audio recordings	25 Buccleuch Place G F

Appendix B: Report by Dr Catriona M.M. Macdonald

Preamble:

The author was particularly called upon to comment on the research and teaching value of the archive, and its wider national and international significance. (*Brief for the Review*, 2.5, p.2.). However, given that abstract value judgements are of little use when operational change is imminent, by necessity the institutional context will also loom large in this short reflection. In particular, the author's comments will also relate to items 2.1, 2.2 and 2.3 of the review brief.

There can be little doubt that many materials in the archive are of significance to a wide range of users, and a good many items are unique and unavailable anywhere else in the world. At present these materials are of particular utility in the teaching of Scottish Studies at the University of Edinburgh (UG and PG), are an important stimulus for a considerable range of Knowledge Exchange activities in the Subject Area of Celtic and Scottish Studies, and are both foundational to and an expression of an engaged research culture within that group.

The archive – or more accurately, this collection of archives – is of value both in its entirety (if appreciated as a whole) and as the sum of its parts, which in and of themselves each have value. The question of which of these expressions of value is to be supported is a question that will have a direct bearing on how things move forward.

- i. There is clearly a case to be made – and it is made most strongly in relation to extant and historic teaching and research undertaken by the academic staff of Celtic and Scottish Studies – for preserving the archive as a totality. If this is the sole rationale moving forward, however, one strongly suspects that the costs involved are simply prohibitive when judged against the likely return on the investment required. It is also unlikely that the archive as currently constituted will speak to an international dynamic if its major focus is limited to the disciplinary remit of the School in which it is currently based, and if it remains in its current form.

Rather, if the archive is to be preserved in its entirety (or as near to this as any future audit considers valuable), it must follow the initiative of its own pioneers whose ideas were at the centre of the University's mission and at the cutting edge of technology in an international context. To that end,

- the internal relationships and synergies between and across its core elements will need to be strengthened.
- the future leadership of the archive must be more clearly integrated into decision-making processes, more deftly contribute to University priorities relating to inter-disciplinary research, and exploit opportunities relating to digital scholarship, knowledge exchange etc.
- an extensive cataloguing, digitising, acquisitions and marketing policy will have to be the focus of investment

so that the archive can truly exploit its academic and financial potential to galvanise research and teaching expertise *across related subject areas*, and claim ‘world-leading’ status.¹⁶

Obviously, the University of Edinburgh will have to assess the extent to which such a goal speaks to the priorities of the College and the School in which the archive is currently situated, and/or assess the extent to which this ambition is best delivered either by absorbing the archive (in whole or in part) in Special Collections, or by enhancing the archive’s status (perhaps, making it the core of a broad-based research institute). Only the University will know if there is the will to pursue such strategies.¹⁷ Regardless, it might at this juncture be of worth to consider the academic ‘branding’ of the archive as it stands at present. Words like ‘heritage’ speak to more contemporary policy and research agendas, and promoting a style of approach that speaks of ‘Scotland’s voices’, rather than terminology specific to ethnology practitioners, might serve to strengthen more diverse cross-disciplinary interests in the collections.

- ii. But what if the archive is viewed as the sum of individually valuable parts? If this is the case:
 - a. Particular attention is drawn to the value of the sound collections relating to Scotland. Indeed, the archive is perhaps best known for these. Covering music, song, poetry, tales, customs, domestic and work cultures, and local histories, these recordings offer the most substantial corpus of sound materials that have preserved important insights into Scottish popular culture (broadly defined). They have a relevance to a range of subject areas (history, ethnology, folklore, languages and linguistics, social anthropology, social sciences, education etc.) and have the potential to ground cross-disciplinary initiatives not only in Scottish Studies, that speak to concerns very much ‘of the moment’.¹⁸ Scottish government interest in the development of a Scottish Studies stream in the school curriculum, and AHRC funding opportunities relating to ‘connected communities’, ‘care for the future’, and ‘translating cultures’ serve to highlight the interest in research of a type that the resources of the archive could nurture.¹⁹ While the *Tobar and Dulchas* project has been instrumental in drawing the attention of a wide range of users to these collections, in future one would hope to see a more straightforward route between audio recording and transcript (where these exist), more user-friendly cataloguing practices, and stricter accessions policies that would stipulate high standards of recording in

¹⁶ This would be best conducted in tandem with a scoping of extant Special Collections materials that may have relevance to a Scottish Studies remit in order to maximise the impact of University investment in this regard.

¹⁷ The author, on a number of occasions, requested documentation relating to the strategic priorities of both School and College, and at the time of writing had not received these.

¹⁸ The exception here would be the John Levy Collection which, whilst the focus of a recent commercial CD, is not well-aligned with the Scottish ‘identity’ of the archive, and might be best amalgamated into Special Collections, or ground a collaborative initiative with the National Museums of Scotland whose Asian collections are potentially complementary.

¹⁹ See www.scotland.gov.uk/News/Releases/2012/03/Scottish-studies-210312 . See also www.ahrc.ac.uk/FundingOpportunities/Pages/FundingInitiatives.aspx .

flexible ‘future proof’ formats and detailed supporting documentation. Come what may, it is essential that a full catalogue of available materials is on-line and accessible to users in advance of their visit to the archive.²⁰ Expectations of users (particularly international users) are no longer satisfied by sketchy information and the promise of more detailed finding aids when they arrive.²¹

- b. Less clear to the author – a historian, and thus not an expert in this area - is the utility in their current format of the Gaelic Linguistic Survey materials, and the Scottish Place-names Survey data. Investment in this area – e.g. creating a relational data-base that could become the focus of collaborative research initiatives along the lines of the Commemorations of Saints in Scottish Place-Names Project (Leverhulme/ University of Glasgow, 2010-2013) or the Scottish Words and Place-names initiative – would be an innovative way forward for releasing the potential of these resources.²² Alternatively, one can envisage ways in which relating the linguistic survey materials to the sound archive might also yield important research questions for users specifically interested in the oral Gaelic tradition. In relation to all these possibilities, however, one is also struck by extant national resources into which, say, the place-names survey data could be ‘folded’ (e.g. Scotlands Places), in ways that would enhance public access.²³
- c. In a similar vein, the photographic/ slide collections – many items from which are already available through SCRAN – could most usefully be more completely integrated with established (public access) comprehensive digital databases without much being lost.²⁴ SCRAN has become the default point of contact for many users of Scottish images, although there is precedent for the perpetuation of a complementary accessible repository in, say, the Scottish Life Archive of the National Museums. Efficiencies could surely be made by considering collaborative initiatives with similar archives of this type, or with Special Collections.²⁵
- d. Business Archive: There needs to be a full audit of what is in this collection. In particular, field-work materials relevant to other sound, manuscript and photographic materials of the former School of Scottish Studies need to be identified. At present listings are incomplete and vary in quality. It is suspected that very little would be lost if the non-fieldwork/ non-biographical materials in the Business Archive were amalgamated in the University Archives, and the

²⁰ It is, perhaps, worth noting that the SSSA is by no means alone in not having an on-line catalogue. Much of the NLS’s music catalogue is still recorded on card format, and the ‘Scotland’s Images’ collection of the National Records of Scotland cannot be searched on-line either.

²¹ To this end, the PEARL web site should be reviewed and – if retained – re-designed and rewritten. The formal archive web pages are of a far higher standard.

²² See: www.scotlandsplaces.gov.uk/ . See also: www.gla.ac.uk/schools/humanities/research/celticgaelicresearch/currentresearchprojects/commemorationsofsaintsinscottishplace-names/ ;

www.gla.ac.uk/schools/critical/research/fundedresearchprojects/scotswordsandplace-names/.

²³ See www.scotlandsplaces.gov.uk/ .

²⁴ See <http://scran.ac.uk> .

²⁵ See www.nms.ac.uk/our_collections/scottish_life_archive.aspx .

other materials catalogued separately in the SSSA. Indeed, one assumes that some materials in the Business Archive ought – for institutional purposes – to be absorbed within the University Archives in the interests of consistency and the preservation of ‘institutional memory’.²⁶

- e. Student projects: the retention of student work should, one assumes, comply with the regulations of the School in which the archive is currently located. Beyond this, only student projects that address a gap in the archival holdings should be retained, and only then when a report on their quality confirms them to be of an exceptionally high standard.
 - f. Aside from fieldwork materials etc., I am unclear about the extent of other MS materials in the archive not available elsewhere. However, an audit should be carried out of MS copies in relation to what is available in a fast developing digital environment and the holdings of other national Scottish bodies.
 - g. While a case may always be made for the preservation of subject libraries, the review does not address in any detail published materials (books, journals etc) held within the archive. Relating to these, it is clear that copies of some of these items already form part of the University Library’s holdings. If the archive is to be divided into its constituent parts, I can think of few reasons for the books retained in the archive not to be treated in the same way as the holdings of other subject libraries are, except where a published text is essential for the understanding of an archival collection, in which case it ought to be retained within that specific archival collection or made available for consultation alongside it. Notwithstanding these considerations, should the archive contain a well-documented library of a notable scholar, a list should be retained of that library with a fulsome description of the collector and the collection concerned and details of where the surviving elements of that library may be found.
- iii. It is obvious from the knowledge exchange and ‘impact’ activities of archival staff and associated academics that the SSSA consciously functions as a consultancy hub and dissemination platform for Scottish Studies research taking place in the School. The archive has a long track-record and significant success in this regard, and its ‘reach’ into media and community groups is considerable. The Curator in particular devotes considerable time and effort to liaising with the public and with external archive users, and has invaluable expertise in all manner of knowledge exchange. Decisions made relating to the archive’s future must also bear in mind the extent to which this outward-facing role might be jeopardised should the integrity of the holdings be compromised.

Catriona M.M. Macdonald
Reader in Late Modern Scottish History, University of Glasgow
20 May 2012

²⁶ See www.ed.ac.uk/schools-departments/information-services/services/library-museum-gallery/crc/collections/special-collections/eua .

Appendix C: Report by Ríonach uí Ógáin

This report looks at the cultural value of the School of Scottish Studies Archives and Collections.

The School of Scottish Studies is at a turning point in its existence. On the one hand it has been a national collecting institution since 1951, and has received cultural recognition as such both nationally and internationally. It is also a teaching body with academic responsibilities. Some of Scotland's leading ethnologists have emerged through the teaching programme. These parallel and overlapping strands have occurred largely through University funding.

Cultural Value of Collection

In relation to the National Library of Scotland, Culture Secretary Fiona Hyslop recently said: "Our National Collections are a rich resource for promoting Scotland's unique heritage and distinctive culture, as well as enhancing our learning." This statement rings true in relation to the unparalleled holdings of the School of Scottish Studies. The Archives represent the vernacular imagination of the people of Scotland which does not appear in the official record.

Ethnology is intrinsic to human imagination and expression. The Archives form a matchless Collection not only in Scotland but in the international sphere of vernacular culture and its documentation and preservation. They bear witness to the field work of collectors. Evidence of the Archives' cultural importance is demonstrated by those who consult them. Academic scholars and researchers in addition to writers, radio and television broadcasters, filmmakers and other artists draw on them extensively.

The appeal of the Archives is that they encompass the universalities of human life. Verbal and non-verbal manifestations of ethnological culture are represented. These include every genre of oral narrative, the ways in which customs and beliefs are performed within the Scottish experience and aspects of vernacular culture. The ephemeral nature of Intangible Cultural Heritage highlights the importance of the Archives. One area where this is clearly demonstrated is the unique linguistic evidence amassed within the sound recordings. A resource which is heavily drawn upon is the Place-name Survey. Internationally oral narrative has always been central to folkloristic study and the Tale Archive actively contributes to research in this area.

The cultural value of the Archives cannot be underestimated. It transcends the life of the university and contributes to the fabric of the core of Scottish identity with particular reference to the current political climate. Some of the most evident ways, which reflect the value, and impact of the Archives are donations, outreach activities such as concerts, lectures, exhibitions and publications. Innovative ways of community engagement such as *Archive Trails, which took place in 2011*, underline the multiple cultural values. This expresses the strength of community engagement with different areas of this repository. The core cultural values of heritage and a sense of identity are documented within the Archives.

Academic Value of Collection

The Archives are of significant academic value. A meeting, which took place during the Review, highlighted the fact that undergraduate and postgraduate students alike see the Archives - including accession and fieldwork- as a decisive factor in choosing their course of

study. Access to primary source material of this nature is crucial in developing competency in academic analysis. Web-based study aids such as *Kist o' Riches* are seen by students as an invaluable learning tool. Ethnographic fieldwork contextualises the subject and teaches the ethnological method of enquiry. Transferable skills acquired on fieldwork are arguably unique to this discipline.

International scholars have drawn on the Archives in the course of fieldwork fellowships and have contributed seminars and expertise, which have benefited the students. In linguistic studies and related areas the sound archives offer students of Gaidhlig, Scots and dialects first-hand material for analysis that printed material does not allow. The Archives are central to ethnological teaching within the University of Edinburgh.

School of Scottish Studies as a Unit

Ethnology by its nature is a discipline with various strands and ethnographic fieldwork produces the source materials for analysis. Printed material contextualises this analysis. The Collections are made up of inter-related audio/video, manuscript, photographic and published material. Unlike History, which is based on the written word, and Archaeology, which is based on material culture, Ethnology combines a number of source materials. The proposed move offers the opportunity to re-organise and bring these sources together, thereby creating a more holistic Collection. As an interdisciplinary subject area, the research library allows students and scholars to experience Ethnology in its totality. The autonomy of the Collection as a unit is vital to international and national branding, to teaching and to research. A dilution of the Archives would be counter-productive and counter-intuitive to the growth of the resource. As a unit, the Archives are positioned to engage with the current rise in interest in cultural memory and cultural meaning.

Potential

The potential for the School of Scottish Studies is immeasurable. The foundations for further development have been laid in terms of relationships within the University of Edinburgh, throughout Scotland and globally. The enthusiasm with which *Kist o' Riches* has been described by students in the course of this Review, emphasises the benefits of digitisation. Further partnerships such as the *Archive Trails* would allow for new and innovative ways of engagement with the community in a dynamic fashion. The possibility of future residencies in the Archives would promote the practical application of Ethnology. The Collection has the potential to become central to a deeper understanding of Scottish identity. The capacity for investigations and for studies as a result of consulting the material has barely been realised. The UK National Commission in Scotland is focusing its work in the areas of Intangible Cultural Heritage. The School of Scottish Studies has the potential to benefit from this focus and also to attract additional external funding. Future partnerships such as the subject areas of Medicine and Veterinary Science within the University of Edinburgh would create new understandings of Ethnology and of the University's Ethnological Collection. The Collections contain the essential ingredients to become a vibrant hub – culturally and academically. With the proper provisions in place the Collection will be in a position to safeguard and share its holdings and bring the nation's vernacular traditions and culture to life.

Recommendations:

- Identify ringfenced, annual budget for Archive. This budget should be separate to academic subject

- Create dedicated physical space in a single unit
- Draw up risk assessment and disaster plan for new space

- Appoint Director of the Archive and Collection
- Appoint suitably qualified Archivists for:
 - Photographic Archive
 - Sound Archive
 - Public Access

- Clearly define responsibilities and trajectory for each staff member
- Appoint Advisory Board for Archive

- Create conservation policy for relevant archival material with appropriate cataloguing and finding aids
- Create selection policy for superfluous/duplicate material (e.g. Business Archive)
- Create acquisition policy for new donations, identify 'gaps'
- Create accessibility policy for greater public engagement (to include issue of readers' tickets, copyright and reproduction permissions)
- Formulate digitisation policy
- Devise survey to measure public/academic impact of Archive

- Develop a strategic plan – 5 year, 10 year projection to include fundraising towards an increase of revenue streams. (e.g. engage with University alumni)
- Promote greater partnership between Archive and University of Edinburgh and other universities. (e.g. advice on business plan)
- Ensure sustainability through maintaining relevance (e.g. fieldwork)

All recommendations hinge on appropriate on-going financial and human resources. Housing and care of the Collection and access should adhere to best practice and archival standards. This is crucial in order to give testament to the cultural value of the Collection and to underline the University's pride in what the Archive represents.

I strongly support the continuation and development of the School of Scottish Studies, University of Edinburgh as what I perceive to be a vital institution in the fabric of Scottish culture.

Prof. Ríonach úí Ógáin
 Director, National Folklore Collection, University College Dublin
 May 2012

Appendix D: Report by Gary West

Having been invited by the review Chair to submit a short statement relating to the School of Scottish Studies Archives, I would like to set out my own personal views on what I perceive to be the key issues. These are informed by my close involvement with certain activities within the university, in the wider cultural sector of Scotland, and as a scholar of cultural tradition. This, I believe, gives me a perspective on the Archives which sees their value, organisation and potential from varying angles and within differing contexts. These relate specifically to my roles as an academic staff member of the university, as a recent Head of Celtic and Scottish Studies, as an active musician and broadcaster within the traditional music sector, as a board member of Creative Scotland and as chair of a new organisation called Traditional Arts and Culture Scotland (TRACS). Set out below are my *personal* views, informed by all of these experiences.

The Wider Context

- I consider the SSS Archives to be of national importance, and to be a resource which is greatly valued internationally. It is unique within Scotland and I would venture to say that there are few collections of this scale, form and quality anywhere in the western world.
- The University of Edinburgh, following discussion with other HEIs in the late 1940s, was the one institution to embrace the concept of such a resource as part of a wider northern European movement, and deserves credit and recognition for this. It has supported this collection for 60 years, in essence on behalf of the nation, but without external or national resource support over that time. The University should feel pride in this achievement and should recognise the full potential of the results of this investment.
- The political and cultural contexts, nationally and internationally, are now very favourable for the Archives to play a key role in driving forward the traditional arts and Intangible Cultural Heritage (ICH) agendas.
- The Scottish Government is fully committed to the promotion of the traditional arts and ICH in Scotland. The 10 year vision of Creative Scotland is highly ambitious and considers cultural tradition, especially that which is expressed through Gaelic and Scots, as a key growth area over the next decade.
- National bodies, such as Creative Scotland, Museums Galleries Scotland and TRACS might all be very open to an approach to work in partnership with the University to realise the potential contribution to this vision of the Archives and its associated staff expertise.
- Such engagement requires to be made by the University at a strategic management level well above that of subject area. However, there is considerable expertise within Celtic and Scottish Studies which would help to facilitate this.
- The Scottish Government is committed to increased promotion of both the Gaelic and Scots Languages. The Archives are a rich and unique source for both.
- Education is seen to be a key component of the national cultural policies relating to the traditional arts and the University of Edinburgh is ideally placed to make a highly positive contribution to this.

The University of Edinburgh Context

- The Archives have the potential to contribute much more fully to the mission statement and internationalisation strategy of the University.
- Current structures of management and support for the Archives are not conducive to maximizing their potential. There is no recognised budget, and it is in resource competition with Celtic and Scottish Studies within LLC. This has made it very difficult to work in a proactive rather than reactive way in relation to longer term initiatives and projects. Nonetheless, the Archives have been key to the department attracting significant external funding, showing that the potential is certainly there.
- I consider the current archival staff to be highly skilled, knowledgeable, committed and an asset to the institution. However all but one of them are on temporary or 'hours to be notified' contracts. This is not satisfactory, either for them, or for forward planning of any kind.
- The Archives are used heavily by Celtic and Scottish Studies colleagues in the planning and delivery of teaching programmes, and in personal and collaborative research. They are also a key component of impact and outreach activities.
- However, the modern teaching and research demands of university lecturing staff are such that these colleagues cannot engage as fully and proactively with the Archives as was formerly the case, placing a significantly heavier burden on the core archive staff.
- The unique strength of the Archives is their holistic nature, bringing together audio, visual and manuscript material in one collection, supported by an integrated, contextualising library.
- Digitisation of audio archive material is a major step forward in both the preservation and dissemination of material and Scotland leads the way in this internationally in relation to ethnological collections. Much more work can and should be undertaken, but this clearly has resource implications.
- At present, digital records of the audio material, such as contained within Tobar an Dualchais, are portals for accessing some of the material and so cannot be viewed as a replacement for the physical archives.
- In addition to new projects and collaborations, the core work of cataloguing and preservation of the material must be maintained.
- I believe that the storage and location of, and access to, the Archives should be of a standard and form which is equal to their value and importance. There may well be opportunities for the University to work collaboratively with other organisations to achieve and resource this.

I have outlined these views as candidly and honestly as I can. I recognise I am not, however, a neutral observer as I have been actively involved in the School of Scottish Studies for 28 years, as undergraduate, postgraduate and staff member, and I am fully committed to the future of the archives.

We have a relatively young team within Celtic and Scottish Studies who are energetic, forward-looking and very able, and who see the full potential of the archives in our future work. We are best placed to offer, along within archival staff the expertise for the contextualisation, research and teaching which must continue in order to fulfil this potential.

Whatever budgetary, managerial and organisational structures emerge following this review, I believe that the links and relationships between the academic staff and the archives must remain very strong.

We view ourselves as one unified team, and would welcome the chance to move forward together in order to achieve our vision.

The Longer Term

There is no doubt that this review, the proposed move out of the current premises, and the current financial climate combine to place the Archives at something of a crossroads. I would urge the university to 'think big' and work with the department, LLC, and sympathetic national institutions to consider how it can best move forward in a way that maximises the potential of its 60 years of investment for its own strategic benefit as well as for the cultural richness of the nation.

Gary West
Senior Lecturer in Celtic and Scottish Studies, Edinburgh University
April 2012.

Appendix E: Forms

D

**School of Scottish Studies Archives,
University of Edinburgh
27 George Square, Edinburgh EH8 9LD.**

APPLICATION FORM TO LISTEN TO OR VIEW MATERIAL FROM THE ARCHIVES FOR PRIVATE
STUDY OR RESEARCH

Please type or use block capitals.

Full name of applicant:.....

Profession or occupation:.....

Academic affiliation or organisational (if any):.....

Address:.....

.....

Tel No(s).....Email:.....

Material requested¹.....

.....

.....

.....

.....

.....

Brief description of research²:.....

.....

I have read the School's *Conditions of Access to the Archives* and understand the limitations and other people's rights involved. I undertake not to attempt to copy any recordings, images or textual or electronic material myself and to make a further application to the School if I wish to have copies made, or to publish anything from the Archives, and I will consult the holders of the literary/artistic copyright for permission if required. I understand that I will become responsible for compliance with the Data Protection Act 1998 in relation to any use or processing by me of personal data obtained from the School of Scottish Studies Archives³.

Signed.....Date.....

Notes:

1) If possible, you should locate tape and (if applicable) item numbers for sound or video recordings (eg., SA 1955.92.A5) through the School's index system and give them here; if not, give names of those recorded and/or fieldworker and community, and as full details as possible. If necessary, continue your list overleaf, and note "Continued overleaf" after the last entry on this page.

2) Include any degree or publication to which this may lead, with expected title of thesis or book.

3) Material from the Archives may not be used in any way which might cause or be likely to cause substantial damage or distress to any person who is the subject of these data while he or she is alive. Data subjects may not be identified without consent of the data subject or data controller.

Permission seen (delete all but one)

Informant(s): All/some*/none/n/a

* if only some, mark these 'I' on list

Fieldworker(s): All/some*/none/n/a

* if only some, mark these 'F' on list

Approved/ Rejected

Archives Curator.....

Date:.....

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336

F

**School of Scottish Studies Archives
University of Edinburgh
27 George Square, Edinburgh, EH8 9LD.**

STUDENT REGISTRATION FORM FOR USE OF THE ARCHIVES

Please type, use block capitals or print clearly.

Full name of applicant:.....

Matriculation No:.....

Year of Study and degree you are working for:.....

School/ subject area in which you are registered:.....

Subject of degree (undergraduate/taught postgraduate):.....

Title or field of thesis/ dissertation (postgraduate):.....

Names and departments of supervisors (postgraduate):.....

Email..... Telephone no(s).....

Address:.....

I have read the School's *Conditions of Access to the Archives* and understand the limitations and other people's rights involved. I undertake not to attempt to copy any Archive recordings, images, electronic, textual or any other material myself, play recordings on unauthorised equipment or take items out of the Archive Search Room (except working copies made for me), and to consult my supervisor within the department or the Archives Curator before applying to technical staff for copies, fieldwork equipment or other facilities. If required I will pay for work or materials beyond the amount normally allowed. I understand that I will become responsible for compliance with the Data Protection Act 1998 in relation to any use or processing by me of personal data obtained from the School of Scottish Studies Archives¹.

Signed.....Date.....

1) Material from the Archives may not be used in any way which might cause or be likely to cause substantial damage or distress to any person who is the subject of these data while he or she is alive. Data subjects may not be identified without consent of the data subject or data controller.

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336

School of Scottish Studies Archives

University of Edinburgh

Conditions for safe keeping of sound and video recordings.

We undertake to keep your recordings as safely as possible in the School, in as even a temperature and humidity as we can ensure for our own tapes. This may involve making copies for technical reasons, to improve quality or durability, or security copies to be kept safe and untouched elsewhere. Recordings will be kept on the original carrier (tape, cassette, etc.), as long as it is possible to play this, but working copies for general use and security copies will be held in whatever form is thought most suitable for playback and preservation at the time.

The School may list the contents of donated recordings on computer files, summary sheets, register sheets and/or index cards, and transcribe the words and/or music on to paper or electronic files. Unless you have asked on the form for any part of the collection to be treated as confidential (not used by anyone, or only by the original fieldworker, or only with your permission, in your lifetime or for a period such as 25 years), these records can be freely consulted by the School's staff and students, and anyone admitted as a bona fide researcher, including members of local heritage trusts and similar societies, or contributors' relatives, with authorisation from the Archives Curator.

The staff and students of the School, and authorised researchers will normally be allowed to listen to the recordings, but copies or transcripts of substantial portions of deposited recordings, whether for public or private use, will not be made without the permission of the Archives Curator who will take regard of any rights retained in them. The School's staff may use short extracts, such as two or three sentences or verses of a song, to illustrate lectures or as captions in an exhibition, without permission, but if recordings have not been donated with all rights, permission as above must be obtained before any larger portion of your contribution can be published or quoted in a book, article, record or broadcast, or copied for public access or an archive or society in your own area.

The School itself reserves the right to prevent use of any part of your recordings which we feel might cause anyone offence, as well as anything you yourself ask to be restricted on the form. Personal details from such recordings, if held on computers, are already safeguarded by the Data Protection Act.

Dr Cathlin Macaulay, Archives Curator.

**FORM FOR DEPOSIT OR DONATION TO
THE SCHOOL OF SCOTTISH STUDIES ARCHIVES, UNIVERSITY OF EDINBURGH**

Items to be deposited: *(Please describe in full here or append list)*

I am depositing these articles, which are *my property in which I hold copyright/ the property of
..... of which I am/we are legally constituted trustee(s) and for which I append
assignments of literary copyright from the persons recorded, for safe keeping and public access (subject to any
limits stated below) with the School of Scottish Studies Archives, University of Edinburgh, (hereinafter "The
School").

*(1) I hereby donate them absolutely to the School and assign my copyright in perpetuity to the School.

I wish/do not wish them to be kept as a separate collection under the name of:

.....

*(2) I, or my heir, may reclaim them at any time until

..... After this time they will become the property of the School.

The items deposited may be copied for security or technical reasons as outlined in the School's Conditions for Safe
Keeping, and may be freely used by the School's staff and students and other researchers subject to the approval of
the Archives Curator and Director, with the following exceptions:-

.....
.....
.....
.....

I *wish/do not need to be consulted before substantial use is made of any of the material for publication, broadcast,
exhibition, internet use etc., or copies are made for a user outside the School.

Signature and date.....

Name.....

Address.....

.....

Tel/Email.....

*Delete as appropriate

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336

Ref

School of Scottish Studies Archives
University of Edinburgh
27 George Square
EDINBURGH
EH8 9LD

Name of Contributor:

Contribution:

Address:

Tel no:

Email:

CLEARANCE NOTE AND DEPOSIT INSTRUCTIONS

The purpose of this deposit agreement is to ensure that your contribution is added to the collections of the School of Scottish Studies Archives in strict accordance with your wishes. All material will be preserved as a permanent public resource, available for use in education, research, lectures, broadcasting, publication and the internet.

If you wish to restrict access in any way, please write these restrictions here:

I hereby assign copyright in my contribution to the School of Scottish Studies Archives.

Signed _____ Date _____

Signed (SSS) _____ Date _____

This form will be used for administrative purposes only. Your details will not be passed on to any other person or organisation.

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336

School of Scottish Studies Archives
Celtic and Scottish Studies
University of Edinburgh
27 George Square
EDINBURGH
Scotland
EH8 9LD

University of Edinburgh – Confidentiality Agreement

1. I hereby undertake not to use, nor disclose to any unauthorised person, any confidential information relating to or received from the University of Edinburgh ('the University') for any reason unless expressly authorised by the University, or required by law. I understand that this applies both during the term of my [employment/ voluntary work] and after its termination.
2. Information may be classified as 'confidential' if the University would not release it in response to a request made under the Freedom of Information (Scotland) Act 2002. Information is also confidential information if it is clearly marked as such or by its very nature is evidently confidential. This includes but is not limited to financial information, information held on staff or student personal files and research data.
3. I understand that the use and disclosure of all information about living, identifiable individuals is governed by the Data Protection Act. I will not use or disclose any personal data I acquire during my work for any purpose that is or may be incompatible with the purposes of that work.
4. I understand that I am required to keep all confidential and personal data securely, and undertake to follow all relevant local procedures in doing so.
5. I hereby undertake to ensure that all records provided or created for the purposes of this agreement, including any backup records, are passed back to the University contact or deleted as directed, once I have received confirmation that the work I was employed to do has been satisfactorily completed and all the required information has been provided in accordance with the University's wishes.

Signed

Name:

Address:

Date: