

University Collections Annual Review
2008 - 2009

University Collections

Annual Review 1st August 2008 – 31st July 2009

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Introduction

University Collections

University Collections consists of a number of related collections and services distributed around the University and covering libraries, museums and galleries. They serve the needs of the University in teaching and research and provide a platform for cultural engagement, knowledge transfer and cultural exchange. Other collections managed within the Schools, such as the School of Scottish Studies Archive and the Natural History Collection at Kings Buildings, have a close relationship with University Collections for policy guidance, collections support, project development and compliance with external standards. The areas directly managed by University Collections are listed at Appendix 1

Director's Summary

A Vintage Year

2008/09 was undoubtedly an exceptional year for University collections with a vast array of highlights and achievements across all service areas. Some of these highlights and achievements were the culmination of long held strategic goals such as the launch of the new Centre for Research Collections or the winning of large scale external project funding. At the same time 'ongoing' progress in acquisitions and donations and the vital work of ongoing collections management also made some spectacular advances. Strong collaboration with academic colleagues continued to permeate many of our activities, yielding some fine results in research and teaching, and wider collaboration across professional networks at home and abroad helped underpin and inform our own progress and planning for the future. The review concludes with an outline of the targets we have set ourselves for the 2009/10 session, which reflect the determination and ambition of all our curators and support staff to achieve even greater successes in the future.

Opening of Centre for Research Collections (CRC)

The opening of the CRC in September 2008 was the principal highlight of 2008, (see page 17 in the projects section for further details on the work leading up to this achievement). With a suite of seminar rooms, reading rooms, conservation and imaging facilities, together with large repository stores, it transformed the way we were able to provide services to our users. The CRC will additionally be a place that brings together library, archive and museum knowledge and expertise to strengthen and build enduring partnerships and collaborations with our academic colleagues and the wider research community.

CRC Impact

Over a ten month period from October 2008 to the end of July 2009, 7,573 items were issued in the CRC reading room, and 1,297 readers were registered as CRC readers. 6,061 enquiries were also handled and the number of digital/copying requests was 330, helping to generate unprecedented levels of income. Income for permissions to use our collections in publications or broadcasts alone was £4,627. By any measure, these are impressive figures, showing significant increases from previous years (actually 20% on last year) and forming an excellent platform for further advances in the future.

CRC User Survey 2009

The new facilities in the CRC have met with almost universal approval from users. The combination of public spaces work very well with much more secondary reference material to complement the main collection strengths available on open access. The seminar room users were able to make full use of the specially designed features and facilities in the rooms to enhance the teaching and learning experience.

Typical comments from users were;

"Accessible and high-quality – a leading scholarly facility. I use it regularly for research and for research-led teaching and it's always a delight: great staff, good workspace, lots on open access as well as world leading collections".

"The CRC provides the ideal context for the marvellous holdings of the University, its presence ought to be welcomed by the whole academic community, both within and beyond Edinburgh, CRC's seminar and reading rooms provide a state-of-the-art setting for research and teaching. It is well on its way to becoming an internationally recognised centre for advanced scholarship and learning"

"The new Centre for Research Collections is a researcher's ideal: access to the University's rich collections, professional staff and a light airy space in which to work".

"Edinburgh University Library now has a Premier League Research Centre worthy of its Special Collections. It's a real pleasure to use."

Teaching and Teaching Support (see page 13)

Although not reflected in the CRC title itself teaching and teaching support is no less an essential component of the Centre's work than providing the facilities and collections for high quality research. CRC staff often work closely with academic colleagues helping to deliver aspects of particular courses, invigilating usage of originals where required and ensuring facilities and equipment for teaching in the seminar rooms were easily accessible. The new MSc in Material Culture and the History of the Book proved highly successful as did Geography and the Archive, now in its 4th year of operation.

The two new seminar rooms were used to great effect, especially during the first semester by academic staff and a high proportion of these sessions utilised original material in combination with the ability to display digital versions of original documents, such as with Professor Jane Dawson's course, *Reformation in Sixteenth Century Britain and Ireland*. Feed back from academic staff and students has been very positive.

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More generally, lunch time lectures which formed the final instalment of the cultural nourishment series continued to be highly popular as evidenced by the healthy attendances.

The Talbot Rice Gallery's internship programme had another successful year broadening its base into new course areas and providing invaluable practice based experience for participating students.

Projects (see page 15)

Project-driven work is a key feature of how University Collections advances cataloguing, research and display work on the collections. We have a strong track-record of winning competitive bids for funding, even in a climate of diminishing opportunities. A wide range of projects funded from a variety of sources are currently live representing a funding resource of well over £1m.

The two EUCHMI projects totalling nearly £200k are making very significant inroads into the task of making our world class historical musical instrument collections accessible to a wider public.

The Carmichael Watson project, -"Unlocking the Celtic collector" is currently the 'flagship' project in Special Collections, - a significant achievement, especially as the bid was constructed during intense MLRP 'recant' activity. The project is worth £500k and has generated £157k of FeC for the University. It began five years ago with seed corn funding from departmental budgets, including Celtic and Scottish Studies but has grown incrementally through proof of the concept funded by the Carnegie Trust, to its present level. As well as achieving its main goals, Carmichael is establishing a new bridgehead in technical development, which will have much wider benefits for both future resource discovery and fruitful collaboration with technical staff, from both Digital Library and EDINA.

The Wode Psalter project is more evidence of successful collaboration with academic colleagues. It is worth £303,660 and will include the digitisation of musical 'part' books from the Reformation period, allowing multi-disciplinary research on the Psalter, producing a series of musical concerts, and mounting an exhibition incorporating material from the United States and Europe in 2011.

A less traditional funding stream was opened up when our Project Archivist secured a grant from the European Parliament to catalogue the MEP papers of a former pillar of the University community, the late Professor Sir Neil MacCormick.

LHSA had continued success in obtaining funding from the Wellcome Trust for a 5th project, 'Preserving Edinburgh's Twentieth-century Case Notes: treating Tuberculosis and World War II injuries.' The previous project which treated and re-housed c.74,000 Royal Infirmary of Edinburgh individual folder-based clinical case notes was completed successfully.

As well as externally funded projects, there were, as always, a number of internal activities which employ a project-based approach, none more so than the Main Library Redevelopment Project (MLRP) 'recant' project which completed the daunting task of planning and implementing the return of approximately 15 kilometres of collections to new strong room accommodation on the 5th floor. Investment in meticulous planning and project management resulted in a very smooth transition to what will be a fitting home for our world class collections well into the future.

MLRP also figured strongly in General Collections Management projects, such as the High Use Books (HUB), current journals and 2nd floor collections. These and other projects completed by the Collections Manager and her team are vital components in ensuring the Main Library Redevelopment Project (MLRP) continues on schedule.

Outreach and Cultural Engagement (see page 21)

In keeping with one of the University's central aims, it is important that Collections continues to communicate effectively with the research community in Edinburgh and beyond. Apart from broadcasting the worth of what we do to a wider audience, this sort of activity paves the way for greater levels of collaboration and networking.

The Talbot Rice Gallery had a huge impact during the year with over 2000 people engaging with the exhibitions in various ways. The Geology Museum actively encouraged interest in science at primary and secondary school levels and Doors Open Day saw large numbers of visitors, (over 3,000) in the various Museums. EUCHMI saw the commencement of the learning and Access Education Project, and instruments from the collection were used in occasional concerts through the year, being heard by a total audience in excess of 4000 people.

The CRC immediately attracted a demand for tours of its impressive facilities from a wide variety of public groups and associations and other professionals, one particular highlight being an international visit from the prestigious collectors' group, the University Club of New York. Exhibitions continue to play a major role in how Collections engage with the public on a different level. In addition to the impressive temporary programme at the Talbot Rice Gallery, two displays were able to take advantage of the bespoke exhibition cases which form part of the entrance to the CRC.

Collections was also active in a virtual exhibition sense, thereby reaching even wider numbers of people. LHSA and Special Collections both produced well received online displays and the popular 'Highlights' display now ties-in to items displayed physically in the CRC reading room exhibition. Digital images drawn from the collections also feature on LCD and holopro projection screens in other parts of the Library.

Collaboration (see p 24)

Given the continuing pressures on resources, effective collaboration is one of the key ways to make progress across many areas of activity. For example the East of Scotland Museums Partnership helped with joint training initiatives; LHSA collaborated in a major photographic exhibition celebrating the 60th anniversary of the NHS.

Special Collections partnerships include a joint project with St. Andrews University aimed at devising new and more effective ways to arrange and describe modern literary collections such as the George Mackay Brown collection. On the technical front, EDINA have been appointed as technical consultants for the Carmichael Watson project, thus renewing a very effective alliance between two parts of IS, which previously advanced online resources greatly through the RSLP programme. The Talbot Rice Gallery also works with a wide range of external partners.

Similarly, Special Collections staff are active and often lead the way in professional networking as office bearers in the archives, rare books and University archives sectors in particular, whilst the Talbot Rice Gallery can also boast a well developed network of trusts, supporting agencies and important funders such as the Scottish Arts Council.

Items from all the collections are often requested for loans to exhibitions, locally, nationally and internationally. There is an associated administrative burden, ensuring adequate security, display conditions insurance, mounting and couriering. However there is often a 'payback' through prior conservation of items for display, (paid for by the exhibitor) and the prestige and good PR that accompanies participation in high profile exhibitions. Despite many other pressures, Collections staff have managed to continue approving loans in the reporting year, for example Jan Steen's 'The Doctor's Visit'. LHSA loaned the Leith Roll of Honour, - very much an iconic item, listing the names of Leith servicemen killed during the First World War for a local festival. Special Collections loaned one of its treasured oriental manuscripts to the Babylon Exhibition at the British Museum.

Collections tries to maintain a presence at relevant professional conferences and was active at a number of gatherings in the Museums and Rare Books arenas. One of the main benefits is meeting other professionals - collaboration which can sometimes lead on to active involvement in joint projects or other initiatives.

Acquisitions and Donations (see p 29)

Despite the wealth of material Collections already holds it is vital that we continue to actively develop our holdings, by purchase and donation, thus continuing to play a prominent role in securing the preservation of unique aspects of our culture and heritage, for a wide variety of future users.

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Rare Books has continued a very active purchasing programme and secured some truly outstanding items. These included a collection of pamphlets relating to riots at Edinburgh University in 1838. The private archives holdings also swelled considerably and included a small collection of Scottish Charters from the 15th and 16th centuries, allowing scholars to research early Scots language through legal documentation.

The Fine Art collection increased by twenty-three new acquisitions, including Ken Currie's portrait of the physicist Peter Higgs.

The University Archives recorded 34 accessions. For the first time these included corporate records transfers from the University's records management unit, the product of joint work on developing records retention schedules. Also worth noting is the addition of the Moray House archive into the new CRC strong room facilities.

Major LHSA Accessions included a prescription by James Young Simpson, dated 1855.

EUCHMI was given instruments from a number of donors, including a Viennese piano of c. 1825 from Sheila Barnes. One significant purchase (at auction) was an early (probably late-sixteenth-century) festooned violin made in London by a member of the Bassano family. The purchase of this instrument was half-funded by the National Fund for Acquisitions.

Accommodation (see p 32)

With the completion of phase one of the MLRP, accommodation for the collections has improved greatly both in terms of a managed and secure environment and the ability to monitor the conditions locally, via the Hanwell Environmental monitoring system which was acquired during the University reporting year in response to one of the Internal Audit's recommendations. The CRC public spaces also work well and have made a very positive impact on the user community as reported above.

The Digital Imaging Unit also benefited greatly in its new custom designed studio space, and is now far more integrated with the rest of the CRC.

In the Talbot Rice Gallery there were various improvements including a major refurbishment of the Georgian Gallery with repainting, restoration of display bays, and the cleaning of the cupolas

Collections Management (see p 33)

Collections Management is the essential 'glue' that links the various strands of activity in Collections. It includes equipment and repository management, security, collections management systems and, conservation. Although less glamorous than front of house activity, it is nonetheless essential for effective and efficient operation of all activities.

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Space management is an ever-present issue, and there is a constant programme of rationalisation to ensure that the best use of limited shelf space is being made. This is especially true of the LRA which also services requests from the general collections via a secure van service, introduced for the first time this year.

Security in the CRC has also improved both as part of the newly designed facilities but also through an electronic key safe, as recommended by the internal auditors.

The Museums and Image Management System came much closer to realisation during the reporting year and will eventually manage and control the entire process of image management from ordering to delivery, together with effective object management, compatible with published standards and capable of handling many hundreds of thousands of items.

In Special Collections, the first phase of the new collections management system came on-stream, re-utilising data that had been gathered during the decant and recant of collections. At the same time, the Archives hub 'spoke', which will house the full release of our manuscripts and archives catalogue, was tested rigorously.

Some very commendable active conservation work during the year included the repair of the duplicate Gianbologna Horse. The LHSA archivist continued to manage the Archive's core programme and contributed actively to various CRC projects, including the planning of the CRC Exhibition Room on the ground floor of the Library.

In Special Collections the conservation of the 'Panorama of Edinburgh' and also Patrick Geddes's iconic 'Valley Section' were particular highlights.

Staffing Profile (see p 36)

Funding sources for collections staff varies greatly. Whilst there is a significant level of funding from the university's core budgets, project, partnership and bequest funding are also major contributors. Project funding can have the added bonus of reducing percentages of core staff salaries and generating FeC. For example the Carmichael Watson project alone generated £158k of FeC.

The reporting year saw the closure of the Library bindery following the outsourcing of bindery work to a commercial company. This resulted in six bindery staff opting for redundancy or re-deployment.

CRC staff figured prominently in staff development and awards. Ruth Honeybone, LHSA paper conservator was made an accredited member of the Institute of Conservation in July 2009, Lesley Doig, Project Archivist, and Norman Rodger, Digital Projects Officer, both completed the IS Managers' Development Programme.

Volunteer Support is an increasingly important source of labour and if handled correctly can benefit both the volunteer and Collections as a whole. Both LHSA and Special Collections have hosted volunteer placements this year, and the Talbot Rice Gallery and St Cecilia's Hall and Museum have thriving Friends groups.

Fundraising (see p 39)

As existing funding levels continue to be pressed it is increasingly important to generate funds from whatever alternative sources are available. There have been various 'ad hoc' cash donations this year and there has also been investment in giving specially arranged and individually tailored tours for individuals interested in funding aspects of Collections work. These initiatives may take some time to bear fruit but are nevertheless vital in trying to insulate Collections work from economic downturns.

Operational income is also becoming more prominent in importance and, for example, now pays for the bulk of routine running costs in Special Collections.

The Talbot Rice Gallery receives significant funding from the Scottish Arts Council (£75k pa. till 2011).

Publicity and Marketing (see p 41)

This is closely related to outreach activities noted above but direct marketing is an activity which is growing in importance as we seek to increase our user base and contacts across the range of work in Collections.

In the Talbot Rice Gallery, there is awareness raising activity through hard copy brochures and other exhibition publications, podcasting where appropriate and press coverage, often in national broadsheets.

EUCHMI advertised its museum opening hours in a widely-distributed guide which had an immediate positive effect on visitor numbers.

Various articles on the CRC and its collections appeared in professional network newsletters.

A major highlight was the ceremony to mark the repatriation of a fragment of ear bone which had belonged to a female member of the Coorong tribe at the McEwan Hall, (see photographs on page xx).

Targets (see p 44)

Going forward, Collections has set itself ambitious targets for 2009/10. Building on the great successes of 2008/09 we will expand our collections and increase our user bases. Our project objectives will be delivered on time and we will continue to develop our collections management, fundraising activities, exhibitions and marketing. The 2009/10 review will once again chart impressive Collections progress and service development.

Teaching and Teaching Support

MSc: Material Culture and the History of the Book, Working with Collections

This new MSc course commenced in 2008, with teaching based in the Centre for Research Collections. The majority of the second semester programme was co-ordinated and delivered by CRC staff, including the Director of University Collections, the Project Archivist, the Digital Library Officer, Digital Projects Officer, Conservator, and Rare Books Librarian. Feedback from the students was very positive and the intake for the course in 09-10 stands at 11 students.

Geography and the Archive

For the first time this popular senior honours and MSc option was held in the main CRC seminar room. The course focuses on a specific collection, - William Speirs Bruce and the Scottish National Antarctic expedition of 1902 -1904. A team of CRC archivists deliver two of the lectures and help with the class practical sessions. The course seeks not only to impart knowledge of the expedition itself, but also the theories lying behind archive management, contrasted with the practicalities of how these theories have been applied over time, and how they affect the present day interpretations of the archival inheritance. Over 50 students have now participated in the course which continues to achieve excellent ratings in quality assurance feedback.

Lunchtime Lectures

2008/09 saw the last two lectures of the Cultural Nourishment Lunchtime series. On 26 August 2008 Zoë Fothergill gave a walking tour of Andrew Grassie's exhibition, 'Painting as Document' at the Talbot Rice Gallery. Dr John Scally gave the last talk in the new CRC fifth floor seminar room on 30 September 2008 entitled 'Edinburgh University's Rarest Manuscript? The Bohemian Protest of 1415'. These lectures were the last in a series of fifteen, begun in 2007 and organised by Emily Peppers from the Museum Support Team.

CRC Seminar Rooms usage

The CRC's well equipped seminar rooms have proved extremely popular with 518 hours booked out and a significant proportion of this – almost 40%, using original collections material. The rooms have also been popular as venues for lunchtime lectures series as well as for meetings. Some very strong user feedback from staff and students demonstrates the huge leap forward that has been made in having such well designed bespoke seminar room facilities. The rooms are already proving their worth and will clearly form a central part of future CRC marketing strategy.

"The large, fully-equipped seminar room on the 5th floor makes it much easier than before to bring students to the collections and integrate EUL's manuscripts and early printed books fully into my courses. It also adds an important extra dimension to have a manuscript or book open on the table and at the same time have an enlarged digital image on the large screen behind - the best of both worlds."

"It was an enormous privilege to see some of the manuscripts we saw in the flesh. I was astounded by some of the detail and it is a credit to the CRC staff that these volumes are looked after so well and that we can have such access to them"

EUCHMI Postgraduate Students

EUCHMI has developed an international reputation for its teaching and supervision of postgraduate students. Each year has seen students on the MMus Musical Instrument Research degree (taught by Dr Darryl Martin and Prof Arnold Myers), almost all who have continued to PhD studies in the department of Music.

There are currently 12 PhD students involved in organological study of some kind (around 20 – 25% of total music PhD numbers), on subjects ranging from twelfth-century bowed-string instruments to the development of the early electric guitar (as well as mainstream topics on instrument types from the 16th to 19th centuries). Students regularly give papers at international conferences (helping to attract other students) and have their work published in leading refereed journals.

Students of Organology come from Britain, Greece, the United States, Australia and Mexico, and they represent the leading Postgraduate research group in the world. The first of the students who commenced a PhD since the amalgamation of the two instrument collections (in 2004) recently was awarded his degree (with Distinction). Another student has been appointed to a position of Curator of Instruments at a major new musical instrument museum which will open in Phoenix, AZ in 2010.

TRG/FAC Intern Programme & Internships in general

The gallery hosts two undergraduate placement students from the History of Art Department for the first semester each year and has now broadened the programme to include MSc students from the History, Theory and Display course also based in the History of Art Department. These students are with the gallery for six months. During 2008/09 four postgraduate students were placed in the gallery, bringing the total of placements to six within the last academic year.

Projects

EUCHMI

Education Project – Musical Instruments at Your Fingertips

This is a £90,502 project funded by HLF, Museums Galleries Scotland, the Russell Trust, Friends of St Cecilia's Museum of Instruments and internal funds, to open up the cultural assets of the University's two musical instrument museums to a wider audience. The project's Learning and Access Officer is creating and developing workshops and events, making connections with the museum sector, local authorities, the arts sector and local schools and organisations as well as sourcing materials and resources. A number of dedicated conferences and training sessions in museum standards, education and access have also been attended.

'Enriching our Musical Heritage'

This is an HLF-funded project to acquire bagpipes and associated information to collect, document, display and interpret the British bagpipe, support us in engaging with the public on the collecting process, and deliver key aims of our Acquisitions and Learning & Access Policies for our world class collections of musical instruments. HLF funded £80,000 of this £97,048.00 project from their Collecting Cultures funding stream. The first major purchase (USD 5,500) for this project was a superb set of early-nineteenth-century lowland pipes made by MacDougall of Perth.

Special Collections

Unlocking the Celtic Collector; - the Carmichael Watson project

An AHRC research grant of £500k was awarded in December 2008, for the Carmichael Watson collection, which came to the University in 1948. It centres on the papers of the pioneering folklorist and author Alexander Carmichael (1832-1912) which is undoubtedly one of the University's richest but most complex collections. The essence of the material contained within the collection are the recordings and observations that reflect Carmichael's career as a folklorist. Phase 3 of the project commenced in July 2009. Over the next 2 years the project will be expanding upon and developing the exploratory and investigative work carried out during phase 2 in order to unlock the collection and make it both accessible and navigable for research usage alongside an intensive research and dissemination programme. Close collaboration with academic colleagues, from Celtic and Scottish Studies, Dr. Donald William Stewart and Dr. Andrew Wiseman, who are directly employed as project researchers is a particular feature of the project and has been crucial to its success.

Illustrating Scott: A catalogue of printed illustrations to the Waverley Novels, 1814-1901

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This project is funded by a British Academy small research grant. The project aims to locate and catalogue the illustrations to the Waverley Novels that appeared in print form between the publication of Scott's first novel, *Waverley*, in 1814 and 1900. The project makes special use of the Corson Collection of Scott-related material in Special Collections. The principal investigator is Peter Garside (School of Literatures, Languages and Cultures). The collection curator Dr Paul Barnaby contributed to the project's development and Dr Andrew Grout, (Digital Library Officer) contributed to technical development.

Christine de Pizan: The Making of the Queen's Manuscript

This AHRC-funded project, a collaboration with the Department of French, focuses on the British Library illuminated manuscript Harley MS 4431, the largest surviving manuscript of the works of Christine de Pizan (1365-c.1431). It was completed successfully in October 2009. The Project Director was Professor James Laidlaw (French). Dr Andrew Grout, (Digital Library Officer) was Project Manager.

The World of Reformation Britain: seen and heard in the Wode Psalter

The AHRC recently awarded a team within the University £303,660 for a three-year project (2009-2011): *The world of Reformation Britain as seen and heard in the Wode Psalter*. The project team is led by Professor Jane Dawson (Divinity), with Dr John Scally, Director of University Collections, and Dr Noel O'Regan (Music) as co-investigators. Dr Andrew Grout is managing the digital images and Dr Jessie Paterson (Divinity Computing) is responsible for the project website. Five of the eight extant part-books are held by Special Collections. The project will co-ordinate multi-disciplinary research on the Psalter, produce a series of musical concerts, and mount an international exhibition bringing together for the first time all eight part-books at the Library during the 2011 Edinburgh International Festival.

Shakespeare Quartos Archive

The international Shakespeare Quartos Archive project (<http://mith.info/quartos/>), is an online collection of the seventy-five pre-1641 quarto editions of William Shakespeare's plays. It will produce an interactive interface and toolset for the detailed study of the quartos, with full-functionality applied to all thirty-two copies of one play, Hamlet, held at participating institutions. In addition, images of the Edinburgh copy of *Titus Andronicus* (Second edition, 1600) were made available via the British Library Shakespeare in Quarto website (<http://www.bl.uk/treasures/shakespeare/homepage.html>).

Shakespeare Project

The AHRC has awarded money for an Edinburgh University project looking at the rich collections of Shakespeare in EUL and the National Library of Scotland, culminating in an exhibition scheduled for 2011. In these early stages of the project, Joe Marshall, Rare Books Librarian, has been helping

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James Loxley (Literature Languages and Cultures) conduct bibliographical research into EUL's copies.

European Parliament (MacCormick papers)

The European Parliament awarded a grant of €30,162.62 to process the papers of the late Professor Sir Neil MacCormick, MEP for Scotland, 1999-2004. This allowed Lesley Doig, Project Archivist, to establish the arrangement, sorting, and cataloguing of this collection. The project was carried out by over a ten month period and was successfully completed in July 2009.

MLRP Recant

The operational opening of the Centre for Research Collections in September 2008 was the culmination of nearly four years effort in planning, preparing for and implementing both the 'decant' of collections, services, staff and equipment from the 'old' 5th and 6th floors to temporary accommodation and the Library Research Annexe, and the 'recant' to the new CRC accommodation on the 'new' 5th and 6th floors. It must rank as one of the Library's greatest achievements and was a huge team effort involving CRC and other Library staff, numerous other university colleagues, the MLRP architects and main contractors, and a host of sub-contractors and suppliers. The overall collections linear footprint is approximately 35 kilometres, and the secure transportation of unique and rare material either within the Library building or to and from the Research Annexe so that the best possible use of cubic capacity was achieved was an immense logistical operation. The achievement is all the more remarkable as the Library Research Annexe (LRA) facilities were also acquired, designed and equipped within the space of a few months in the spring and summer of 2006. As well as the physical collection removal operations there were many complementary strands to the final recant, including communications and publicity, service reviews, staff procedures, furnishings, telephony and equipment. The final result is testimony to the hard work, dedication and good will of all concerned.

Lothian Health Services Archive

LHSA Case Notes

In April 2009, LHSA completed a two year conservation project entitled 'Preserving Edinburgh's twentieth-century reproductive and sexual health case notes'. This is the 4th LHSA project of this type funded by the Wellcome Trust, Research Resources in Medical History grants programme. The project employed two staff to treat and re-house c.74,000 Royal Infirmary of Edinburgh individual folder-based clinical case notes, securing their long-term preservation and improving their accessibility. This allows LHSA to further promote these collections as unique primary sources in understanding the history of twentieth-century medicine. A 5th project 'Preserving Edinburgh's twentieth-century case notes: treating Tuberculosis and World War II injuries' began in May 2009 and will run for six months. It retained the two project staff to complete

the treatment and re-housing of c.23,000 case notes following the methodology of the four previous projects.

Museums Support

CCUC Small Grant projects

Funding for the stewardship and conservation of the collections represented by the Committee of Curators of University Collections (CCUC) is provided by relevant departments. The University does however recognise that the funding position over recent years has had the impact of reducing the finances available for its collections. To alleviate some of the effects of limited funding levels, the University has set up a budget to augment departmental funding, and provides pan-University support through the office of the Director of University Collections.

The awards in 08/09 were as follows:

- Geology Collection - £2,400 towards the upgrade of displays at the Grant Institute.
- EUCHMI - £2000 for conservation work on part of the brass instruments collection.
- Talbot Rice Gallery - £2000 towards the costs of an interactive education resource space.
- Anatomy Collection - £2000 towards the re-potting of foetal specimens in new jars.
- School of Scottish Studies - £1750 for the digitisation of the John Levy (ethnomusicologist) collection of recordings and photographs.

SPIRIT – Revealing the Hidden Collections

Museums in the nine partner universities in this project, (including Edinburgh and all members of *University Museums in Scotland*) hold a disproportionately high percentage of Scotland's nationally-important museum collections – over 1.8 million items, covering a diverse array of subjects and world culture. Over 60% of these are un-catalogued and information on only 7.5% is available on the web. This project seeks to initiate a strategic shift in access to these rich collections, promoting access through a variety of online techniques. With a grant from the Scottish Funding Council as part of the SPIRIT scheme (Strategic Priority Investment in Research and Innovation Translation), this £240,000 one-year project is a partnership of University Museums led by the University of Aberdeen.

Library General Collections Management

MLRP HUB

The High Use Book (HUB) collection was created from July 2008, and became available in a temporary location on the first floor. The HUB Collection comprises around 40,000 volumes. Any new acquisitions with the loan type 'Reserve' or 'Short Loan' have been added to the HUB

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collection during 2008-9. Planning the move of the HUB collection to its final location on the redeveloped ground floor involved shelf planning, space adjustment, supervision of the book moving company and production of signs to fit the assigned area.

MLRP Current journals

With the help of a short-term transfer of two staff from the Talbot Rice Gallery and input from the Serials staff, the current journals project took place in spring 2009. All current journals parts (2,500 titles) were boxed and labelled in preparation for a later move to the third floor. An area on the third floor was prepared through a combination of shelf planning and a large stock move of the Dewey .9 collection to create space for the move of the current journals, newspapers and microfilm collections.

MLRP Main Library 2nd floor collections

As part of the ongoing assessment of the Main Library Reference collections, all the Reference monographs, classified by Library of Congress, were moved and integrated into the lending collection on the 4th floor in summer 2008. These books retain their reference-only status. Work continues on classifying the reference serials to the Per. journals sequence. This collection is being retained as a separate collection, on the second floor, until it can be integrated into the main journals collection on the third floor.

MLRP Library Research Annexe space

Creating more space at the Library Research Annexe is vital for ongoing collection management, but the necessity for the MLRP is crucial. The Collections Supervisor organised and supervised the removal of 923 linear metres of identified general collections for recycling in the summer of 2009, creating space for the temporary location of collections during the remainder of the MLRP.

Reclassification

The Reclassification Project finished in July 2009. This had a considerable impact on continuous short and long term planning by Collections Management staff in space readjustment and employment of a removal company to create more space in the main lending collection. 45,000 books were reclassified during the project.

UKRR (UK Research Repository) and CASS (Collaborative Academic Store for Scotland)

The key aim of UKRR is to protect research information by providing a 21st century solution to a legacy problem, by enabling HEIs to assess their journal collections and collaborate in transfer, relegation and disposal. In July 2009 fifteen HEIs, including Edinburgh, were accepted by the UKRR Selection Panel at its inaugural meeting. These first members include partners from the Phase 1 project and HEIs new to UKRR, with a

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good spread of universities from across the UK. CASS ended in July 2009, with all partners, except Edinburgh, removing their material from the NLS CASS store. Edinburgh submitted its list of journals in CASS to UKRR for consideration.

Director's Office

Commentarius Rinuccunianus

John Scally sits on the advisory board for the *Commentarius Rinuccunianus* Project based at the University of Ulster. The project aims to make a full English translation of the Latin version (written between 1932 and 1949) of the original text of *Commentarius Rinuccunianus* (written between 1661 and 1666). The text is vital for an understanding of the political and religious history of Ireland in the seventeenth century. The project also includes partners from University College Dublin, Trinity College, The University of Cambridge and Oxford University Press.

The University's Darwin Celebrations

University Collections made a considerable contribution to the Darwin bicentenary year, with work towards the *Darwin's Edinburgh* and '*An Entangled Bank*' exhibitions (subsequently held at Talbot Rice Gallery in October-December 2009). A mini-exhibition, which preceded the main displays, was put on at the University's Visitor Centre from early summer – including digital reproductions (made within CRC) of a few key exhibits.

Collections Publication

Work continued throughout the year with the Collections Publication project. The Editorial and Academic advisory groups continued to be active in their participation, with agreement that a designer for the publication should be appointed by early 2010.

MIMO

In January 2009, the European Commission, agreed, in principal, to match fund a project with 11 partner museums to digitise images, sound and video of musical instruments from their collections, for delivery into Europeana. The funding agreement was secured in the summer of 2009, and the University of Edinburgh is coordinator for the project, under the Directorship of John Scally, Management by Norman Rodger, Administration by Laura Macpherson, and content delivery by Arnold Myers. Technical support for the project will be delivered by Digital Library. Alongside providing this digital content, the project also aims to create a classification standard for terminology, which will be delivered in six, searchable, languages. The project launch date was 1st September 2009. See the website for more: www.mimo-project.eu

Outreach and Cultural Engagement

Talbot Rice Gallery

The gallery acts as a leading hub for visual arts within the University and the city, in dialogue with the Minister for Culture, the Director General of NGS, and other members of the art sector locally and nationally. It also advises the Principal and senior academics on matters related to art practice. The gallery's education programme continues to grow in breadth and ambition with more than 2000 audience members engaging with the exhibitions through education activities in 2008/9. In addition, to regular artist talks and gallery tours the following projects were of particular note:

- *You are here* - an interdisciplinary course for University international students.
- *In the frame* - events for audiences with visual impairment.
- *Beyond Text* - an AHRC research project exploring non-text based learning for the legal profession.
- *Unitots Trail* - a project with the university's nursery where the children made their own site-specific work in response to the Desire Lines exhibition.

EUCHMI

The development of the EUCHMI Education Project has been met with great enthusiasm on the local, national and international level. A significant number of excellent collaborations have emerged from this enthusiasm, and the first phase of the Project has been one of networking and making connections, exploring ideas and relationships and developing and piloting workshops. Additional funding of £41,036.90 has been secured from Museums Galleries Scotland for two specific projects. Activities of particular interest in the last year:

- Learning & Access programme developed
- Workshop piloted with Widening Participation
- Show Scotland events weekend (May 2009)
- Recognition Scheme funding obtained for an online learning project
 - 'Musical Instruments at your Fingertips'
- Collaborations with Capability Scotland and the National Galleries completed/planned

Geology and Natural History Collections

In 08/09 The Cockburn Geological Museum loaned fossils to the International Science Festival for their 'Dino dig' for kids. A post-graduate student also took some microscopes, minerals and rock thin-sections to Our Dynamic Earth to encourage primary-school childrens' interest in science.

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James Gillespie's High School is also interested in borrowing teaching specimens from Geology for its science programme.

Doors Open Day

The Anatomy Museum attracted 1300 visitors at this event in September 2008 and attendances at the Reid Concert Hall and St Cecilia's Hall were also encouraging, with 580 and 470 visitors respectively. The TRG had 776 visitors and 60 people visited Geology.

CRC Tours and Talks

Since the CRC opened there has been a steady demand for tours of the new facilities, including various groups of IS staff, other university staff, NHS staff, staff from other institutions such as the National Archives of Scotland and the National Library of Scotland, as well as professional associations including the Chartered Institute of Library and Information Professionals. In addition there have been a number of professional specialist interest groups including architects and estates professionals. A very well attended Friends of the Library meeting toured the new facilities in Autumn 2008 and a specially arranged weekend visit by members of the University Club of New York was hosted by Drs Marshall and Grout. A talk by Dr Marshall to the Gorebridge Local History Society on the CRC and its collections is just one example of a number of similar ventures.

Exhibitions

Talbot Rice Gallery

The Talbot Rice Gallery temporary exhibition programme for 08-09 was as follows:

- Festival 08: *Andrew Grassie* – miniature paintings of gallery interiors featuring a commission of the University's own Gallery space
- Oct-Dec 08: *Langlands and Bell* – a retrospective of films and animation
- Oct-Dec 08: *Vaulting Ambition* – in collaboration with the Sir John Soane Museum, London, an exhibition of architectural drawings highlighting the work of the Adam Brothers and ephemera from the Adam family archive.
- Feb-June 09: *Desire Lines* – a number of artists were commissioned to create site specific work throughout the campus. This exhibition ran during the Gallery refurbishment closure period.
- June 09: *Grey Matter* – in collaboration with students from Edinburgh College of Art.

EUCHMI

A major exhibition "Sackbut and Trombone" was held at the Reid Concert Hall to coincide with the inaugural lecture of Prof Arnold Myers and with the "Making the British Sound" conference (held July 2009). A second exhibition "Reviving Sounds of the Past" was curated by PhD student

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Josephine Yannacoupoulou and displayed in the Laigh Room, St Cecilia's Hall.

CRC Display Wall

Two displays of high-quality digital facsimile prints produced by the Centre's Digital Imaging Unit were shown during the year: Indian Ragamala Paintings (Hyderabad, late eighteenth century), and calotype photographs by David Octavius Hill and Robert Adamson, 1843-1847.

Online exhibitions

LHSA created an online version of their exhibition celebrating 60 years of the NHS, 'Dawn of a new era' (see further details below). It is available to view at www.lhsa.lib.ed.ac.uk/nhs_60_menu.html

The popular 'Highlights' features on the Special Collections web pages, <http://www.lib.ed.ac.uk/resources/collections/specdivision/highlights.shtml>, now ties in to items displayed in the Reading Room exhibition case. For instance, a selection of early books with woodcuts depicting the development of the child in the womb were displayed, both online and in the case. There is now an annual programme for the case and the highlights pages, which provide opportunities to commemorate significant anniversaries or to promote items of exceptional interest.

Ongoing displays

Digital images illustrating the variety of the Centre's collections were provided for public display on LCD and holopro projection screens in the Library.

Collaboration

External Partnerships

East of Scotland Museums Partnership

University Collections continues to be an active partner in two projects - Training Mages and Scotland & Medicine.

LHSA Partnerships

Artlink Hospitals Art: LHSA's collaboration in this partnership resulted in a photographic exhibition celebrating the 60th anniversary of the inception of the NHS (5th July 1948). The 'Dawn of a New Era' exhibition toured the galleries of the Royal Infirmary of Edinburgh, the Western General, St John's and Royal Edinburgh Hospitals from July 2008 – May 2009. An online version of the exhibition is available via the LHSA website (see above).

LHSA worked with the Royal Infirmary of Edinburgh Arts Committee and *Ginkgo Projects* on the 'Narratives' permanent installation which was unveiled in the Royal Infirmary of Edinburgh (RIE) in February 2009. It includes original donor plaques from the RIE's former location at Lauriston Place (which were taken in by LHSA at the time of its closure); alongside new artwork commissioned from artist Marian Fountain.

Special Collections Partnerships

Special Collections continues to enjoy many beneficial partnerships with a variety of bodies derived from both technical and curatorial aspects of projects, professional interests or other types of association. For example, project partnerships exist with St Andrews University (Douglas Dunn project which will also examine some of our own modern literary collections), and Glasgow University (veterinary archives and descriptive standards). There is also a consultancy partnership with EDINA on the technical delivery of the Carmichael Watson project, which is also benefiting from a two year secondment of an archivist (who is expert in Gaelic manuscripts) from the National Archives of Scotland. There has been further discussion and co-operation with the Scottish Catholic Archives exploring mutually beneficial co-operation in related projects and research usage. We have also built relationships with Midlothian Archives (regarding their Marwick collection of printed books) and the library of the Edinburgh Dominicans. Visits have been made to Dundee University Archives, the National Archives of Scotland and to St Andrews University Library. As part of the marketing of CRC we have provided tours for representatives from many different libraries and archives.

Talbot Rice Gallery Partnerships

The Gallery consistently works with a wide range of external partners as part of developing and delivering the temporary exhibitions programme.

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During 08/09 these included Maureen Paley Gallery, Sir John Soane's Museum, National Galleries, Edinburgh College of Art, Animate Projects, BFI London, 303 Gallery, New York, ACCA, Melbourne, Edinburgh International Festival, Edinburgh Art Festival, the Goethe Institute, the Hope Scott Trust and Art Link.

Networks

Special Collections Networks

Special Collections has a prominent presence on a wide range of collaborative networks. These include SUSCAG (the Scottish University Special Collections & Archives Group) which represents departments of special collections and archives within the Scottish Higher Education sector. The group meets bi-annually to discuss any and all matters relating to special collections and archives and to share and circulate information and ideas on HE research collections. Its current Secretary is our Senior Project Archivist, Lesley Doig. The Rare Books Librarian, Dr Joe Marshall, represents Special Collections at the Rare Books in Scotland forum, which brings together librarians and archivists dealing with early and special printed material across the country. Dr Marshall is also treasurer and editor of the Edinburgh Bibliographical Society which uses Special Collections as its official administrative address.

The UK Higher Education archivists group, the Higher Education Archives contributors' forum, the National Council on Archives' Security and Access Group are other examples of networks in which the department plays a role. More locally there is representation on the University wide Digital Audit Framework group, providing advice on digital resources management and preservation. Dr Andrew Grout is the representative on the Statistical Accounts of Scotland Editorial Board. The two Statistical Accounts of Scotland, covering the 1790s and the 1830s, are among the best contemporary reports of life during the agricultural and industrial revolutions in Europe. The online service is managed by EDINA.

Talbot Rice Gallery Networks

The Gallery functions within a broad range of networks including the National and International art sector, academic and social structures, funding bodies such as the Scottish Arts council, trusts and supporting agencies.

EUCHMI Networks

EUCHMI is represented on major national and international networks. The Director, Prof Arnold Myers and Curator Dr Darryl Martin are both on the executive board of CIMCIM (the musical instrument committee of ICOM), and Dr Martin represents the University at meetings of the United Kingdom subject specialist network. Prof Myers is vice-president and communications manager for the Galpin Society.

Loans Out

Museums Support

Loans were made to several exhibitions including Jan Steen's 'The Doctor's Visit' to 'Life is Over' at the Cooper Gallery, University of Dundee, and seven works from the Modern Scottish Collection to 'Edinburgh School of Painting' at the Lemon Street Gallery, Truro early in 2009.

The Dugald Stewart bust by Samuel Joseph was moved from beneath the Secretary's Staircase in Old College and installed in the foyer of the new Dugald Stewart Building 10th September 2008. In June 2009 a long loan from the Torrie Collection was negotiated with the National Galleries of Scotland. Links made with the new Senior Curator (Netherlandish and German Art) at the National Gallery of Scotland, Dr Christian Tico Seifert. A number of unaccessioned prints were transferred to Art in Healthcare - www.artinhealthcare.org.uk

LHSA

For the second year running, LHSA has taken part in the Leith Festival (June 2009), loaning the Leith Roll of Honour (RoH) to Leith Library for a week-long exhibition. The RoH lists the names of all Leith servicemen killed during the First World War and is part of LHSA's Leith Hospital collection, having previously been displayed in the hospital wing built as a war memorial. LHSA staff also held an open-session where members of the public could come in and look for the names of their own ancestors within the roll.

Special Collections

A folio from one of the University's oriental manuscripts treasures, the "Al Biruni Athar al-Baqiya" was loaned to the prestigious Babylon exhibition at the British Museum which ran from November 2008 until March 2009.

EUCHMI

A violin which belonged to James Hogg "The Ettrick Shepherd" was loaned to an exhibition at the National Library of Scotland during March and April 2009.

Conferences

University Collections staff attended some very valuable conferences this year, representing the University and feeding back learned knowledge to colleagues within and outwith the division. Many reports from these conferences can be found on the InSite wiki page.

Museums Support

Staff attended both subject-specific and general museological conferences and events, notably:

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- 5 September 2008, Scottish Association for Music Educators Conference, Stirling
- 17-19 September 2008, University Museums and Collections (ICOM committee) conference, Manchester
- 6-8 October 2008, Museums Association Conference, Liverpool
- 24 October 2008, CIMCIM conference, Edinburgh
- 25-26 October 2008, Early Keyboard Instrument Symposium, Edinburgh
- 20-21 November 2008, University Museums in Scotland Conference, Aberdeen
- 6-11 July 2009, Making the British Sound Conference, London and Edinburgh

They also attended courses in Volunteer Management, Loans Management, developing e-learning resources and musical instrument museum educational training.

Special Collections

Andrew Grout represented Special Collections at a two-day conference (29-30 June 2009) 'Divers Manuscripts both Antient & Curious': Illuminated Treasures from the Harley Collection, held at the British Library. Joe Marshall helped organise the 2008 CILIP Rare books conference in Edinburgh and gave a workshop on Scottish bookbindings. He was also a panel member at a session of the Book History Research Network meeting in Edinburgh.

Digital Projects

Norman Rodger represented University Collections at several high-profile conferences and training programmes throughout the year, including:

- Digital Curation Conference, Edinburgh, 1-3 December 2008
- DPC/RSP/DCC/JISC Workshop - Tackling the Preservation Challenge - London, 12th December 2008
- European Commission - CIP ICT Information Day, Luxembourg, 17 March 2009
- Text Encoding Workshop, CRC, 14 May, 2009-11-30
- IASA "Unlocking Audio" conference - British Library, 16 - 17 March 2009
- TEI Summer School, Oxford University - 20 - 24 July, 2009

Director of University Collections

John Scally represented University Collections at several high profile conferences and meetings this year. In July 2009, he delivered a talk on Libraries, Archives and Museums convergence at the American Library Association's Annual Meeting in Chicago. He was also chair of a debate around repatriation, entitled 'Negotiating with Communities' at the UMiS Contentious Museum Conference in November 2008, and was in attendance at the Scottish Government's Museums Summit in June 2009.

EUCHMI

The Early Keyboard Instrument Symposium was organised by Dr Darryl Martin on behalf of EUCHMI and featured international speakers from all over the world. It was, in the words of one commentator, "the biggest gathering of early keyboard instrument experts ever assembled". EUCHMI stepped in to host the CIMCIM conference (originally intended for Mexico City) at the same time due to the number of international museum professionals who were already booked to be in Edinburgh for the EKIS conference.

The Making the British Sound conference was organised by Prof Arnold Myers in collaboration with Dr Bradley Strauchen of the Horniman Museum, London. The conference commenced in London, with the last three days (July 9-11) held in Edinburgh.

Acquisitions and Donations

Rare books purchases

We have maintained a very active programme of collection development and 360 new items were added to the printed special collections through purchase, donation and transfer from other institutions. We bought some outstanding items at a total cost of £11,619, including verses by George Mackay Brown, a magnificent broadside depicting the execution of Michael Servetus, an annotated copy of a novel by Robert Nugent Dunbar and a collection of pamphlets relating to the riots at Edinburgh University in 1838. The Friends of Edinburgh University Library made a telling contribution to such acquisitions. We now publicise our purchases through the CRC website, at

www.lib.ed.ac.uk/resources/collections/crc/usingcrc/Purchases.htm.

The donations include some very valuable items such as John Wilkins' 'Discovery of a world in the moone' (London, 1638), and a collection of nearly 200 rare poetry pamphlets. We have accepted items from other libraries, most notably 68 items from the collection at the Roslin Institute.

Private Archives

Over the past year, 48 new additions to the private archives stock were made either by purchase, donation or transfer, and notable among these was the acquisition of papers and notes of Timothy L. S. Sprigge (1932-2007). Sprigge had been Professor of Logic and Metaphysics at Edinburgh University, then Emeritus Professor and Endowment Fellow, and until his death Emeritus Professor and Honorary Fellow.

Representing a focus on the history of education including the history of Edinburgh University, a collection of class cards, class tickets, library tickets and letters of certification was acquired. These illustrate the study patterns of John Brown, Thomas S. Brown and William B. Clark during their attendance at Edinburgh University between 1824 and 1835. In addition, material relating to Florence Bruce Steven (1912-2008) and her education at St. Trinnean's School were received. St. Trinnean's, Edinburgh, was of course located for a time at St. Leonard's Hall, a building which is now within the University's Pollock Halls, Dalkeith Road.

The purchase of a small collection of sixty Scottish charters from the 15th and 16th centuries provides scope for research by those scholars looking at the language of Early Scots through legal documents as a source. We also acquired an important Scottish astronomical manuscript by William Baird (from 1676) with support from the Friends of the National Libraries.

EUCHMI

EUCHMI was given instruments from a number of donors, including a Viennese piano of c. 1825 from Sheila Barnes. Other items included wood- and metalwind instruments and an early nineteenth-century guitar.

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One significant purchase (at auction) was an early (probably late-sixteenth-century) festooned violin made in London by a member of the Bassano family. The purchase of this instrument was half-funded by the National Fund for Acquisitions. This instrument is one of three known surviving sixteenth-century British violins, and makes a pair with another one which has been in the Edinburgh University Collection for almost 150 years.

The year also saw the arrival of the final group of instruments which formed the Rodger Mirrey Collection of Early Keyboard Instruments (gifted in 2005) to Edinburgh. The donors kindly gave the collection a large collection of archival and resource material associated with the collection.

Fine Art Collection

Twenty-three new acquisitions were made in the reporting year. Notable additions to the Portrait Collection include Ken Currie's portrait of the physicist Peter Higgs, on display in the Informatics Forum, and the portrait of Noreen and Kenneth Murray by Fionna Carlisle. The Modern Scottish Art Collection was enhanced for the first time by works by Callum Innes – a series of prints acquired by purchase, and a donation of a work on paper by Lys Hanson ('Vaulting'). 'The Unknown', a sculpture by Kenny Hunter, was commissioned by the General Council in 2008 to mark the occasion of the 150th anniversary of the General Council. It is on permanent display within the foyer of the Queen's Medical Research Institute, Little France.

University Archives

There have been 34 accessions to the University Archives, some of which has been acquired as a direct result of collaboration with the University Records Management's section's recently-developed records retention schedules. As part of the MLRP recant, the year also saw the physical move of the archives of Moray House (and its predecessors) from the Moray House campus into our direct custody.

Apart from the standard runs of archival status corporate records, we acquired a photograph of the University Boat club with the Durham Boat Club in 1923, a significant set of campus redevelopment photographs taken in the 1960's and 1970's, an early example of a diploma issued by the Medical School at the University of Edinburgh in 1741 to John Graham signed by Alexander Monro, and a memorial Service booklet, dated Sunday 10 March 1918 for graduates, students and alumni of the University who had fallen in the Great War.

Lothian Health Services Archive

Major LHSA accessions included:

- Acc 08/21 and 24: Rosslynlee Hospital Patient case notes, administrative papers, photographs, pamphlets and plans 1880s-1970s

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- Acc 08/18: Prescription of James Young Simpson, 1855; and Disposition by Sophia Jex Blake of 6 Grove Street property, 1901
- Acc 09/05: Royal Edinburgh Hospital for Sick Children Pathology records, 1870s-2000
- Acc 09/17 City Hospital Magazine, 1930-1931

Accommodation

Special Collections, LHSA and Museums Support

Following the success of Phase I of the MLRP, the majority of Special Collections and LHSA stock is housed within the CRC accommodation on mobile racking in British Standard secure strong room facilities with 24/7 air conditioning. The Museums Support Team also have a strong room for items coming under their direct control. The acquisition of local monitoring software and sensors allows CRC staff to view temperature and RH conditions in any of the strong rooms, and react quickly to any rapid deterioration in conditions. Environmental conditions at the LRA are also closely controlled and monitored through an air handling system.

Digital Imaging Unit

The Main Library Redevelopment Programme, which resulted in the move of the DIU to the 5th floor of the building in 2008, enabled us to create a dedicated custom-designed studio space that enables maximum flexibility and high quality work. Thanks to generous funding from the Gannochy Trust, the DIU is now firmly integrated within the synergetic research space that constitutes the Centre for Research Collections. Both output and quality of work has increased as a result of the many improvements made since the relocation. The three main work strands are: readers' orders (the number of which has increased significantly in recent months), externally funded imaging projects, and a rolling programme of digitisation of iconic items from our own collections. The latter has recently included the complete imaging of our internationally important collection of over 700 Hill and Adamson calotype photographic prints (1843-48)

Talbot Rice Gallery

Talbot Rice Gallery significantly improved the quality of the exhibition spaces and developed the facilities within the gallery with major refurbishments of the Georgian Gallery and the creation of a new Education Resource space in the upper gallery.

Collections Management Staff

Due to the Main Library redevelopment on the first floor, the Collections Management staff were relocated to a refurbished area of the lower ground floor. The three remaining Binding Services staff were relocated to the same area.

Collections Management

Equipment and Repository management

CRC and LRA

The rationalisation and disposition of the collections both in the CRC and at the LRA is under constant review in order to make the best use of available space and locate collections where they can best be utilised. There is also a continuing need to rationalise space for general MLRP 'decant' purposes, especially at the LRA. Following a review of LRA services, a very popular twice per week delivery service to the Main Library was introduced. The LRA service also delivers high volume requests from the large runs of the General Collections held at the LRA.

Ground floor development and the self-return book sorter system installation.

In July 2009, when the redeveloped Main Library ground floor reopened, the installation of two self-return book sorter systems became operational, enabling quick and easy return of borrowed books and better use of staff time.

Security

Security within the new CRC facilities conforms to the relevant British standards. Strong rooms are located behind the CRC's secure line, individually alarmed by default and linked to the University's central security monitoring system. An electronic key safe system tracks the daily movement of all strong room keys.

Within the refurbishment programme the gallery has also made improvements to security systems, these will be completed by end 2009.

Collections Management Systems

Museums and Image Management System (MIMS)

The aim of the MIMS Project, utilising the Vernon collections management system, is to have a single system for the management of both Museums & Galleries objects and EUL Special Collections, Archives and Project images. MIMS will facilitate cross-collections (physical and digital) cataloguing, management, use and promotion.

This integrated system will manage and control the entire process of image management from reader ordering, payment, capture, processing and cataloguing to delivery; and object management from acquisition, through basic cataloguing to location recording, links to multimedia, activities associated with loans, exhibitions and conservation.

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It is compatible with image cataloguing standards (DC and VRA) and both UK and international standards for object cataloguing (SPECTRUM and CCO [Cataloguing Cultural Objects]). The system can also cope with multi-level descriptions as well as supporting multiple users, multiple sites and collections running into 100,000s of objects.

In May 2009 Scott Renton was appointed as Project Officer on a one year project to install software, and work with curators on customization of cataloguing templates and creation of authority fields.

Special Collections Collections Management System (SCCMS)

The first phase of the new Collections Management System became operational in early 2009. It is based largely on data collected at the time of the 'recant' and is used to manage the physical locations of most manuscript/archives material. The Accessions database was also added to the system during the reporting year and work continues on integrating other collections management databases so that for example, access restrictions can also be streamlined.

Archives Hub spoke

The Archives Hub is a JISC funded online union catalogue for archives and manuscript collections based at MIMAS. Special Collections was a founder member of this service. The Archives hub spoke service, which allows for devolved data management to member repositories and facilitates on-line harvesting by other systems was tested rigorously in 08/09 and full launch of our manuscripts and archives catalogue is planned for 09/10.

Conservation

Fine Art Collections

Within the Fine Art Collection, the duplicate Giambologna Horse was repaired by Powderhall Bronze Foundry, Edinburgh, to prepare the sculpture for loan to Edinburgh College of Art. As part of the FAC Housekeeping Plan, all the frames of portraits on display in Old College and busts in the Playfair Library were dry cleaned with a conservation hoover using a HEPA filter. The frame of the Martin Luther portrait on display at New College also benefited from cleaning and minor conservation.

LHSA

LHSA's Paper Conservator has continued to manage LHSA's core and project conservation programme, and has contributed to various CRC projects, including the planning of the CRC Exhibition Room and display programme, the installation of a new environmental monitoring system for strong rooms and the development of the Disaster Response and Recovery policy.

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EUCHMI

A CCUC Small Grant enabled the collection to undertake a project aimed to audit and, where necessary, conserve brasswind instruments in the collection. This work was carried out by Panagiotis Poupouloulos. Assistant Curator John Raymond worked on the keyboard instruments which included re-working the actions of the harpsichords by Pascal Taskin and Johann Hass, and returning a harpsichord by Burkat Shudi to sounding condition. A harpsichord by Thomas Barton and an early piano by Tonini were re-strung during this period.

Special Collections

For the first time in many years work has started on re-boxing fragile paper items in the printed collections, which are now being housed in archival envelopes or folders within archive boxes: this includes music scores, Gaelic pamphlets and the Bruce collection of offprints relating to polar exploration. Work has also begun to conserve our 18 fragments of papyrus, the oldest items in the library's collections.

The conservation of the Panorama of Edinburgh from Calton Hill by Robert Barker (1792) was also progressed significantly during the year. This spectacular artwork, a 3.5 metre long watercolour of the first Panorama, has recently been fully conserved by Helen Creasy of the Scottish Conservation Studio. This work involved cleaning, retouching, and remounting. A new custom made frame was supplied and the finished work forms the centrepiece of the new CRC Viewing Room. The Valley Section, an iconic image by the geographer and town planner Patrick Geddes (c1920), was also remounted in a matching frame and has also been hung in the Viewing Room.

As part of the preparations for the MLRP recant, many more items were re-boxed and now enjoy far greater protection than previously, by being stored in recommended environmental conditions. Continuing project and digitisation work also contributed to the conservation effort including the re-housing of the MacCormick papers.

Staffing Profile

Funding sources

All Library General Collections Management and Talbot Rice Gallery staff are funded from core budgets. Collections Management staffing was augmented in July 2009 by three transfers from Library User services division to assist with the management of the HUB collection.

All LHSA core staff posts are funded by NHS Lothian in partnership with UoE. Two fixed-term project staff were funded by the Wellcome Trust Research Resources in Medical History programme, which finished in November 2009.

In Special Collections, calls on core staff budgets are being reduced through continued successes in project funding which as well as funding dedicated project staff can 'buy out' percentages of established staff time that has to be devoted to project work. Funding from bequests for specific purposes, such as Corson and Cheyne also make up a significant percentage of the overall staff budget and operational income pays for the staff costs of the Evening Assistant post. There is also continuing assistance from the RSLP Access fund.

Within EUCHMI, part-time assistant curators are paid using endowments established for this purpose, allowing a continuing programme of public events and teaching to be delivered.

Edinburgh University Library Bindery closure

The procurement process to outsource binding work was finalised in December 2008. As a result of competitive tendering, journal binding, book repair and paperback reinforcing work were awarded to a commercial company, Riley Dunn & Wilson (RDW) of Falkirk. The service level agreement and contract was signed by Vice Principal Jeff Haywood in December 2008.

From January 2009 to July 2009 RDW focussed on clearing journal binding backlogs, some book repairs and paperback reinforcing while Library Bindery staff focussed on recent 2008 journals, EU theses, urgent repairs and paperback reinforcing. All theses binding ceased on 1st June 2009. From that point on University of Edinburgh users applied to commercial companies, a selection of which are listed on Library Online at <http://www.lib.ed.ac.uk/services/bindser.shtml>

Six Bindery staff, with an accumulated service record of over 60 years opted either for redundancy payments or were re-deployed in the Works Division of Estates and Buildings. The dedication, skill and experience of all the Bindery staff including Bindery Manager, Kenny Bushnell, (30 years), Booksewer Lynda Jenkins, (18 years) and Bookbinder Ian Miller, (10 years) was much appreciated by all staff and students.

Staff development and awards

LHSA

Ruth Honeybone, LHSA Paper Conservator, was made an Accredited Member of the Institute of Conservation in July 2009 after an assessment process based on work she has undertaken for LHSA and the CRC, including aspects of the MLRP.

Special Collections

As well as 'in-house' regular training on reading room procedures and security, digital imaging facilities, and care and handling, staff target training courses with the aim of furthering their own professional development as well as the objectives of the department. Some of the training courses attended included, recruitment and selection, Webfirst, copyright, disaster planning, digital photography and TEI, (text encoding initiative). Our Project Archivist, Lesley Doig, also successfully completed the IS Managers' Development Programme.

Digital Projects

Norman Rodger also completed the IS Managers' Development Programme within the year.

Friends and volunteers

LHSA

A volunteer was engaged to work on a cataloguing project for 1 day per fortnight from June-August 2009.

Special Collections

Special collections continues to be successful in attracting a regular flow of volunteers. These are mainly postgraduate students who need to obtain practical experience of working in archives and Special Collections as a prerequisite to applying for a place on professional training courses. The volunteers carry out a variety of short term tasks helping to identify and compile basic listings of parts of collections. In the past year our volunteers have compiled basic lists for: the papers of John Abercromby, (Archaeology – large format illustrations), part listing of Rectorial Addresses, Henry Harvey Littlejohn's casebooks (Forensic Medicine) and parts of the general Photographic Illustration sequence. We also had two international interns during the year: Lionel Ball from the École Nationale des Chartres, Paris, who worked on humanities computing with Dr Mansfield, and Marie-Agathe Tilliette from the Lycée Henri-IV, Paris, who was funded by a British Council award to work on the Corson Collection of material relating to Sir Walter Scott with Dr Barnaby.

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Talbot Rice Gallery

The Gallery has a thriving friends group – Friends of Talbot Rice Gallery. Membership is approx 170. Events and talks are attended throughout the year. The keynote annual event is the David Talbot Rice Memorial Lecture. Speakers in recent years have included Simon Groom from the National Galleries and Alistair Rowan.

The gallery regularly recruits student volunteers to act as Information Assistants throughout the year and there is a particular emphasis on recruiting a high number of volunteers for the festival period. Volunteer retention at the Gallery is good and Information Assistants participate in many areas of the Gallery's work.

EUCHMI

EUCHMI has been very fortunate to have both an active Friends organisation and considerable volunteer support. The Friends of St Cecilia's Hall funded the delivery and fumigation of the final portion of the Rodger Mirrey Collection which was removed from London to Edinburgh in November 2008.

Volunteers include various long-term cataloguers and other helpers, in particular Dr Raymond Parks, who has been active both cataloguing and photographing instruments on behalf of the collection over many years. Postgraduate students are also active volunteer assistants for the collection, in particular Melanie Piddocke, Eleanor Smith and Panagiotis Pouloupoulos.

CRC

The Friends of Edinburgh University Library have been paramount in the success of the work of the CRC this year, with a strong fundraising campaign to purchase bespoke cases for the refurbished ground floor Exhibition Room in the Main Library. They have also continued to support acquisitions in rare books and manuscripts, and one purchase towards which they contributed will be an exhibit in the first exhibition to go on display in the refurbished Ground Floor Exhibition Room in late 2009.

Fundraising

Ad hoc donations

Various ad hoc donations have been made this year, including a £100 donation to be used for conservation materials and £300 from the General Council to be used for the planned scoping study for an historical alumni database of former students. Smaller scale donations also continued to accrue throughout the year in recognition of excellent levels of service.

Maureen Paley Gallery, London, have donated the commissioned painting that featured in the festival exhibition Andrew Grassie *Painting as Document*. The estimated value of the donation is £30k.

Tours and visits

Collections hosted a regular flow of specially arranged visits by individuals and small groups who have expressed interest in funding aspects of CRC work, often in conjunction with Development and Alumni Services. There were also visits from senior UK Research Council funders.

The Director of University Collections, and his office, has also hosted several high profile visits for potential donors (individuals and Trusts) to the Collections and their facilities. Likewise, a small amount of income has been generated through curatorial and permission fees from journalists and media – reaching as far as a Japanese media company (interested in Darwin) and Chinese National Geographic magazine (with an interest in Conan Doyle).

Income generation

Operational Income

LHSA generates a small annual income from enquiries work, such as paid in-depth record searches; and from fees charged in the reproduction of images for publication, or sale of images via the SCRAN website.

Special Collections continues to generate operational income from its services that meets over 70% of annual running costs, including the staff costs of the term time evening service.

Talbot Rice Gallery consistently works with a wide variety of partners to deliver the temporary exhibitions programme. Wherever possible, opportunities to secure financial support are fully explored. Recent partners have included the Goethe Institute, Sperone Westwater, Johnen & Schottle, Maureen Paley and the Hope Scott Trust. Book sales contribute to the TRG operational budget throughout the year. Sales from the Gallery back catalogue are fed back into budgets for upcoming exhibitions. Book sales for 2008/2009 totalled approx £2000.

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Project contributions to core funds

Continued success in attracting large scale external funding – see section on Projects - means that there is also a significant contribution to reducing the burden on core funds. For example, the Carmichael Watson project pays for 10% of both the Director of University Collections and the Deputy University Archivist's salary costs, and also reduces Professorial salary costs in the partner academic units.

Scottish Council on Archives

An award of £1269 was made by the Scottish Council on Archives to defray the costs of a large screen 21 inch monitor for the Digital Imaging Unit, which has since proved very useful for the CRC leaflet design process, and also in showing visiting groups the work of the unit more easily.

Scottish Arts Council

Talbot Rice Gallery is a flexibly funded client of the Scottish Arts Council. Funding is secured on a two yearly basis approximately 2 years in advance. Our current funding agreement provides £75,000 per annum until 2011.

Publicity and Marketing

CRC Website

The website was launched in September 2008 to promote the work of the CRC. The main focus of the site is to inform users of the services and activities of the CRC and of the four major collection components within the CRC: -

- Special Collections
- The University Archives
- The Lothian Health Services Archive
- Museum Support (including Fine Art Collections)

In addition, the site also includes links to Image Collections and New College Library Special Collections, as well as a CRC Blog and Wiki. There is also a Flickr slide show featuring images of the CRC.

In line with the redesign of the IS Website in spring 2009, the top level of the CRC was adapted for inclusion within the new framework.

CRC involvement in Postgraduate open day



In March 2009, CRC staff were able to provide potential postgraduates of the University with a tour of the new CRC spaces. John Scally talked about the concept behind the space, its usability. Whilst Joe Marshall elaborated on the resources available through the CRC – and how they could finally come together in one location.

Articles on CRC and its collections

Bulletin Magazine – Collections Showcase

2009 saw the introduction of a rolling 'Collections Showcase' section within the University's *Bulletin Magazine*. The first issue featured The Aberdeen Breviary, belonging to Special Collections. The programme will continue for the foreseeable future, with objects, books, and manuscripts from the Collections expected to be revealed to University staff.

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Edit Magazine and BiTS

Internal coverage was prevalent for publicity surrounding the Darwin exhibition. The Centre for Research Collections also featured heavily in Edinburgh produced publicity material reaching alumni and donors.

Scottish Records Association

An illustrated article on the new CRC and its facilities was published in the Newsletter of the Scottish Records Association in spring 2009.

Article in TACIT

An illustrated article by the Rare Books Librarian entitled, "Raising the Profile" appeared in the March edition of "TACIT", the Newsletter of, ELISA, (the Edinburgh Libraries and Information Services Agency). It described both the main parts of the recent project and the new CRC itself.

National and International Press

University Collections have had media presence within *The Scotsman* newspaper on more than one occasion this year, covering an article on the Bohemian Protest in the summer of 2008, and an early article about the Darwin exhibition in February 2009. Coverage about the exhibition was also received from *The Indian Telegraph*, *The Times*, and *The Scottish Daily Mail*.

A highlight in publicity of the work of University Collections was with the Ngarrindjeri tribal repatriation ceremony held in the summer of 2008. The Vice-Principal of IS, alongside the Director of University Collections, the Museums Development Manager, the Curator of the Anatomy Collections, and a representative from the Australian High Commission, were involved in a repatriation ceremony for the Ngarrindjeri tribe. The ceremony took place to mark the return of small piece of ear bone, identified as belonging to a female member of the Coorong clan of the tribe. This was the remaining artefact of the University's ancient Anatomy Collection to be repatriated to Australia, ending a process which took nearly two decades.

The ceremony involved a ritual dance which took place in the privacy of the McEwan Hall Reception Room, followed by a smoking, cleansing ceremony which took place in front of the Hall, beside Bristo Square. There was a huge press turnout for the smoking ceremony – resulting in positive media coverage in Scotland, the UK, Europe, Australia and America.



Talbot Rice Gallery

For the Talbot Rice Gallery, key aspects of promotional activity included increased print activity (including the introduction of a bi-annual gallery brochure), production of exhibition publications (such as catalogues for the *Andrew Grassie* and *Langlands and Bell* exhibitions, and a small publication to accompany the *Desire Lines* campus-wide art project), international advertising (in *Frieze* and *Map* magazine) and increased web activity (with an increase in the number of subscribers to the gallery e-bulletins, as well as the introduction of Podcasting).

Press appearances included excellent coverage from all the major national broadsheets, including London coverage during the Festival from significant critics such as Charles Darwent, Adrian Searle and Laura Cummings; the inclusion of previews and reviews of shows in glossy publications such as *Art World*.

Targets 2009/10

Objectives

Special Collections

The main objectives for Special Collections will be to continue to expand and manage the collections in both traditional and digital formats, contribute to the further development of the CRC including increases in user numbers and academic and public outreach, and ensure all project deliverables are achieved. The department will also contribute to plans aimed at securing a qualified conservator who can begin the task of establishing an ongoing conservation programme.

LHSA

LHSA will renew focus on cataloguing, complete the launch of the new LHSA website, and continue development of the outreach programme and publicity, particularly within NHS Lothian and UE. It will also continue joint working with CRC and NHSL and continue core conservation work.

Collections Management

In 2009-2010, Collections Management have many objectives to complete, primarily around the MLRP. This includes planning for the second floor redevelopment, with removal of collections to the lower ground floor and LRA, and relocation of Collections Manager. There will also be detailed planning of the shelving layout and transfer of part of the LC collection from the 4th floor to the 2nd floor. An assessment of space at the LRA will include checking the possibility of further disposals, allocating vacated shelf space and impact of UKRR as well as Veterinary Library and Science libraries stock transfers.

Assessment will also be made of new procedures, such as the new book sorting operation, with impact on shelving and staffing needs considered. An overview of the success of the Bindery closure, will also be taken in real terms. The HUB development will be planned, integrating transferred staff accordingly. Future collection content and optimum models for staff deployment will also be considered.

Fundraising

LHSA will submit two funding bids to the Wellcome Trust in September 2009 (one focussing on case note conservation as in previous successful projects of this kind; the second, a cataloguing bid with the aim of developing LHSA's online catalogue).

Special Collections will seek to underpin and increase all types of income generation by increasing the amount of operational income and donations received, and also by investigating further opportunities for project based development.

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Talbot Rice Gallery has already secured a proportion of the additional funds required to deliver the 2010 programme.

- Jane and Louise Wilson - £12k of SAC project funds
- An Entangled Bank - £10k from the Principal's fund
- An Entangled Bank - £3,500 towards installation and £6,600 for the Education programme from the Darwin Steering Committee
- Jenny Holzer - £5k toward installation from NGS

Programme of Exhibitions

Talbot Rice Gallery

*Jane and Louise Wilson / Joseph Kosuth
Darwin's Edinburgh / An Entangled Bank
Drawing Exhibition - January 2010
Artist Rooms / Jenny Holzer - May 2010*

Centre for Research Collections

*Alexander Adam, Enlightened Educator (Display Wall)
Masterpieces I (Ground floor Exhibition Room and Display Wall)*

CRC Marketing

Now that the CRC itself has been established and sound procedures are in place as evidenced by a robust Internal Audit, it should be possible to place much more emphasis on pro-active demonstrations of what the CRC has to offer to the various parts of the user community. This will involve seeking opportunities to visit and talk with academic departments as well as responding to requests for tours advice etc. in the Centre itself. Quite apart from its range of services and outstanding collections, the CRC public spaces, - high on user survey wish lists, could be marketed more vigorously. Special Collections will therefore contribute to the CRC marketing programme currently being devised by the Marketing Group.

APPENDIX 1 Areas managed by University Collections

Directly managed areas

Director of Collections Office (DUC Office)
John Scally, Laura Macpherson

Special Collections & University Archives
Arnott Wilson

Lothian Health Services Archive (LHSA)
Mike Barfoot

Library Collections Management
Margaret Dowling

Museums Support Team
Jacky MacBeath

University Collections Digital Projects
Norman Rodger

Talbot Rice Gallery
Pat Fisher

Edinburgh University Collection of Historic Musical Instruments (EUCHMI)
Arnold Myers

Areas supported by University Collections, but not directly managed, include:

School of Divinity Special Collections
School of Scottish Studies Archive
Ashworth Natural History Collection
Geology Collection
Anatomy Collection and Anatomy Resource Centre
Polish School of Medicine Collection

APPENDIX 2 MISSION & GOVERNANCE

Mission Statements

Centre for Research Collections (CRC)

Preserving, promoting and providing access to heritage collections.

Museums and Galleries Collections

The University is committed to maintaining and enhancing its collections and to making the best possible use of them for scholarly study; teaching; and as a valuable point of contact between the University and the wider public.

Talbot Rice Gallery (TRG)

Talbot Rice Gallery's mission is to facilitate art and ideas. As one of Scotland's leading cultural organisations the gallery fosters knowledge, understanding and enjoyment of visual art for a local and international audience, including the staff and students of the University of Edinburgh.

The Gallery priorities are to:

- Present a dynamic exhibition programme of contemporary art by living artists.
- Provide a platform for experimentation and research led exhibitions.
- Increase participation in gallery activities through a broad spectrum of educational opportunities.
- Initiate interdisciplinary projects, exhibitions and events in the gallery and across the campus.
- Develop access to historic fine art collections.
- Cultivate academic and professional, creative partnerships

Collection of Historic Musical Instruments (EUCHMI)

The purpose of the Collection is to promote the study of the history, construction and functions of instruments of music and all cognate matters, the furtherance of research and the propagation of knowledge of instrumental history. The Collection will maintain a substantial permanent collection in relation to these objectives.

Special Collections

Preserving, promoting and providing access to rare books manuscripts and archives.

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University Archives

Selecting, preserving and providing access to the historical records of the University.

Lothian Health Services Archive (LHSA)

Lothian Health Services Archive holds the historically important local records of NHS hospitals and other health-related organisations. We collect, preserve and catalogue these records and promote access to our holdings for the benefit of all.

Fine Art Collections

The purpose of the Fine Art Collections at the University of Edinburgh is to collect and make accessible works of art for teaching and research purposes, to increase the enjoyment and enrichment of the University environment for the University community and general public, and to preserve significant works that contribute to the history and development of the University.

Collections Management

Collections Management is responsible for the management of the general open access collections in the Main Library building. The activities include shelving, stock and space management, binding and book processing. Collections Management staff are involved in implementing policy in relation to retention, relegation and disposal of surplus stock, due to space limitations, increase in electronic alternatives and changes in teaching and learning.

Digital Projects

Digital Projects work harnesses technology and innovation, and leverages the intellectual and cultural resources of the CRC and the communities it serves.

To achieve this mission, the CRC:

- Leverages shared actions, resources, and infrastructures within the CRC staff team
- Encourages the creation of digital collections that can be brought together and made accessible via the web
- Promotes best practices
- Promote shared technology architectures and standards needed to achieve interoperability and integration of digital information resources.
- Inform and educate library staff and users about digital collections, services, and including intellectual property rights in the digital environment.
- Develops and adopts technical standards

Satellite Collections

The Natural History Collections exist to preserve the zoological specimens collected by the Zoology Department during the twentieth century and housed in the Ashworth Laboratories, King's Buildings. The specimens will be conserved as an invaluable and, now, irreplaceable resource for (i) teaching students of the University and outside institutions about animals; (ii) scientific research at various levels - genetic, taxonomic, biological, ecological and epidemiological. Permanent displays of the specimens will be maintained to give the general public, as well as members of the University, ready access to the Natural History Collections and the historical role of the biologists associated with it.

It is the aim of the Cockburn Geological Museum to collect, curate and interpret all kinds of Earth Science materials used for teaching, research and promotional purposes in the School of Geosciences, and to make such materials available to the University, the public and the wider scientific community.

Committees

University Collection Advisory Committee (UCAC)

Although UCAC does not have executive powers, it makes recommendations relating to the collections to the University Court (the University's governing body and legal persona). The Convener of UCAC is a Vice-Principal who attends Court meetings. An important function of central committees is to provide strategic policy guidance and an essential channel of communication for those involved in the collections area. The intention is that the Collections Committees will stimulate dynamic discussions whose objective is the overall enhancement of the collections.

Committee of Curators of University Committees (CCUC)

The Director of University Collections convenes the sub-committee of Curators of the University Collections; CCUC provides a focal point for contact with a number of external agencies (such as Museums Galleries Scotland); and is responsible for the general profile of the collections within the University and the promotion of these collections.

MLRP Group

This group is responsible for representing the requirements of the users and dealing with service continuity issues during the redevelopment. The group tends to change depending on the particular stage of the redevelopment but the core is made up of representatives from L&C, Estates & Buildings, IS IT Infrastructure.

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Collections Group

The Collections Group is an inter-divisional group and serves as a forum for developing strategies in relation to the Library Collections Policy, for communication and for upward reporting to IS senior management.

UKRR Group

Fifteen libraries have signed up to UKRR . The libraries are: Aberdeen University, Birmingham University, Cardiff University, The University of Edinburgh, Glasgow University, Imperial College London, Kings College London, Kingston University, Leeds University, Liverpool University, Manchester University, Newcastle University, St Andrews University, Sheffield University and Sussex University.

LHSA Advisory Committee

The LHSA Advisory Committee consists of representatives from NHS Lothian, University of Edinburgh Colleges, Edinburgh University Library, the National Archives of Scotland and the LHS Archivist. All minutes and meeting papers are made available on the LHSA website (www.lhsa.lib.ed.ac.uk) once the minutes are agreed at the next meeting.

Special Collections Curators' group

Chaired by the Special Collections Manager, the group meets quarterly to discuss matters of common concern across the department, such as work planning, staffing and budgeting issues, and medium to long term strategy. It acts as the link between the Library and Collections Managers Group and the department. Operational matters are discussed via the CRC operational group, chaired by the Rare Books Librarian.

Talbot Rice Gallery Advisory Board (TRGAB)

The Talbot Rice Gallery Advisory Board was established in April 2004 following support from the Scottish Arts Council which saw the need for the Gallery to have the support and advice of a board of experts in the sector. The form of the Board has been shaped by University Court: six members with attendees. The Board reports to the University through UCAC (University Collections Advisory Board).

The Board membership is made up of Academic staff, Artists and non-academic Professionals. The Board recently decided to compliment this structure with representation from the Student body.

Collections Policies

Museums and Galleries

Each of the ten museums and galleries collections operates within the overarching University of Edinburgh Policies on Collections, which operate on a 5 year cycle:

- Strategic Development Plan
- General Acquisitions & Disposals Policy
- Access Policy
- Collections Management & Conservation Policy

Each Curator is responsible for developing, and supplementing where necessary, these policies as appropriate and for providing strategic and forward plans for each individual museum, gallery or collection.

See *Library collections policy* at:-

<http://www.lib.ed.ac.uk/about/policy/collectionspolicy05.pdf>

LHSA Collection Policy

LHSA collects records of long term administrative, legal, medical, epidemiological and historical value created by NHS Lothian and predecessor bodies. Non-NHS institutional records and personal papers relating to the history of health and medicine in Edinburgh, Lothian and Scotland are also collected.

Special Collections

Curatorial staff aim to acquire rare printed books, manuscripts and archives by donation purchase deposit and transfer. Collections/items for acquisition are assessed against the research and teaching profile of the university, as well as existing collection strengths. There is a rolling review of Special Collections to assess the usefulness of the collections and their possible rationalisation through transfer or return is part of the review process. A new Selection and Acquisition policy has been agreed and is available at:

http://www.lib.ed.ac.uk/resources/collections/crc/services_information/SelectionAcquisitionPolicy.htm

University Archives

The collections policy is to collect archives generated by or relating to the University of Edinburgh and its predecessor bodies by donation, deposit, internal transfer or purchase. The use of the word *archives* rather than the broader term *records* is deliberate, thus implying a selective process will be applied.

Exhibition Policy

The exhibition policy is designed to govern the content and standards of the CRC exhibitions programme. It is our intention that the programme will: enable academic staff, students and the public to see the vast diversity of the University's collections, especially those that are not on permanent display because of conservation requirements or lack of display space; encourage co-operation between curatorial and academic disciplines, and encourage partnership opportunities through loans and joint projects; and encourage student engagement.

Three primary exhibitions will be mounted per year, intending to include one based on the University's Collections, one based on research being carried out within the University and one collaborative exhibition, that may also participate in a touring exhibition series.

Acquisitions and Disposals Policy

Museums and Galleries

Collection General Acquisitions and Disposals Policy sets out the principles that provides the University and its curatorial staff with a framework for the scrupulous and ethical acquisition and disposal of collections using clear procedures and decision-making processes common to UK museums in the MLA Accreditation Scheme.

Implementing the policy enables University curators to demonstrate the public benefit in their actions relating to the acquisition and disposal of collections. It provides a basis for open and transparent decision-making and an informed dialogue between governing bodies, donors, funding bodies and other stakeholders. The overarching General Acquisitions & Disposals Policy is reviewed on a five-year cycle, is approved by University Court, and governs all ten museums and galleries collections.

Supplementary policy statements are in place for EUCHMI, Fine Art Collections and the Natural History Collections.

(See Collections Policy statements above)

Internal Audit

An internal audit of the Centre for Research Collections was carried out from November 2008 to May 2009. Within the limits of its scope and objectives, the results of the audit provided assurance that procedures and controls in place in the CRC are adequate. 14 recommendations for improvements were made and are being implemented. The audit also stated that the recent refurbishment of the Main Library accommodation as a part of the MLRP have enabled compliance in large measure with BS5454:2000, (Recommendations for the storage of archival documents) thus ensuring that security systems and environmental conditions are of a very high standard.