

# Lothian Health Services Archive Annual Report: July 2007 to December 2008

## Introduction

This report covers an eighteen-month period due to the postponement of two previously arranged LHSA Advisory Committee meetings. This period has been dominated by the MLRP (phase 2 recant). See *Glossary* below for all abbreviations. The archive stores and conservation studio in the basement of EUL and the office and reading room on the 2<sup>nd</sup> floor were vacated. Some LHSA material was also transferred from the LRA. The newly refurbished CRC on the 5<sup>th</sup> and 6<sup>th</sup> floors was occupied. It accommodates the Special Collections, University Archives and Museums Support departments of UE as well as LHSA.

## Executive summary

LHSA has stabilised its staffing structure, which will stand it in good stead for a future that is likely to lead to further demands upon its functions and services. New archive, conservation and user facilities in the CRC have substantially improved the delivery of core functions in a modern and efficient way. The budget is subject to the constraints of a one-year cycle based upon historic inflationary increases. While this must be regarded as unsatisfactory for a long-standing partnership arrangement with UE that commenced in the early 1980s, LHSA continues to spend within its financial means and to provide value for money. The issuing of the new NHS Records Management Code of Practice in 2008 is the culmination of over 20 years input by LHSA and other Scottish NHS archives into data protection, freedom of information and medical confidentiality regulations as they affect historically important records that must be preserved.

## Structure of Report

Progress with respect to LHSA's main functions (user services, accessions, cataloguing, preservation and conservation, outreach and exhibitions) is described first, followed by material arranged under a miscellany of headings (web and C&IT, repository management, MLRP, joint working, staffing and funding). Each section consists of factual information about activity, followed by an overview in italics by the LHS Archivist.

## User services

### *Enquiries*

LHSA continues to run a very busy enquiries service as the statistics for 2007 and 2008 show. For more information and examples of enquiries see *LHSA User Statistics 2007-2008*. There has been a very slight increase in the time taken to answer enquiries due to the dispersed nature of the collections. Also staff involvement in the MLRP (phase 2 recant) over Summer and Autumn 2008 led to a slight backlog. However, all enquiries were caught up on by December 2008 and all Section 1 FOI(S)A enquiries were dealt with within 20 working days.

### *Overview for the period 2005-2008*

The current method of enquiry recording began in 2005. The total number of enquiries received has remained relatively constant. The very slight decrease in numbers could reflect the effect of the MLRP on LHSA's service provision.

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| Year | Number of Enquiries |
|------|---------------------|
| 2005 | 712                 |
| 2006 | 726                 |
| 2007 | 635                 |
| 2008 | 627                 |

There is a significant change in the means of enquiry over this four-year period with a large drop in the number of phone enquiries and a similar increase in the number of email and web based ones.

There is a slight shift in the origin of enquiries, with an increase in the number of 'private' enquiries, probably due to the surge of interest in family history; and a decrease in the number of enquiries from the NHS and UE.

The number of enquiries received falling within the remit of the FOI(S)A has steadily risen since 2005 (41% in 2005, 68% in 2008). These figures reflect the increase in enquiries being received in permanently recorded format, i.e. email and web forms.

In this period the number of enquiries treated as 'confidential' (i.e. dealt with under Section 38 of the FOI(S)A) has remained relatively constant, averaging at 29%. The majority of these more complex and often sensitive requests require an application for access to be made to the Director of Public Health (NHSL Caldicott Guardian) who makes a final decision regarding access.

Our statistics show that no two enquiries are alike, in terms of subject matter, level of research and time required to complete them. A huge amount of staff time is spent on answering enquiries, sometimes to the detriment of other core tasks, e.g. cataloguing. However it is important for LHSA to deliver a high quality, efficient enquiry service, as in former years.

### *Future recording of enquiries*

The existing method of recording enquiries has been reviewed and revised, and a new database has been designed for statistical and other purposes and will be operational from January 2009.

### *Reader Supervision*

LHSA staff continue to participate in the duty rotas supervising the CRC and LRA reading rooms (2 x 2 hour slots per week at CRC, and 1 day per week at LRA). LHSA continues to have a high number of visitors to the reading room to consult records directly (on average 15 reader visits per month). For more information see *LHSA User Statistics 2007-2008*.

### *Seminars and Tours*

LHSA has run/been involved in a number of seminars for students in the last eighteen months:

- In July 2007 16 US students and their teacher visited LHSA and were given a tour of the Archive and a lecture on history of psychiatry records, followed by a chance to look at the records themselves.
- In November 2008 2 'History in Practice' seminars for 3<sup>rd</sup> year undergraduate History students took place which involved displays, lectures and interactive exercises focussing

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on the use of psychiatry records in historical research. It is hoped that these seminars will be repeated on an annual basis.

LHSA staff regularly conduct tours for readers, visiting professionals, students, academics and potential depositors (6 in the period July 2007 to December 2008). The number of tours is likely to increase in 2009 with the continued development of the CRC.

### *Overview*

*User services take priority over other functions, and enquiries from NHSL staff are fast tracked. Most enquiries are answered by the Assistant Archivist (06), with assistance as required from the Assistant Archivist (07) and the Archive Assistant. This is leading to proportionally less time being spent on other important functions. See Staffing section below.*

### **Accessions**

LHSA continues to receive new accessions (23 in 2007, 28 in 2008). Notable accessions in this period include:

- complete set of individual folder-based patient case notes from Rosslynlee Hospital (c.1910-1960)
- prescription written by James Young Simpson (1855)
- REHSC pathology records (1878-1998)
- large selection of administrative papers of REH, and Haddington, Rosslynlee and Gogarburn hospitals (c.1920-1970).

LHSA staff work to maintain good links with existing hospitals, and especially hospitals preparing for closure to ensure the proper transfer of material of historic value.

### *Overview*

*NHSL accessions remain serendipitous rather than a routine outcome of the life cycle of all records. This is mainly because the NHSL administrative records management procedures lack an archive appraisal component. However, LHSA storage space is also a constraint and led to the abandonment of RIE medical in-patient record historical sampling some years ago.*

### **Cataloguing**

Recently completed catalogues included:

- Helen Millar Lowe (GD34)
- Scottish branch of the Royal Medico-Psychological Association (GD15)
- West Lothian NHS Trust (LHB51)
- REH Certification Papers (LHB7/52).

The LHSA catalogue is maintained and updated electronically and in hard copy. A review of all un-catalogued collections will be undertaken in 2009 in order to develop a priority-led cataloguing plan.

The re-ordering of the case note collections affected by the shelving collapse (November 2006) is ongoing and should be completed by February 2009. Additional information about these collections has been collated in the process of re-arranging, which will now be

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consolidated to create better and more accurate catalogue descriptions for all LHSA case note collections.

A LHSA image catalogue has been developed using Microsoft Expression software. This is a searchable electronic catalogue holding thumbnail images and relevant metadata. LHSA is building up a large collection of digital images and it is an ongoing priority to add these to the new image catalogue. At the moment these digital images are stored in different locations and are catalogued in a number of different ways or not at all. The goal is to have all images stored in one catalogue and make image retrieval easier and more efficient.

In July 2008, LHSA provided cataloguing advice to CAPS. LHSA was able to offer expertise to an organisation with no previous experience of cataloguing collections of records.

### *Overview*

*Cataloguing work is always ongoing and time-consuming. Therefore, new developments taken forward by the Assistant Archivist (07) with respect to images are particularly welcome given it become a lower priority for the duration of the MLRP (phase 2 recant). In 2009 LHSA aims to increase cataloguing output. However, this would proceed more quickly if a LHSA cataloguer was appointed on a permanent basis or if non-NHS funding could be obtained specifically for fixed-term cataloguing projects.*

### **Preservation and Conservation**

#### *Core work*

Work to re-house collections included:

- LHB8/17/1-3 (Bruntsfield Hospital photographs)
- LHB8A/9/3 (EIMMH photographs)
- June 2007-December 2008 accessions
- c.3500 glass plate negatives
- David Murray Lyon case notes
- X-radiographs in Edwin Matthews case note series.

Remedial conservation treatment was carried out as required according to condition and access requirements including:

- RIE documents
- Rolled items separated from the collection as part of the MLRP (phase 1 decant) in 2006
- REH papers.

A condition survey of LHB1, 3, 5 and 7 bound volumes was undertaken and high priority items treated including:

- LHB3/14/9-35 (ERMH and SMMP Register of Births)
- LHB7/50/1 and 2 (REH Physician's Record 1849-51)
- LHB7/17/1-23 (REH Letter Books).

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In addition, the following were treated:

- Volumes damaged in the shelving collapse of November 2006 (including GD1/1, GD1/73 and GD17 items)
- LHB12/42/1-5 (Deaconess Hospital general case notes).

Storage for outsize flat paper items was provided with the purchase of high specification plan chests designed for archive material.

Microfilm surrogates for key volumes were produced as follows:

- LHB1/68/1 (William Adam RIE plan book)
- LHB1/111/1-3 (Florence Nightingale letters)
- LHB7/1/1 (first minute book of the REH)
- LHB1/1/1 (first minute book of the RIE)
- LHB1/5/1 (RIE Rules and Regulations, 1730)
- LHB1/126/1 (first RIE General Register of Patients)
- LHB6/38/1-5 – Leith Roll of Honour (also in TIFF format and as a ‘page turner’ – see *Outreach and Exhibitions* below for further information)
- LHB7/7/1 (first REH annual report)
- LHB7/13/1 (First bound volume of editions of the Morningside Mirror)
- GD10/7/1 (First ledger of recipients of the Edinburgh Society for the Relief of the Destitute Sick).

Digitisation of RIE microfilm case note series was completed including the case notes of the following:

- A. Logan Turner
- RIE Radiotherapy
- W. Mercer
- A. Pirie Watson
- Medical Outpatients Department
- J. Struthers
- W. Stuart.

LHSA also further formalised its collections care policy in line with accepted best practice and commissioned a bespoke insurance policy for conservation/restoration of collections in the event of damage, and joined both the Society of Archivists and the Institute of Conservation as an organisational member.

### *Project work*

The fourth Wellcome Trust RRMH funded project, *Preserving Edinburgh's twentieth-century reproductive and sexual health case notes*, continued on schedule, with the exception of a hiatus from August to November 2007 for recruitment of new staff. See *Staffing* section below. An extension to the project deadline has been agreed and the project will now be completed in April 2009.

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### *Other*

LHSA continues to produce written and photographic documentation. To develop the photographic documentation options for preservation and conservation work, a portable digital camera was purchased. It has been used extensively, for example to record the plaque wall at the Leith Treatment Centre.

Advice and services relating to CRC collections included assistance with conservation aspects of RRMH bids, advice on handling and conservation treatment etc., basic remedial work including surface cleaning, preparation of items for loan and participation in seminars.

Conservation/preservation services offered to external agencies have included:

- RCPE: advice on environmental monitoring and the conservation component of a RRMH bid
- RCSE: advice on condition surveys and participation in a National Preservation Office Preservation Assessment Survey
- University of Aberdeen: advice on the conservation component of a RRMH bid and execution of a conservation survey.

### *Overview*

*The Paper Conservator is responsible for the preservation of LHSA holdings in general and the conservation of particular items. The work is efficiently carried out by a variety of means using a mixture of core NHS and external project funding. Without the former, LHSA would not have been as successful in attracting non-NHS funding. The careful documentation of all work carried out is particularly important. Within a relatively short period since this post was created (2003) and then made open-ended (2005), LHSA became a recognised UK centre of expertise in the preservation of folder-based case notes in particular. The services of the Paper Conservator have also been shared with other organisations. As LHSA conservation need is considerable and ongoing, the refinement of the collections care policy is a vital component in developing targeted work in this area.*

### **Outreach and Exhibitions**

LHSA staff have developed this function in the last eighteen months, building up a strong body of work and expertise which has raised LHSA's profile locally, nationally and internationally.

Developments and projects include:

- reprint of existing LHSA leaflet detailing services on offer (May 2008)
- creation of photographic exhibition in conjunction with Artlink: Hospital Arts, celebrating 60 years of the NHS. This first went on display at the WGH Gallery in July 2008. It has also been displayed at St. John's Hospital, and from October 2008 is on show at the Pelican Gallery, RIE. There are plans for the exhibition to tour round further Edinburgh hospitals in 2009. An online exhibition is also available on the LHSA website. An article promoting the exhibition was successfully submitted to ARC, the Society of Archivists magazine
- creation of LHSA stationery collection which includes postcards, notelets, bookmarks and pencils. These are given out to visitors to the Archive and are displayed and made available at events, e.g. Edinburgh Libraries Fair (November 2008)

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- maintenance of LHSA fact sheets covering the main spheres of LHSA's work – these offer more detailed information than the general leaflet can supply and are updated on an annual basis
- extensive work with NHSL Communications Team throughout 2008 to assist them in their 60<sup>th</sup> anniversary celebrations, for example, providing images for articles and open days, and providing historical information about the creation of the NHS
- involvement in REH Bi-centenary Sub-Group
- loan of the Leith Roll of Honour to the Leith Festival in June 2008. LHSA staff were present, spoke at various events, supervised access to it, supplied copies to interested parties and developed a page turner version for electronic display
- loan of a selection of Andrew Kennedy drawings to an exhibition entitled 'British Outsider Art' which was held at La Halle St. Pierre, Paris from March to August 2008. Andrew Kennedy was a patient at the REH in the late-19<sup>th</sup> century
- involvement in Edinburgh's Hospital Heritage project since May 2007 in conjunction with representatives from RCSE and ECVS. The project aims to create short documentary films on the history of Edinburgh's hospitals, to be made available to view at LHSA and RCSE and on the LHSA website, featuring recorded interviews with former members of staff and patients and digitised LHSA photographs. The recorded interviews in full will be transferred to LHSA for preservation. The project group are currently working on films about Elsie Inglis and the EIMMH, and Sophia Jex Blake and the Bruntsfield Hospital
- talks given about LHSA and its services to the Lothian and West Lothian Family History Societies (October 2007 and April 2008)
- lecture on 'The Royal Infirmary of Edinburgh – 100 years ago, an introduction to the records of LHSA' given as part of Edinburgh University's Cultural Nourishment Lunchtime Lecture series. Lecture first given in October 2007 at RIE and repeated in April 2008 at the School of Scottish Studies
- participation in Edinburgh Libraries Festival (October 2007 and November 2008), which involved manning a stall and display at a day-long event bringing together archive and library services from across the city and from all sorts of disciplines. This event proved very worthwhile both years and served to highlight LHSA to both members of the public and other libraries and archives
- involvement in 'Narratives' project alongside RIE Arts Committee and Jane McArthur of Ginkgo Projects. The project will culminate in a permanent exhibition of RIE plaques at RIE, Little France alongside contemporary, specially commissioned bronze-work by artist Marian Fountain, scheduled to open in February 2009. Original plaques are currently held by LHSA but will be given on a long-term loan to the Arts Committee. As many enquirers (former patients and staff) often ask about these plaques from the Lauriston Place building it will be gratifying to have these on display to the public again
- lecture on 'Alexander Morison's Scottish mental disease practice 1808-1831', Edinburgh History of Medicine Group Seminar, March 2008, podcast available at <http://www.rcpe.ac.uk/library/history/ehmg-0708/index.php>
- paper delivered at the RRMH Winter School conference, Dublin, December 2008
- paper published on 'The 1815 Act to regulate madhouses in Scotland: a reinterpretation', *Medical History*, 2009, 53: 57-76; other submissions pending
- planning for "The REH and the History of Scottish Psychiatry" Conference (October 2009).

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### *Overview*

*Both Assistant Archivists and the Paper Conservator contribute significantly to this key area. Exhibitions are always a team effort but the Assistant Archivist (07) played a vital co-ordinating role in producing the 60<sup>th</sup> anniversary of the NHS exhibition and also gave the majority of the talks listed above. The Assistant Archivist (06) has also played an important role in improving LHSA publicity material, the Libraries Fair, and the Leith Roll of Honour loan.*

### **Web and C&IT**

#### *Web*

LHSA staff reviewed the LHSA website ([www.lhsa.lib.ed.ac.uk](http://www.lhsa.lib.ed.ac.uk)) from June 2007, and employed a temporary Website Content Developer from September to December 2007. The aim was to update the design, content and navigation of the site. It was hoped to make the updated site live in January 2008 but unfortunately it wasn't completed in time. Due to the focus on MLRP (phase 2 recant) for much of the rest of 2008 the web work had to be put on hold.

The style of the site has been redesigned, and will include a new homepage with an improved navigation menu. The architecture will also be re-structured to streamline navigation. Existing content has been updated and further content will be added as required. New pages will include the following: 'What's New,' which will be regularly updated to announce news and upcoming events; 'In the Spotlight,' which will showcase different items from the collections and be updated on a regular basis; 'Tales from the Archive,' which will highlight interesting stories discovered in LHSA's records; 5 specialist 'user zones' for family historians, NHS staff, academic researchers, archivists and schools. We will also create source lists to assist research into particular topics using LHSA material, for example, nursing, women in medicine, and hospitals during World War I and II. The conservation pages will also be entirely reworked.

#### *Digital Audit Report*

A review of digital assets is being undertaken and a draft report has been produced. It surveys the current extent of LHSA electronic holdings and makes recommendations about digital curation in order to safeguard them for the future.

#### *Other IT projects*

Following on from the digital asset review, staff are working on a complete re-structuring of LHSA's electronic file storage (project began in January 2008). This is a lengthy process involving the review of all files, disposal and archiving of non-current files, and the re-naming of files where necessary. A new file structure and rules for file-naming will be created which will enable more efficient retrieval of working documents.

LHSA's 35mm slide collection is being digitised. The slides are scanned, stored and backed up, and details are added to the LHSA image catalogue, making them much more accessible.

### *Overview*

*Considerable progress has been made regarding the website. The original development of it was made possible by the appointment of a Digital Library Officer in 2000 using the LHSA "overhead". However, the site is now in need of enhancement. Activity in this area is coordinated by the Assistant Archivist (07) webmaster. It has stimulated useful discussion*

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*about the nature of LHSA services and how they should be presented to users. The growing number of website 'hits' (see LHSA Enquiry Statistics 2007-2008) indicates its importance to them. However, it is also a vital LHSA staff resource, especially for the coordination of collective effort. The main difficulty regarding future work is being able to access C&IT expertise on a temporary basis in order to improve the site and further develop LHSA staff web-related skills.*

### **Repository Management**

From July 2007 to August 2008, LHSA collections were housed in the EUL basement stores (L14, L15, L37) and the LRA. Approximately 43% of the collection was in the former and 57% in the latter location. In August to September 2008, LHSA collections moved from the lower ground floor stores to the newly refurbished fifth floor stores. The majority of LHSA collections were moved to a store exclusively for LHSA collections (5.06) and a store fitted with wider shelves and shared with CRC collections (5.05). Material in the strong room (L37) was moved to 5.22, photographic material in L14 and L15 to 5.24 and the plan chests from the LRA to 6.01 (all shared stores). Selected material was moved from the LRA to 5.06 and 5.05. Roughly half of the collections are now on the central EUL site, and half at the LRA.

LHSA staff continue to have responsibility for reporting and acting on concerns with the environment and building structure of the stores that may impact on the condition of the LHSA collection, including provisions for safeguarding collections during the MLRP.

Environmental monitoring of all EUL and LRA storage areas, along with housekeeping and a pest management programme, continued. Investigation into improving the environmental monitoring equipment is ongoing.

#### *Overview*

*This work is carried out by the Paper Conservator and is a vital dimension of LHSA collections care. The work has significant L&C as well as LHSA dimensions. The new insurance policy covering LHSA holdings in the event of a disaster is an important feature of its collections care policy.*

### **MLRP**

The MLRP (phase 2 recant) process began in December 2007, earlier than first anticipated. LHSA staff worked in conjunction with UE staff to move LHSA staff, and all collections stored in the lower ground floor stores, to the fifth floor. LHSA participated in the Recant Steering Group for the duration of the recant process. Planning began in February 2008, with LHSA staff moving in July and collections moving in August and September 2008.

Work to prepare for the recant included co-ordinated collection data gathering and checking and high level shelf counts, followed by detailed shelf-by-shelf measurements, space allocations into new stores, shelf alterations and marking-up, and creation of move plans. Close supervision of collections during transit was undertaken on a rota basis. Following the move, post-move checks, shelf labelling and the creation of a new locations database for all archive material were carried out. LHSA also contributed significantly to the UE collections and staff move by providing staff time to a Deputy Project Manager post (20% FTE for the

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period February 2008 to September 2008 including two weeks of 100% FTE) providing input to the planning, site and collection supervision and risk assessment relating to the recant.

The recant was carried out successfully with no damage to collections sustained. The new fifth floor stores are a marked improvement on the storage facilities provided in the original fifth floor repository and the temporary arrangements in the lower ground floor stores. There has been no reduction in allocated shelf space, and environmental conditions to date are within recommended ranges for archival material.

A conservation display at the MLRP reception for UE friends, donors, alumni and staff in September 2007 was also hosted by LHSA staff.

### *Overview*

*The Assistant Archivist (07) led on LHSA data collection, space allocation etc. The Paper Conservator took on a role as Deputy Project Manager for the duration of the recant. Other LHSA staff contributed with respect to shelf alterations, data checking and the transit supervision. Previous experience gained by LHSA in the MLRP (phase 1 decant) from the 5<sup>th</sup> floor of EUL was put to good use in the recant.*

### **Joint working**

#### *NHSL*

LHSA staff have been involved in the development of, and consultation on, the following access and records management legislation and best practice guidelines:

- NHS HDL 2006 (28)
- NHS Records Management Code of Practice 2008
- NHSL Standard [NHSL Operational Procedure].

LHSA have also devised a formal operational procedure for the transfer of records to LHSA from NHSL.

LHSA staff maintain a high level of knowledge and practical expertise in information and access legislation ensuring that the service is compliant with FOI(S)A and DPA.

As well as the outreach and accessioning activities mentioned above, LHSA staff regularly assist NHSL with enquiries (see *LHSA User Statistics 2007-2008* for examples) and also provide advice on records management, in particular the use of the legislation and guidelines mentioned above. LHSA also provides advice on the care of NHS records not in its care, for example providing recommendations on the salvage of water damaged papers.

LHSA is represented on the RIE Arts Committee, advising on preservation and conservation issues of display and liaising with committee members on projects and exhibitions relating to or using LHSA collections.

#### *NHS Scotland*

LHSA provides a range of advice and services outside the NHSL catchment, often through the offices of the NAS. It also supports and advises other repositories that hold archival NHS records, such as Dumfries and Galloway Health Board Archive, Northern Health Services Archive and University of Dundee Archive.

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### *CRC*

LHSA staff continue to work closely with their colleagues in the CRC and participate in several groups including:

- CRC Promotion and Marketing group
- CRC Operational group
- CRC Exhibitions group
- University Collections book project team.

LHSA also provides conservation advice and services relating to non-LHSA collections.

### *L&C*

LHSA staff continue to work closely with their colleagues in the wider IS L&C division and participate in several groups including:

- L&C Managers Meetings
- L&C Finance Group
- IS Disaster Planning and Response Group, including provision of a disaster box for salvage of collections.

### *UE Colleges*

Academic liaison with the CHSS and CMVM with staff and students (undergraduate to PhD level) is ongoing. Particularly strong links have been developed with the Wellcome Trust Award Holder in the History of Medicine (Dr G. Davis) now permanently based in the Economic and Social History Department. Some of the outreach activities described above are relevant to this.

Helen Coyle completed her thesis 'A tale of one city – a history of HIV/AIDS policy-making in Edinburgh 1982-1994' - supervised by the Archivist - in December 2008. She was the sixth supervised student to successfully complete a PhD using LHSA holdings.

### *Overview*

*LHSA is an interstitial entity with strong cross-sectoral links that continue to proliferate in fruitful ways. There is a constant need to balance what can sometimes seem conflicting demands from a range of stakeholders in order to fulfil the aims of both NHSL as funders and UE as partner and host, while at the same time offering a public service that remains accessible to a wide range of individuals and organisations.*

### **Staffing**

#### *Current Staff on Open-ended Contracts:*

Archivist: Dr Mike Barfoot (09) (MB)  
Assistant Archivist (07): Rosie Baillie (RB, formerly McLure)  
Assistant Archivist (06): Laura Brouard (LB)  
Archive Assistant (03): Stephen Willis (SW)  
Paper Conservator (07): Ruth Honeybone (RH)

#### *Current Staff on Fixed-term Contracts:*

Project Conservator (05): Simona Cenci (SC)  
Project Assistant (03): Katrina Redman (KR)

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### *Staff Changes:*

From September to December 2007, LHSA employed Lesley Pearson (LP) as a Website Content Developer to assist with the review and upgrade of the LHSA website.

From December 2007 to March 2008, Anna Trist (AT) undertook a voluntary work placement to gain relevant conservation experience, helping her secure a place on the Northumbria University Conservation of Fine Art MA programme.

In November 2007, two new RRMH project staff, SC and KR, commenced work on the RRMH4 project: *Preserving Edinburgh's twentieth-century reproductive and sexual health case notes*. They took over from Toby Gough (TG) and Sue Turnbull (ST) who both left in August 2007. The project is scheduled to end in April 2009.

The contracts of LB and SW were changed from fixed-term to open-ended on 1 December 2007. Alison Gardiner (AG), part-time Assistant Archivist resigned with effect from 11 December 2007, her post was not replaced. In January 2008, RH and RB successfully applied to have their job descriptions regraded from grade 06 to 07. This reflected the changes to their jobs and responsibilities within the last couple of years.

### *Staff Development*

In the period July 2007 to December 2008, LHSA staff have attended the following conferences and training courses:

- Grid Enabling Humanities Datasets, e-Science Institute (LB, July 2007)
- Creating Accessible Websites, Edinburgh University (LB, July 2007)
- Paper Identification Workshop, Metropolitan University, London (ST, July 2007)
- Public Enemy No. 1: TB Since 1800, Glasgow Caledonian University (LB, September 2007)
- IS Recruitment training (MB, RB and RH, October 2007)
- Plague, Pestilence and Pox: the Influence of Disease on History, University of Edinburgh (LB, September-December 2007)
- The History of Surgery in Edinburgh, University of Edinburgh (RB, September-December 2007)
- National Preservation Office Annual Conference: Second Life for Collections (RH, October 2007)
- Basic Archive Skills, Archive Skills Consultancy, London (SW, November 2007)
- Ancestry Unplugged: A Conference for Archivists and Librarians, University of Strathclyde (LB, December 2007)
- 'In Need of Care and Attention: Local Authorities and the Implementation of the NHS (Scotland) Act, 1948-1960', University of Glasgow (LB, December 2007)
- Wiki Workshop, University of Edinburgh (LB, December 2007)
- Moulds and Dust in Libraries, Archives and Museums, The National Library of Scotland, (SC and RH, December 2007)
- Introduction to Adobe Contribute, University of Edinburgh (RB, December 2007)
- Visit to the Royal Commission on Ancient and Historical Manuscripts for Scotland (SC and KR, January 2008)
- Visit to Capital Collections project, Edinburgh Central Library (LB and RB, January 2008)

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- The Technology of Ancient Gold Work, National Museums of Scotland Conservation and Analytical Research Seminar Series (SC and KR, February 2008)
- An Introduction to Environmental Monitoring, Stirling Smith Museum and Art Gallery (KR, February 2008)
- Freedom of Information: An A-Z Guide, Act Now Training (LB, February 2008)
- LAM Collaboration: Organisation and Service Relationships on the LAM, Research Libraries Group Programs (LB, March 2008)
- Electric Connections 2008: Collaborating on Content, Slainte, Information and Libraries Scotland, Edinburgh (LB, March 2008)
- Visit to National Library of Scotland Conservation Department, (SC and KR, March 2008)
- Information Technology Infrastructure Library Introductory Course (IT Service Management scheme, part 1 of 3, RB, April 2008)
- Copyright in the Digital Age, Chartered Institute of Library and Information Professionals in Scotland, Glasgow Metropolitan College (RB, April 2008)
- Philosophy of the Archive Conference, Edinburgh (MB, RB and LB, April 2008)
- 3 Lectures on Midwifery given by Alison Nuttall, Anne Cameron and Professor Hilary Marland, Edinburgh University Medical School (LB and SW, June 2008)
- Health and Safety Seminar, University of Dundee (RH, June 2008)
- Annual Development Review Training, University of Edinburgh (RB and RH, August 2008)
- IS Managers Development Programme, University of Edinburgh (RB, began year long course in September 2008)
- First Aid Training Course (RH, April 2008)
- Visit to sculpture conservation studio (SK and KR, May 2008)
- Visit to Riverside Museum Project (RH, SK and KR, October 2008)
- Photograph conservation conference (RH, SK and KR, October 2008)
- Day conference on the history of the NHS (LB, November 2008)
- Pest Management conference (RH, SK and KR, December 2008).

### *Overview*

*The current LHSA core staff structure can meet most demands, with the possible exception of the cataloguing backlog. All job holders have contributed to the activity described here in significant ways. Training continues to be given high priority in order to provide staff with the necessary skills required now and in the future.*

### **Funding**

#### *NHSL*

The period of this report straddles two LHSA budget years which run from April to March in keeping with the NHSL financial year rather than the UE one (August to July). This presents some restricted accounting difficulties, which IS Accounts have been particularly helpful in alleviating during 2008-09.

The former 3-year cycle of Endowment funding came to an end on 31 March 2006. Since then, the budget has been made up of an Exchequer and a reduced Endowment component delivered annually.

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During the last three cycles of the new arrangement there have been 3% inflationary increases only. However, the Exchequer component (c.40%) is subject to a 2% NHSL efficiency saving, making the overall increase less than 3% in practice.

Over the same period the UE “overhead” has remained unchanged. However, the salaries have grown over the same period. Therefore, LHSA running costs are reducing annually. For example, the 2008-2009 budget was made up of c.70% salaries, c.17% overhead and c.13% running costs. The latter are primarily spent on conservation, including the new insurance premium.

The 2009-10 application, which has recently been submitted along the same lines, is probably the last one that can be sustained without any reduction in LHSA function.

2008-09 expenditure in relation to income is expected to break-even.

### *Non NHS*

LHSA currently has one Wellcome Trust RRMH grant (£121,000 over two years). See *Preservation and Conservation* above.

- Three further applications have been made to RRMH as follows:
- Preserving Edinburgh’s twentieth-century case notes: treating Tuberculosis and World War II injuries (£45,980)
- Cataloguing and conserving the historical books and journals of the Royal Edinburgh Asylum Physicians’ Library (£50,960)
- Re-finding the right clinical notes; improving access to personal health records in Scotland (£311,588).

The first was successful; the second and third failed, despite very encouraging referees reports.

### *Overview*

*LHSA strives to make efficient use of NHSL and external funding to achieve its objectives and to recognise the infrastructural and other contributions UE makes via the CRC and L&. As a result of MLRP the enhancement of facilities in the latter is a powerful argument for a re-examination of the position with regard to the overhead as well as the largely conservation-driven running costs component of the budget.*

**Report completed Dec 2008; revised Jan 2009.**

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### **Glossary**

C&IT: Communication and Information Technologies

CHSS: College of Humanities and Social Science (UE)

CAPS: Consultation and Advocacy Promotion Service

CMVM: College of Medicine and Veterinary Medicine (UE)

CRC: Centre for Research Collections (L&C, IS, UE)

DPA: UK Data Protection Act 1998

ECVS: Edinburgh Cine and Video Society

EIMMH: Elsie Inglis Memorial Maternity Hospital

ERMH: Edinburgh Royal Maternity Hospital

EUL: Edinburgh University Library (referring specifically to the Main Library building in George Square)

FOI(S)A: Freedom of Information (Scotland) Act 2002

IS: Information Services (UE)

L&C: Library and Collections Division (IS, UE)

LAM: Library, Archive and Museum

LHSA: Lothian Health Services Archive (CRC, L&C, IS, UE)

LRA: Library Research Annexe (off-site store for CRC collections)

MLRP: Main Library Redevelopment Project (EUL)

NAS: National Archives of Scotland

NHS: National Health Service (Scotland)

NHS HDL: National Health Service Health Department Letter

NHSL: National Health Service Lothian (Lothian Health Board)

RCPE: Royal College of Physicians of Edinburgh

RCSE: Royal College of Surgeons of Edinburgh

REH: Royal Edinburgh Hospital (NHSL)

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REHSC: Royal Edinburgh Hospital for Sick Children (NHSL)

RIE: Royal Infirmary of Edinburgh (NHSL)

RRMH: Research Resources in Medical History (Wellcome Trust grant programme)

SMMP: Simpson Memorial Maternity Pavilion

UE: University of Edinburgh

US: United States of America

WGH: Western General Hospital, Edinburgh (NHSL)