

## International Notes

Edited by Ewan Maidment

### Alexander Turnbull Library

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#### Introduction

The Alexander Turnbull Library holds New Zealand's national documentary research collections. These collections contain original material such as photos, drawings and prints, oral histories, manuscripts and archives, and printed material – books, newspapers, maps, magazines, and ephemera – relating to New Zealand and the Pacific. They also contain the largest collection of early printed books in New Zealand – including early voyages, works relating to John Milton and the seventeenth century – and examples of fine printing from around the world.

The Library was founded on Alexander Horsburgh Turnbull's private collection. Turnbull was a wealthy Wellington merchant who died in 1918. He bequeathed to the nation some 55,000 volumes, as well as manuscripts, photographs, paintings and sketches, which he had collected during his lifetime. That original Library has been enlarged many times since 1918 by other generous donors and by purchases made with government funding.

Turnbull's original intentions continue to guide the Library's collecting policy, while new initiatives, such as the Archive of New Zealand Music, the New Zealand Cartoon Archive and the Oral History Centre, reflect changes in the way we record the New Zealand/Pacific experience.

#### The Turnbull Collections

The Turnbull Collections include 8 kilometres of manuscripts and archives, nearly 1,600,000 photographs and negatives, 70,000 paintings, drawings, prints and cartoons, and 24,000 discs, tapes and cassettes covering music and oral history. The Library also holds nearly 258,000 books, 44,000 rare books, 60,000 maps, 140,000 items of printed ephemera, approximately 1,400 metres of newspapers, 4 kilometres of serials and 52,000 microfilm reels. The collections continue to

grow through donations, purchases and the legal deposit provisions of the National Library Act 1965, as amended.

### **Manuscripts and archives**

The Manuscripts and Archives Section of the Alexander Turnbull Library holds New Zealand's largest collection of non-government manuscripts and archives. Included here are the papers of Māori, Pākehā and Pacific Island people active in all areas of New Zealand and Pacific life, including discovery and exploration, land transactions, the arts, politics, war, protest movements, religion, science, industrial relations, business and community work, and environmental issues.

In addition to the papers of individuals and organisations of national, international, and Wellington regional standing, the Library collects papers of people who are not necessarily well known but whose experiences have been representative of aspects of New Zealand's history.

### **Archive of New Zealand Music**

The Archive of New Zealand Music collects and makes available scores and sound recordings of music composed and performed by New Zealanders, either resident or overseas. All styles of music – classical, popular, rock, jazz, band, country and folk – are represented. Archives of musical organisations form an important part of the collection. The Archive currently contains approximately 6,400 music scores and 3,200 music sound recordings as part of these collections.

### **Pictorial collections**

Turnbull Library Pictures holds approximately 200,000 photographic copies of original photographs, paintings, drawings and prints, along with copies of some cartoons, maps, posters, and illustrations from books, serials, newspapers and manuscripts. Visitors can browse through photographic prints of New Zealand and the Pacific from earliest European contact to the present, covering a wide range of subjects, including exploration, towns and cities, early shipping and other forms of transport, rural life, important events, New Zealanders at war and a wide range of human activities, as well as named portraits.

Original photographs are the responsibility of the Photographic Archive. It contains a rich collection of prints, albums, daguerreotypes and other items dating from the 1850s to the present, as well as more than 300,000 film and glass negatives.

The Drawings and Prints collections contain about 70,000 paintings, drawings, sketchbooks, prints and reproductions, which depict New Zealand and the Pacific up to the early twentieth century; New Zealand cartoons and portraits of New

Zealanders up to the present time; and architectural plans, chiefly of the Wellington area.

### **New Zealand Cartoon Archive**

The New Zealand Cartoon Archive is the product of a partnership between the Alexander Turnbull Library and the New Zealand Cartoon Archive Trust. The Trust's role has been to develop and promote a national collection of political cartoons; the role of the Library is to house this collection and make it publicly accessible. The collection of more than 20,000 images, dating from the late nineteenth century to the present day, is held in the Drawings and Prints Section.

### **Oral History Centre**

With more than 9,000 hours of spoken recording on discs, reels and cassette tape, the Alexander Turnbull Library has the most extensive collection of oral history recordings in New Zealand.

Subjects covered by the recordings include most aspects of life in New Zealand. These range from politics to nursing, postal workers to pop musicians, teachers to technicians, homemakers to foreign policy makers. The Oral History Centre holds collections of Māori oral history recordings and has regular involvement with iwi projects carried out in different parts of the country.

As well as conducting its own oral history projects, the centre carries out projects commissioned by organisations and individuals, provides training and advice on how to record oral histories, and hires out equipment for people making oral histories

### **Printed Ephemera Collection**

The Printed Ephemera Collection includes posters, programmes, advertising material, postcards, greeting cards, invitations, sale catalogues and even tram tickets. The material, primarily printed in New Zealand, is strongest in the subject areas of theatre, music, dance, protest movements and politics.

### **Cartographic Collection**

The Cartographic Collection contains a range of manuscripts and printed maps, charts, plans and atlases, ranging from rare originals and facsimile reproductions of the earliest maps to modern satellite imagery. There is comprehensive coverage of New Zealand, the Pacific and the Antarctic region, with representative collections for Australia and Great Britain and limited coverage of other areas of the world.

### **Published collections**

The Library holds comprehensive collections of published material relating to New Zealand and the Pacific. These collections include books, serials, newspapers, music scores, maps, ephemera, sound recordings, videos, and digital and online material. Included in this section is the world's most complete collection of printed Māori language material and the most extensive collection of New Zealand newspapers.

The Special Printed Collections of the Alexander Turnbull Library reflect the diversity of Alexander Turnbull's own collecting interests, and include rare and early examples of printed books, accounts of early voyages, special editions of English literature, one of the finest collections in the world relating to John Milton and the seventeenth century, and examples of fine printing from around the world.

The Library also holds a General Collection built on the original collection of Alexander Turnbull and contains books that are not from or about New Zealand and the Pacific.

### **Databases and access**

Each of the unpublished sections is responsible for the full range of collection management, descriptive and access activities based on their collections. So within each of the unpublished sections staff carry out the acquisition programme, descriptive programmes, all the associated collection management tasks and provide both on-site and distant research access to those collections.

TAPUHI (<http://tapuhi.natlib.govt.nz/>) is the database used for the management of, and access to the unpublished collections of the Alexander Turnbull Library. TAPUHI is an integrated relational database enabling the library to create linked hierarchies of descriptive and collection management records to provide physical and intellectual control of a wide diversity of collections in terms of content, size and format. TAPUHI provides us with multiple public access points and added acquisition, accession, security, on line requesting and issuing; issue history and conservation tracking and documentation functions.

TAPUHI was introduced into the Manuscripts and Archives Section in 1991; Photographic Archive and Drawings and Prints (this account is used for management and description of cartoons, ephemera collections and manuscript maps) in 1993 and Oral History in 1995. In each of these areas TAPUHI is used for all collection management documentation and for creating descriptive records which appear on the web face of the database. This part of the system is used by the public to access and submit online requests for material from these collections. (Note: Hakena, the Hocken Library's archival database, uses the same software as TAPUHI)



There are additional staff modules used by Turnbull Acquisitions to manage the accessioning of published material into the Turnbull Collections and by Conservation staff to record the conservation work done by that section, primarily on the Alexander Turnbull Library collections.

TAPUHI has proved extremely successful in all of these areas. The benefits for collection management has been enormous with an ever increasing proportion of the library's unpublished collections now being managed and described on the system. Researchers have also benefited greatly; gaining access to much more of the collections, accessing new material soon after it is acquired and being able to search right across these collections. Whilst it is important to stress that not all of the unpublished collections are as yet described onto TAPUHI the greater part of both the Manuscripts and Archives and the Drawings and Prints collections are now accessible through the database. Over the last two years an increased proportion of all of the unpublished collections have been made available through the allocation of additional funds to descriptive work.

*Timeframes* (<http://timeframes.natlib.govt.nz/>) More than 25,000 images from the Turnbull's collections of photographs, drawings, prints, paintings, posters, cartoon, maps and manuscripts can be searched on *Timeframes*, free of charge, and copies ordered from the site.

*National Library catalogue.* Much of the cartographic and some of the ephemera and music collections are published and are consequently accessible through the national library catalogue which is available through the National Library's web site at <http://www.natlib.govt.nz/>.

The collections are accessible to anyone who needs to see and use them. The Library serves diverse researcher communities and regular users include writers, publishers, academic staff and students, filmmakers, family historians, musicians, oral historians, journalists and others. The unpublished collections are all used by researchers within designated reading rooms or specific areas within each section. Each section has staff available to provide on-site research services and the staff in each section is also responsible for answering research queries about their particular collection in response to requests received via letters, email and phone.

The Library is able to supply copies of material in a variety of formats, including photocopies, microfilm print-outs, computer print-outs, digital photographic prints, laser photocopies, overhead transparencies and slides, or in digital form on CD-Rom. Copies of some items, such as microform copies of manuscripts, and some oral history interviews, are also made available through inter-library lending.

## Archives New Zealand

*Correspondent: Michael Hoyle, Group Manager, Government Recordkeeping, Archives New Zealand, Wellington*

### Restructure

Archives New Zealand became a separate government department with its own Minister on 1 October 2000. On 1 October 2002 Archives New Zealand implemented a new structure. This saw the scrapping of the modified policy, purchaser, provider split which had been in place since 1996. This structure had resulted in a large operational Archives Business unit and a small policy and standard setting body called the Statutory Regulatory Group both of which reported to the Chief Archivist. The new structure saw the establishment of four groups:

- Government Recordkeeping (Policy, Standards & Advice and Appraisal)
- Archives Management (Context, A&D, Preservation Services and Film)
- Access Services (Reference, Outreach and Government Loans)
- Business & Finance Services (Administration, Building Services, IT and Communications)

As part of this restructure the three regional offices have resumed, in the medium term, reporting directly to the Chief Executive/Chief Archivist.

There is still some work to be done including the appointment of a Kaiārahi (Māori Manager) as well as an examination of the relationships between the policy and business planning roles. There may be other smaller changes as the institution considers priorities and continues to develop as New Zealand's largest archival organisation playing its part in terms of government accountability and cultural heritage roles.

### Statement of intent

In May 2002 Archives New Zealand released its first Statement of Intent (SOI). Work has now commenced on the second SOI. An SOI is a medium term strategic document which sets out the Archives purpose and outcomes as well as its agreed direction for future work. Included is a capability analysis which provides a basis for achieving the Government's goals. Extensive consultation with internal and external stakeholders is very much a part of the development process. The second SOI will build on the first taking into account the current environment with particular attention being paid to the development of state indicators (ie the impact

of the archives work programs). The SOI provides the high level strategic direction around which Group business plans are based.

### **New public records legislation**

Work on the Public Records Bill is continuing. The Minister responsible for Archives New Zealand, Marian Hobbs has been fully briefed, most of the policy proposals have been approved by Cabinet and a second Cabinet paper centring around possible exclusions will be completed shortly. Drafting instructions have been prepared and it is hoped that a bill will be ready for circulation to government departments in the first half of 2003. It should be introduced in July and come before Select Committee in August. The development of the legislation has proved an interesting exercise in terms of consultation and building a greater profile for the institution amongst government agencies.

### **Launch of the government recordkeeping program**

Archives New Zealand is bringing together many of its records standards, policies, advisory notices and other products into a single branded package of material for government agencies. This will be launched by the Minister responsible for Archives New Zealand, Marian Hobbs at the Wellington Town Hall on 27 March 2003. State Services Commissioner, Michael Wintringham will be the key note speaker.

The next day there will be one of Archives New Zealand's quarterly recordkeeping forums which will specifically address aspects of the package with government record managers or their equivalents. Launches will also take place in Christchurch and Auckland in April. Staff training sessions will take place prior to the launch and sections with direct agency responsibilities will be prepared to assist or take follow up action.

### **Government Locator Archival Description Information System**

Government Locator Archival Description Information System (GLADIS) is Archives New Zealand's automated contextual documentation system which will provide on line finding aids, work flow support for a number of key documentation processes and will be a fundamental pillar in both the organisation's support of recordkeeping in government and its own archives management activities. Work is continuing with early parts of the system now delivered. These cover the functionality and work flows for registering and maintaining three core descriptive entities including agencies. Significant work has been done to capture contextual data from paper based finding aids and convert data from legacy systems.

## Exhibitions and an open day

Over the last 12 months Archives New Zealand have held two successful exhibitions, the first on holdings relating to New Zealand's natural environment which was endorsed by UNESCO and the second on one of New Zealand's Parliament Buildings – the Beehive. In addition, Archives New Zealand in conjunction with the National Library and the Parliamentary Library held an Open Day in November 2002 to coincide with the Library and Information Association of New Zealand Aotearoa annual conference.

## Manuscripts and Archives at the University of Auckland Library

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### The collections

Within the University of Auckland Library system, archival collections are housed in three separate libraries – Fine Arts, Architecture and the General Library – and comprise almost 2.5 kilometres of material. The Fine Arts Library houses the School of Fine Arts' archives, as well as smaller collections donated by staff and students. The Architecture Library collection began in 1975, when the Library received a donation of drawings by Mr H. L. Massey. These were followed a short time later by a collection of the work of Gummer and Ford. Subsequent donations represented the works of some of Auckland's well-recognised architects, including M. K. and R. F. Draffin, R. A. Lippincott, Vernon Brown, Group Architects and Abbot and Annabel.

The General Library manuscripts and archives collection (1,300 linear metres), has the largest and most complex array of collections, and has been the site of the considerable activity in recent years. It had its origin in the gift of the papers of Sir George Fowlds, an eminent politician and community leader, in 1939.

When the General Library moved into its present quarters in 1969, special provision was made for the archives and manuscripts in the form of an air-conditioned, fireproof strongroom. At the same time the position of Special Collections Librarian was created, which included responsibility for the care and organisation of these materials. The collection at this stage was arranged in five sequences:

- A. General. By far the biggest sequence and including all material not housed in the following.

- B. Literary manuscripts. Works of fiction and poetry, in any non-Oceanic language.
- C. Maori and other Pacific Islands languages. Works written in any of the Oceanic languages, or material relating to their study.
- D. Industrial relations. Auckland branch union records and material relating to the trade union movement. Bert Roth, labour historian and Deputy Librarian for many years, was instrumental in encouraging local unions to donate much of this material.
- E. University of Auckland. Although the official records of the University are held by the Vice-Chancellor's Office, many University groups and individuals associated with the institution have donated material over the years, and there is also a substantial amount of historical material relating to Sir Keith Sinclair's research on the history of the University (published in the centennial year 1983).

The bulk of the collection consists of records of trade unions, social organisations and political parties with a strong bias towards Auckland-related material, and papers relating to University history. Political papers include Auckland branches of the New Zealand Labour Party and New Zealand Communist Party. Personal papers include those of people connected with the University and of New Zealand literary and political figures, including A. R. D. Fairburn, Robin Hyde, Kendrick Smithyman, Peter McAra, Sir George Fowlds, Richard Northey and Judge John Acheson.

Undoubtedly the major Pacific collection is the Western Pacific Archive (1877–1978), transferred to the Library from the UK Foreign and Commonwealth Office after many months of negotiation and preparation in 2002. This large collection (760 metres) is stored off-site, and has already been used by a number of researchers, in addition to generating reference enquiries from remote users. Other significant Pacificana are the papers of Elizabeth Bott-Spillius (1958–60), which record her research on Tongan history and culture in association with the Tongan Traditions Committee and Queen Salote Tupou, while the papers of Frederick Joseph Moss (1876–1904) on the administration of the Cook Islands and George G. Carter's papers relating to the Solomon Islands Methodist Mission are also significant.

The most important Maori collections are the Whatahoro genealogies of Ngati Porou; the Te Rangituatahi Te Kanawa genealogies; the hymnal of Hepetipa Rua Kenana (Maori millennial prophet); the William Gilbert Mair papers (1871–1904) relating to Maori land issues; the Whenua Manihera genealogies (Ngati Kahungunu); Ngati Hau records (1879–1927); a notebook of Rikirangi Te Turuki

Te Kooti (1880s); Ranginui Walker papers (1968–2001); and records of the Auckland District Maori Council (1970s–80s). Photocopied collections of great cultural and historical value are the Sir George Grey and John White papers; and minute books of the Maori Land Court relating to the local region. Maori manuscripts are managed in collaboration with the Maori Services Team, Te Ropu Ratonga. The closely related Archive of Maori and Pacific Music, a very significant ethnomusicology collection, is administered by the Anthropology Department.

The Microtexts Collection also includes important archival collections, some of which are rare or unique. Of particular note are the records of the Cook Islands Native Land Court and the New Zealand Maori Land Court, both of major cultural, historical and genealogical interest. The latter forms the largest collection of the Court's records available in Auckland, and therefore attracts a wide range of researchers from both the University and beyond.

The limited access to the contents of the records prompted the Collection to undertake a major initiative to index the microfilm records for the critical period of 1865–1910, with funding from the New Zealand Lotteries Commission.<sup>1</sup> The Library has been a member of the Pacific Manuscripts Bureau consortium since 1995 and has purchased most of its earlier productions retrospectively.

In 2002 major changes took place in the Library: the archives and manuscripts and all special collections in the General Library (eg the New Zealand Glass Case and General Glass Case), together with rare book and archival material from the science libraries, were incorporated in a new Special Collections<sup>2</sup> facility on the Ground Floor. A more spacious and comfortable supervised reading room is now available, and the entire facility is air-conditioned.

## Policy

A recent development was the compilation of a library-wide collection development policy for archives and manuscripts, taking into account the existing strengths of the collection, the University's research interests, and the holdings of other regional and national repositories (in particular the Auckland City Libraries and Auckland War Memorial Library which have substantial archival collections, and the Alexander Turnbull Library which has a national collecting focus).

After considerable discussion and input from stakeholders, the document was ratified and incorporated into the Library's Collection Development Policy (see [www2.auckland.ac.nz/lbr/acquis/coldev.htm](http://www2.auckland.ac.nz/lbr/acquis/coldev.htm)).

New collections are regularly received, primarily by donation, but some literary collections have been purchased.

### Access and use

All collections are listed in the *Manuscripts and Archives Catalogue* (see [www.lbr.auckland.ac.nz/databases/learn\\_database/public.asp?record=nzpmss](http://www.lbr.auckland.ac.nz/databases/learn_database/public.asp?record=nzpmss)), and most of the larger collections have printed inventories available in the Reading Room. The holdings are also reported to the *National Register of Archives and Manuscripts* (see [www.nram.org.nz/](http://www.nram.org.nz/)), which has greatly improved the visibility of collections at the national level. Before accessing collections readers must complete the registration procedures and agree on standard conditions of use, and all photocopying is done by staff. As part of the refurbishments, an unobtrusive overhead A2 scanner was installed to minimise impacts on rare book and archival materials.

The collection has three staff. Because of the staffing level, services are only available between 8.30 am – 5 pm Monday to Friday, although hours of access are extended to Saturdays 9 am – 5 pm during semesters. A wide range of clientele uses the collection, including academic staff and many outside researchers, and there is no restriction on users who are not members of the University. The predominant use by academic staff, and an area which generates much reference activity, is New Zealand literature, as students and staff of the English Department are actively involved in studies of poets and writers such as Robin Hyde, Kendrick Smithyman and Mary Stanley. The Library also supports the development of the New Zealand Electronic Poetry website (online at [www.nzepc.auckland.ac.nz/](http://www.nzepc.auckland.ac.nz/)), which results in a number of requests for suitable images and texts. Inquiries about University history are also a perennial interest.

### ENDNOTES

- 1 Maori Land Court Minute Books Index. For information on ordering the copies of the Index, see [www2.auckland.ac.nz/lbr/maori/mlcmb\\_databasepurc.html](http://www2.auckland.ac.nz/lbr/maori/mlcmb_databasepurc.html).
- 2 Homepage at [www2.auckland.ac.nz/lbr/speccoll/home.htm](http://www2.auckland.ac.nz/lbr/speccoll/home.htm)

## Hocken Library – Uare Taoka O Hakena Archives And Manuscript Section

*Correspondent: Anna Blackman, Curator of Archives and Manuscripts, Hocken Library, Otago University, Dunedin*

### Introduction

The Hocken Library is a research library focusing on New Zealand and Pacific history situated in the city of Dunedin, in the region of Otago, in the South Island of New Zealand.

The Library originated as a gift from Dr Thomas Morland Hocken to the people of New Zealand and is managed in trust by the University of Otago as a branch of the University Library. Dr Hocken was the Dunedin Coroner but in his private life was interested in the early history of New Zealand and the Pacific (including Australia) and amassed a significant collection of books, painting, maps, photographs and archives during his lifetime. The Library opened in 1910 and has enjoyed a variety of homes around Dunedin since then. It moved to the current site (a beautifully renovated Art Deco cheese factory) in 1998.

At the time Dr Hocken was collecting during the late nineteenth century there were strong connections between the New Zealand and the Australian colonies, particularly Victoria. Sources for Australian history in the collections reflect this. Many immigrants to New Zealand travelled to Australia first before settling in New Zealand and there were many connections with business firms having offices in both Melbourne and Dunedin as well as families having branches on both sides of the Tasman Sea. There was also significant migration between the Victorian goldfields and those in Central Otago and on the West Coast of the South Island.

The Library now includes extensive collections of publications, newspapers, periodicals, maps, ephemera, music, art, posters, photographs and of course, archives and manuscripts. The collections are used by a wide range of researchers including secondary and tertiary students, family history enthusiasts, academics, authors and others with a particular specialist research interest.

### **Archives and Manuscripts Section**

The Archives and Manuscripts collections originated with Dr Hocken's own collections of early diaries, correspondence, journals and miscellaneous documents relating to the early history of New Zealand and have grown over the years to include some 7,000 linear metres of material.

The Section is responsible for most day to day tasks relating to the management of the archives and manuscripts collections, this includes acquisition, appraisal, accessioning and arrangement and description, and providing written and reading room reference services.

The Archives and Manuscripts Section is a 'collecting archives' in the fullest sense of the phrase and archives are currently collected from many organisations and individuals. The collections document a wide range of activities mainly within the Otago community but also include some collections with a wider national significance.

Finding aids currently consist of a combination of manual and electronic tools. The collections are described in widely varying levels of detail which can cause frustration and confusion for readers. Our primary electronic tool in the management of the



collections is Hakena, an Awairs based software package introduced in 1997, that allows us to undertake most collection management and arrangement and description tasks in a totally electronic environment. Hakena may be searched online at [www.library.otago.ac.nz:801/nreq/Welcome.html](http://www.library.otago.ac.nz:801/nreq/Welcome.html)

For the readers Hakena's strength lies in its many access points to descriptive information about collections (such as corporate and individual names, subjects, place names, and iwi/hapu or Maori tribal names, record type and language). It also allows the readers to search in a number of different ways to suit their needs, from a 'broad heading search' that searches many fields at once to more specific searches of particular fields. Library of Congress subject terms are used, sometimes supplemented by local subject terms when LC is inadequate. We are currently looking at adding appropriate Maori subject headings and place names for specific collections with a high level of Maori interest.

For the staff, Hakena allows us to do many of our everyday processes such as registering readers, issuing archives to readers (it keeps an issue history for each item), accessioning material to the collection and arrangement and description work.

Collections that are not described on Hakena are accessed using a simple card catalogue which indexes mainly by the title of the collection. This is supplemented by collection inventories and other lists.

The permanent staffing level of the section consists of about 3.5 full time equivalents, but currently our ranks are swelled by the addition of 4.25 staff as a result of the Archives Access Enhancement Project.

### **The Archives Access Enhancement Project**

The Archives Access Enhancement Project is mostly funded by the New Zealand Lottery Grants Board, and partly by the Otago University Library. Project planning began in 2001. When we found our application for funding from the Lottery's Environment and Heritage Committee was successful, in March 2002, further planning was undertaken and staff started in September.

The initial term of the project is two years but we will almost certainly be pursuing further funding in the future. The overall goal of the project is to improve the level of intellectual access to the archives. We are achieving this by ensuring that there is at least a summary or collection level description for each collection available on Hakena, as at the start of the project only about 33% of collections were catalogued at all on Hakena. This situation was confusing and frustrating for readers and time consuming for staff on reference duties.

Early on in the project planning stages we made the decision that the Miscellaneous Manuscripts sequence of collections would all be fully arranged and described. These are all small collections, mostly with single items or less than 4 items. They made a good training ground for the new staff, none of whom had any significant experience of arrangement and description work. Work on this sequence is almost complete at the time of writing with about 1000 collections added to Hakena so far.

We do not have enough resources to completely arrange and describe all collections to item level during the two year project period, so work on collections is prioritised by two criteria. These are: the type of collection and how it fits into our collection policy; and the 'guesstimated' level of reader interest in that particular type of collection. In order to rank all collections in priority order we undertook a comprehensive survey of collections late last year. Information was gathered for each collection on the state of the finding aids, level of Hakena information, the size and content of the collection, access restrictions and relationships between collections. For the first time we have a complete listing of all collections by title which is in itself a useful finding aid. This information will be used not only for collection level description on Hakena, but also for prioritising collections for arrangement and description.

## Macmillan Brown Library Archives

*Correspondent: Jeffery Palmer, Archivist, MacMillan Brown Library, University of Canterbury, Christchurch*

The Macmillan Brown Library archives at the University of Canterbury, Christchurch New Zealand, is probably not as well known to readers of *Archives and Manuscripts* as some of the other more illustrious archival institutions in New Zealand. We are certainly not as large nor, alas, as well resourced. Nevertheless, over the past 20 to 25 years the Macmillan Brown Library has been quietly building a nationally and internationally significant collection of archives, manuscripts, photographs and architectural drawings.

As you will see the history of the archival collections over the past several years in particular has been primarily about enhancing the archival establishment and building relationships with key stakeholders. I hope an examination of these themes will provide some insight into archives work at Macmillan Brown.

The origins of the archival collections can be traced to the library's founder, John Macmillan Brown. Macmillan Brown was foundation Professor of English and Classics at Canterbury College in the 1870s as well as being a keen social

anthropologist focusing on the peoples of the Pacific. Macmillan Brown's substantial collection of books formed the core collection of the Macmillan Brown library's published materials in 1935 and his personal and research papers were one of the early archival collections received by the library. This formed the precedent upon which subsequent generations have built to establish the collections that we have today.

The acquisition of archival donations by the library really hit high gear during the 1970s and 1980s via the enthusiastic endeavours of current Macmillan Brown Librarian, Max Broadbent. This period was one of rapid growth in terms of archival collections received, a feat made more remarkable by the fact that at the time the Macmillan Brown Library had but a skeletal staffing establishment and minimal resources.

By 1997 the library had built a collection of some 1,300 linear metres of archival material covering a wide variety of donors and subject areas. The collection encompassed everything from the records of political parties to personal and family papers. It was at this point that the foundation archivist, and writer of this article, was appointed.

As of December 2002 the Macmillan Brown manages a collection of over 2,600 linear metres of archives and manuscripts; 100,000 architectural drawings; 50,000 photographs of various types and a variety of works of art. We are also building a significant oral history archive, largely based on work undertaken by students and academics at the University of Canterbury.

Broadly speaking, the archival collection is split into three main areas. The first, and largest, is the donated collection. As the name suggests this consists of donated archival material from the local Canterbury community. We are very strong in the records of political parties, groups active in social change (eg HART and the NZ Nuclear Free Peacemaking Association), literary papers (such as the Ursulla Bethell papers and Keri Hulme's original manuscript of the Bone People), trade union records and personal and family papers.

The second major aspect of the collection is the archives of Te Runanga o Ngai Tahu, the local South Island Maori *iwi* or tribe. Ngai Tahu deposited a significant quantity of archives with the university some years ago. In late 2001 Nelson Tainui was appointed Ngai Tahu Tribal archivist. Nelson is based in the Macmillan Brown and the Library works in partnership with him to care for the Ngai Tahu archives. They are integrated into the physical and intellectual infrastructure of the broader collections but remain the property and responsibility of Ngai Tahu.

The third aspect of the collection is the university archives. In mid-2002 the Macmillan Brown Library became the official repository for the University of

Canterbury's corporate archives. This action was one aspect of a wider push to introduce improvements in the records management infrastructure at the university. When the foundation archivist, and writer of this article, was appointed in 1997 the university had not yet fully implemented the basic physical and intellectual infrastructure needed to manage its burgeoning archival collections.

The finding aids at that time consisted of a number of typescript inventories and a manual 'location guide folder' that recorded where each archives collection was held. Some of the major collections were available, at a collection level description at least, via the library's PAC, although these descriptions were not linked directly to the manual inventories or the actual physical location of the collection in the repository.

This produced a number of logistical problems related to the physical and intellectual management of the collections. For instance it was time consuming and difficult for library staff to efficiently retrieve and re-shelve items and researchers found searching the archival finding aids somewhat troublesome because of the lack of a direct link between collection, series and item descriptions. With the increased use being made of the archives these problems soon began to compound and library staff found themselves operating in a very problematic environment.

A lot of these difficulties were produced by the fact that the library had made a valiant effort to try to manage the archives using the same systems used to control the published book collection. There were some very sound reasons for making this attempt, not the least of which was the obvious economies of scale engendered through having all library collections managed via the same intellectual control mechanism. However, the system used to manage the published collections was simply not equipped to deal with basic archival concepts such as provenance, record series and the inter-relatedness of record groups.

After some debate and much hard work the library adapted Microsoft Access to provide a computerised intellectual control system for archives that operates independently of the main published collection at an item and series level, but is integrated into the wider system at an accession or collection level. This means that researchers can use the library PAC catalogue for their initial archives search and then link through to static HTML pages for series and item level descriptions.

The archival establishment at the library has experienced several areas of significant change over the past few years; our partnership arrangement with Ngai Tahu, the Memorandum of Understanding we have with Canterbury Museum and the development of a University Corporate Archive and records management policy.

As far as we are aware the partnership the Macmillan Brown Library has embarked upon with our local Maori iwi, Te Runanga o Ngai Tahu, is unique in the New

Zealand archival environment. Some years ago Ngai Tahu placed a considerable quantity of their corporate records in the care of the Macmillan Brown. While these records always remained the property of Ngai Tahu the library administered the records and provided access to them for researchers.

In late 2001 this relationship was further enhanced with the appointment of Nelson Tainui as Ngai Tahu Tribal Archivist. The Tribal Archivist is fully funded by Ngai Tahu and is responsible to them. However the library and the Tribal Archivist work in partnership to care for the Ngai Tahu record. This is a mutually beneficial arrangement whereby Ngai Tahu are able to take advantage of the library's established archival systems and the library gains the considerable cultural and practical advantages of having a tangible relationship with our local treaty partner.

A similar spirit of partnership and cooperation has led to an increasingly close relationship between Macmillan Brown and the university's Registry. From the inception of Canterbury College in 1873 to about 1950 the university record was remarkably complete and well-ordered. There was a series of minute books from various committees while the correspondence was based around an annual single number system. However the increasing complexity of university administration post-1950 led to the creation of a subject based filing system and that is when the problems began.

Needless to say there was also no formal retention and disposal scheduling except for that part of the system that deals with academic, student and financial records. These represent some of the core functions of the university and have tended to be better cared for in records management terms. As a result of various reports and much internal dialogue the Macmillan Brown Library became the repository of the university's permanent archival record in 2002. We now perform many of the functions of a corporate archive, including providing advice to university management on records management issues. We have taken in over 120 linear metres of university records and are intimately involved with the creation of university wide archives and records management policies including the creation of retention and disposal schedules and a records classification scheme.

This brings me to a further area of collaboration. It may seem fairly fundamental but it is something that we often overlook, namely, given the amount of material that we have to manage, and the inadequate resources that we have to manage them, we cannot do this in isolation. The Canterbury Museum and the Macmillan Brown Library have come to an accord, or more accurately a memorandum of understanding, on our collection policy in an attempt to build a cooperative working relationship. What we decided was that in a small country such as New Zealand with a limited population base and ever diminishing resources, competition in collecting archives can have an effect that is, at best, counterproductive.

It was obvious to staff at both institutions that while dialogue at an informal level regarding collection policy and dealing with offers of donations *etc.* was both beneficial and rewarding, a more formal arrangement needed to be entered into to ensure that such cooperation remained an essential part of the work of future archivists and curators. At the same time the University of Canterbury and the Canterbury Museum were working towards an overarching Memorandum of Understanding that promoted cooperation in research and scholarship, in the broadest sense, between the two institutions. The need to coordinate archival collection policies was specifically mentioned in the research memorandum and acted as an added impetus for drawing up a formal agreement regarding archives collecting policies.

In late 2000 the Macmillan Brown Library and the Museum decided to attempt to produce a formal Memorandum regarding their respective collecting policies. This was progressed through a series of joint meetings of curatorial and archives staff in 2001. Finally on 31 January 2002 the Canterbury Museum and the Macmillan Brown Library signed the final Memorandum of Understanding with respect to their archival collection policies.

In a practical sense this means that the respective repositories have some clearly defined boundaries in archival collecting activities. We chose those areas based on an analysis of both our existing collection strengths and user demand. If either institution is offered archival material in the other's stated area of interest it will encourage donors to offer material to that institution. The ultimate decision as to the disposition of the materials will, of course, be up to the donor but once the reasons for the memorandum have been explained it has been our experience that donors are generally more than willing to be accommodating.

For instance the Macmillan Brown Library notes a special interest in political papers, labour and industrial relations and archives relating to literature while the Canterbury Museum lays claim to papers relating to Antarctic exploration (particularly the heroic age), family histories and philatelic archives

Such a focused collection policy enables us to put more resources into establishing relationships with our core client group: students and academics. An area that I am hoping will be one of considerable growth over the coming months and years is that of joint collaborative efforts with students and academic staff.

We have piloted an example of this kind of cooperation through the establishment of the Writing Research Aotearoa Archive at Canterbury. For some time Dr John Newton, a lecturer at the university's English department, had been running a post-graduate course whereby his students would interview various Canterbury literary figures. Dr Newton approached the library seeking a home for the transcripts

and other materials that were produced as a result of these interviews. We were able to work out a formal arrangement with the department where by the students deposited their material into the 'Writing Research Aotearoa Archive' according to set procedures and standard archival norms.

Not only does the archive gain a valuable and expanding collection but the students gain a useful insight into archives work and the challenges involved in managing and maintaining these kinds of materials. The relationship has expanded over the past year or so. Now, not only are students contributing towards the Writing Research Aotearoa Archive itself, they are also undertaking arrangement and description work on other aspects of the literary archives that we hold as part of their course work. For instance we currently have a student working on producing a comprehensive index of a portion of the letters we hold from the poet Ursulla Bethell. The student will be required to index the archives according to standard practice at the Macmillan Brown and she will be assessed, in part, according to the detail and functionality of the index that she produces.

This kind of arrangement has proved to be very fruitful. It enables archives to be channelled directly into the teaching and research programmes of the University, which given the difficulties of dealing with large amounts of valuable but largely unsorted archives can be very difficult to do effectively. The archive gains valuable indexes and inventories that would not normally be produced. Like all archives and heritage institutions labour for the mountain of work that we need to undertake is in constantly short supply for the Macmillan Brown, a situation compounded by the fact that the university as a whole has a policy against the use of volunteer labour.

Like all cultural heritage institutions the Macmillan Brown Library archives faces many challenges. Primary among these is the constant pressure on staff and resources that we all face. However, we envision that the twin themes growth and cooperation will be the defining paradigms of the archival work for some time to come and look forward to the benefits this will bring to the research community.

## **New Zealand's Westpac Archives**

*Correspondent: Pauline Porteus, Archivist, Westpac New Zealand, Wellington*

It has been noted that: 'Banking, if it cannot lay claim to the oldest examples of business archives, can certainly claim to have yielded the largest and most continuous set of business records'.<sup>1</sup> Westpac has been in New Zealand since 1861 and the bank's archive holds significant, continuous records related to the establishment and growth of New Zealand's urban and rural communities.

The Westpac Archive was established in New Zealand in 1979 and holds material from the four banks that now form Westpac. The bank was first established in New Zealand in April 1861 when the Bank of New South Wales arrived from Australia and took over the Oriental Bank's New Zealand business.<sup>2</sup> In 1912 the Commercial Bank of Australia arrived in New Zealand and in 1982 the two banks; the Bank of New South Wales and the Commercial Bank of Australia merged to form Westpac. In 1996 Westpac Banking Corporation purchased Trust Bank<sup>3</sup> and established the New Zealand trading name WestpacTrust. In 2003 the name changed again to Westpac.

The archivist (a sole position) reports to the Head of Marketing Communications and is located in the Legal Department, Lambton Quay in Wellington. The service is provided for 3 days a week. There are 40 linear metres of archives held in the basement of Lambton Quay building (these are archives that are frequently referred to) and the rest (600 linear metres) are held in off-site stacks at Gracefield (13 kilometres from the city centre). The archives are in a variety of media and include an extensive paper and digital photograph collection, paper files, electronic files, audio/video tapes, films, plans, posters, bank notes and a small museum collection.

The collection includes: board minutes; branch and general bank financial records; customer and staff records; photographs of staff, bank buildings, public and sporting and other events; audio visual tapes of bank advertisements; in-house communications; various publications, artifacts, uniforms, plans, correspondence, newspaper clippings, minutes, annual reports, subject files and deeds. The material is mainly used for historical research for bank anniversaries and public relations events. Publications about products and services are often required for evidence in disputes between the bank and customers. Staff instructions are referred to when bank procedures are in question or being revised. There are also various external enquiries from genealogists and other researchers.

### **The management procedures**

Policies, procedures and other information about managing the archives are held on an electronic Archive Manual in Lotus Notes software.

Access to the collection is through the archivist. The main finding aid is the accession register, using Excel software. The register has twelve mandatory fields and the records are described at item or series level. It would not be difficult to transfer the data from the register to more sophisticated archive software when it becomes worthwhile to do so. There are also various subject and reference descriptions in the Archive's Manual.



Many internal enquiries are directed to the Archive's Westpac History Database (also in Lotus Notes software) which is accessible to all Head Office staff. This database provides comprehensive online historical information about the bank's branch histories, bankers, buildings, business and various other subjects such as gold mining, staff uniforms and early banking technology.

The Archive holdings are briefly summarized on New Zealand's National Register of Archives and Manuscripts (NRAM), reference number X235. The register is on the internet at [www.nram.org.nz](http://www.nram.org.nz). NRAM is similar to the Register of Australian Archives and Manuscripts (RAAM) and accepts entries from all New Zealand repositories.

### **Microfilm/digital project**

One of the most significant series held in the Archive is the Inspector's biannual reports. These reports were written by the New Zealand Inspector<sup>4</sup> and each of the branch managers to the Head Office in Australia. They provide succinct descriptions of the New Zealand bank business from 1888 to 1980. There are over 140 bound reports covering every town that had a bank branch. Each report summarises various economic, political and other conditions (including the weather) that have effected or may effect the national or local economy. The reports give the manager's opinions on the local district, describe significant customer transactions, give the names of branch managers and staff, the managers' salaries and details of the buildings. The Archive began a microfilming and digitising project for these records at the end of last year which has almost been completed by Micrographic Services in Wellington. Microfilm copies will be held in the Alexander Turnbull Library and possibly other local archives institutions. This project will provide a preservation copy as well as easier digital access for the bank. It will also benefit the wider research community by increasing their access opportunities. However, since the bank will still need to maintain its privacy obligations, permission for research will remain with the bank.

### **The future of bank archives in New Zealand**

At the time of writing all of the New Zealand bank archives (including this one) appear to have a positive future. The Bank of New Zealand Archive re-opened last year after closing for several years and there are current plans to re-open their significant banking museum. The ANZ has recently appointed a new archive records manager and the National Bank Archives continues to operate on part-time basis.

## ENDNOTES

- 1 Green. E, (1998). 'Bank archives in perspective', in Kinsey, S, and Newton, L, (eds), *International banking in an age of transition. Globalisation, automation, banks and their archives*, Ashgate Publishing, England.
- 2 The Bank of New South Wales did not take over the Oriental Bank company, only its NZ customers and premises.
- 3 Trust Bank was formed in 1986 with the amalgamation of nine New Zealand Trustee Savings Banks: Waikato, Bay of Plenty, Eastern and Central, Wanganui, Wellington, Canterbury, South Canterbury, Otago and Southland.
- 4 Later called 'Chief Executive'.

## **Pacific Regional Branch of the International Council on Archives (PARBICA)**

*Correspondent: Michael Hoyle, Secretary General, PARBICA*

### **International Records Management Trust / World Bank Forum 'Evidence Based Governance in the Electronic Age', Johannesburg, South Africa**

Through generous sponsorship from the Commonwealth Foundation six members of PARBICA were able to attend and participate in the International Records Management Trust/World Bank Forum 'Evidence Based Governance in the Electronic Age' which was held in Johannesburg, South Africa in September 2002. Approximately forty national archivists from developing Commonwealth countries attended along with a number of representatives from educational institutions. PARBICA representatives came from Papua New Guinea, Vanuatu, Fiji, Samoa and the Cook Islands. In addition, the Secretary General (based in New Zealand) was also able to attend in a resource capacity to assist with facilitation, presentations and reports back.

Topics at the Forum included the role of records in governance issues, transparency and accountability, electronic recordkeeping and freedom of information laws. Video conference discussions took place with representatives from the World Bank in Washington as well as with officials in centres such as Ottawa, London, Paris, Delhi and Montevideo. A set of resolutions was developed and an action plan put in place.

Follow up has included four electronic discussions involving government officials and records managers/archivists debating issues relating to recordkeeping and

- information technology and electronic records;
- financial management reform;

- legal judicial reform; and
- and public sector reform.

Video conferences are also being planned and it is hoped that some senior government officials in the Pacific Islands will be able participate in this activity.

All too often geographic isolation and lack of resources mean PARBICA members in the Pacific Islands miss out on participating on the world stage. This occasion provided an excellent opportunity for members to meet other national archivists, share experiences and participate in global debate and action. PARBICA thanks Dr Anne Thurston, Director, International Records Management Trust for supporting our participation.

### **Shipping Container Storage Trial Project**

(Report by Ted Ling, National Archives of Australia)

PARBICA provided funding for an investigation of using a shipping container for storage purposes. The container was placed in position in March 2001 in the National Archives of Australia's Darwin office car park and filled with approximately 150 boxes of records placed on steel shelving. The container was not air-conditioned, although it was insulated. Two dataloggers were placed inside the container to record temperature and relative humidity levels at regular intervals. One datalogger was placed on a shelf and the other was placed inside a storage box. The container was left in place for 12 months (until March 2002) and the dataloggers recorded conditions over that time.

The final results were not encouraging as environmental conditions, particularly relative humidity levels, remained too high to ensure long-term record preservation. Humidity levels were regularly well above 60% during the wet season.

While the results were not encouraging, the National Archives of Australia believes that the trial was a worthwhile exercise for two reasons:

1. It demonstrated the positive benefits that accrue from placing records inside boxes. Conditions inside the test box, as opposed to conditions outside, were on average 1 degree cooler and the humidity level was 7% lower. Storage boxes clearly have a positive buffering effect against environmental extremes.
2. There are a number of countries that use shipping containers because there is no alternative. The Archives is preparing a set of specifications that will help such countries get the maximum benefit from these containers.

A detailed report on this project has been prepared for the ICA.

## **PARBICA 10 Conference and Workshops**

Work is continuing on the PARBICA 10 conference and training workshops which will be held in Wellington, New Zealand 21 – 26 July 2003 at the Convention Centre and Archives New Zealand. The theme of PARBICA 10 is *Remembering, Recording and Reclaiming*. A draft program has been put together and publicity sent to members and other interested parties. In keeping with feedback from members there will be sessions on latest developments and current issues in archives in the Pacific, a computerisation workshop, education and training, conservation and government recordkeeping. In addition, there will be specific presentations on the Western Pacific High Commission Archives, the New Zealand Government apology to Samoa and the Pacific Pathways project as well as institutional tours and the opportunity to visit a Marae.

The Association of Commonwealth Archivists and Records Managers (ACARM) is also intending to run a workshop on legislation on the final day. The Secretary General is being ably assisted by Ken Scadden, a former Secretary General of PARBICA and organiser of the previous meeting in Wellington in 1989. A working party has met three times to assist with planning and Bureau members have been focusing on completing funding applications.

## **Distant Education Project**

PARBICA has applied for funding to the ICA to progress work on establishing a vocational certificate in records and archives. Discussions have taken place with the IRMT consultants regarding options for progressing this work. For details regarding this project see *Archives and Manuscripts*, Volume 30 Number 2, November 2002, pp. 195–96. For more information please contact: Michael.Hoyle@archives.govt.nz

## **The Unesco ‘Pacific Pathways’ Project**

*Correspondent: Winston Roberts, Information Strategist, Policy & Strategic Development Unit, National Library of New Zealand / Te Puna Mātauranga o Aotearoa, Wellington*

### **Aim of the project**

‘Pacific Pathways’ is a long-term project to promote digital access to Pacific culture in documentary form, in the public domain, held in the libraries and archives of the Pacific Island states. It is hoped that it will run for the duration of UNESCO’s current medium-term strategy (2002–07). The project relates to UNESCO’s

'Memory of the World' programme and to its 'Information for all' programme on digital libraries and the information society.

The project was developed with the assistance of Pacific people, and focuses on Pacific heritage. It is hoped that it will eventually attract partners from all 17 UNESCO member states in the Pacific region as well as from other countries with territories in the Pacific. It is hoped also to involve other organisations concerned with the digital divide, e-government, the provision of resources to support education, and with the strengthening of links between the cultures of Polynesia, Melanesia, Micronesia and their diasporas.

### **Responsibility for the project**

The project was developed by a steering group including representatives of the UNESCO sub-regional office in Apia and the New Zealand National Commission for UNESCO, with experts from USP (Suva) and the National Library of New Zealand. Advice was provided by regional representatives of IFLA (International Federation of Library Associations and Institutions), PARBICA. The project is currently being managed by UNESCO staff in the region, with oversight by the Adviser for Communication and Information at the UNESCO Regional Bureau for CI in New Delhi.

### **Phase 1 (2002)**

In 2002 the UNESCO sub-regional office in Apia contracted Esther Williams, then Director of the Library of the University of the South Pacific in Suva, to undertake a survey of libraries and archives of Pacific member states of UNESCO, to report on the extent of their existing digitised materials, their capabilities, and their willingness to cooperate in digitising documents in providing public digital access to documents or collections, on the adequacy of existing ICT provision and needs (at institutional level and nationally), on the level of skills and on awareness of related issues such as information literacy.

The NZ National Commission for UNESCO asked the School of Information Management (Victoria University of Wellington) to synthesise the findings of reports published over recent years on the situation in libraries and archives in the region, and on ICT infrastructure and applications.

The findings of these two reports were presented at a meeting of regional experts, held at the National Library of New Zealand, Wellington, on 12–15 November 2002. Participants reflected on the feasibility of an integrated approach to digital access to Pacific documentation, discussed technical models and solutions for preserving and accessing indigenous cultures in documentary form, challenges to inter-operability, and strategic issues including partnerships.

Participants were senior managers and researchers from national libraries and archives from Fiji, the Cook Islands, PNG, Samoa and Palau, with representatives of PARBICA, the NZ National Commission for UNESCO and the National Libraries of New Zealand and Australia. Some presentations were made by New Zealand experts on software development, digitisation and professional training. The meeting was also fortunate to be addressed by Mr Abdul Waheed Khan, UNESCO's Assistant Director-General for Communication and Information.

### ***Outcomes of the first phase***

The surveys carried out in 2002 are now available from UNESCO. The outcome of that expert meeting was a plan of action, including some initiatives which it is hoped will provide the National UNESCO Commissions of Pacific Island states with data enabling them to develop proposals for funding of further work at national or sub-regional level within the framework of UNESCO's Participation Programme, during 2004–05 and later.

The meeting developed various recommendations under the broad overall headings of:

- raising the 'visibility' of libraries and archives and awareness among decision-makers of the potential of digital access;
- coordination of ICT policies in the region and reduction of telecommunications tariffs;
- a regional strategy for the development of multipurpose community telecentres;
- digitisation of cultural heritage in documentary form;
- developing a Pacific portal;
- training programmes for digital skill; and
- improving (e-)communication within the professional sector and strengthening the organisation of the sector.

### **Phase 2 (2003)**

A number of specific actions were proposed, to be carried out by participants at the meeting with the support of UNESCO (and – it was hoped – regional authorities and institutions) during 2003:

- development of a communication/awareness strategy;
- holding of a regional meeting on telecentres;

- a survey to identify collections of historical/cultural importance, able to be digitised;
- development of a training plan for digitisation;
- development of a portal: Pasifika On-line; and the
- development of a Pasifika e-Forum.

### **Current activities**

The project is currently focused on the development of digitisation activities and basic staff training:

- USP in Suva is currently carrying out a survey to identify collections of Pacific cultural materials which are already digitised or which could be digitised, to consider technical and financial issues, and to recommend ways to make such access available to educational and cultural institutions in the Pacific and to the public at large.
- UNESCO staff are identifying trainers and suitable training courses.
- staff at the National Library of New Zealand are providing advice on digitisation issues upon request.

A progress report will be provided to the meeting of National UNESCO Commissions in the Pacific, in July 2003.

### **Further information**

Further information can be provided by Ms Tarja Virtanen, Adviser on Communication and Information at UNESCO's Regional Bureau on CI in New Delhi [t.virtanen@unesco.org](mailto:t.virtanen@unesco.org)

## **What's Happening at Wellington City Archives**

*Correspondent: Joanna M. A. Newman, City Archivist, Wellington*

Wellington City Archives is the archival repository for Wellington City Council, the local authority for New Zealand's capital city. Established in 1995, the Archives drew together Council records from all over the city; from Town Hall basements prone to flooding in spring high tides, sports grandstand basements and park sheds. There were also some collected archives, passed to the Council from organisations such as the Centennial Exhibition Company Ltd and the Wellington Show Association. The Archives then opened to the public at the beginning of 1996 and, with a staff of four, did a sterling job of meeting the research needs of City

Council staff and the public (providing all historic building permit and consent services for the Council). After the initial massive project of listing and boxing huge numbers of files in 1995, however, there was little or no resource for even basic archival work, let alone development.

Almost exactly seven years after opening to the public, the scene is a very different one. There are now nine and a half permanent FTE's and, at this point in time, two contractors. Internal research requests have grown by 45% to 1,864 per annum and external requests by 35% to 4,712 per annum. Revenue from the building plan search service and supply of copies and photography is now projected to be \$120,000 for the 2002–03 year. Professional archival systems and practices are in place, and facilities have been extended, air-conditioning systems upgraded and very early warning smoke detector systems installed.

The flow of accessions remains steady, as is the case with any in-house archives, and holdings steadily increase. Now, though, appraisal and arrangement and description are at last able to take place. Furthermore, a large proportion of the holdings are indexed on a database, meaning that approximately 219,000 items are able to be searched electronically, along with images of 3,000 photographs. This number grows every day and the interesting thing is that there is evidence that our customer base may be growing as much because we know more about what we hold, as because of promotion.

A large proportion of our customers come with building-related enquiries, but more and more are professional or amateur historians and students. We have developed some excellent relationships with tertiary institutions in Wellington. Our programmes are designed to help us cope with students' demands and at the same time encourage development of their knowledge and use of archives. We believe that such a programme also helps Wellington's academic institutions differentiate their courses in today's competitive tertiary market.

Our internal customers also keep us busy, with everything from research for litigation to putting together historical images for public presentations. Internally, too, we work with other City Information Team members to develop and implement WCC's information management strategy and to improve records management practices. It is our responsibility to develop retention and disposal schedules for the organisation and now schedules covering a good part of the organisation are available on the organisation's intranet site.

Exciting new developments and projects at Wellington City Archives include the scanning of building plans and implementing an online database for researchers. The scanning is prioritised to deal with heavily-used Central Business District buildings and heritage buildings (listed or potential) first. The purpose is to preserve



the originals by eliminating the frequent handling and copying and, ultimately, once we reach a critical mass, reduce the amount of staff time required to provide building plan services. The online database also required a critical mass of described items before it could be useful to customers, and we believe we have reached that. The user interface is now being trialled in the Reading Room to get feedback on it, with the intention of providing web access later in 2003.

Agreement has also just been reached with the Museum of Wellington City and Sea to transfer its holdings of Union Steam Ship Company and Wellington Harbour Board archives to the management of Wellington City Archives. The majority of these are already stored at Wellington City Archives but this new arrangement is part of an attempt by organisations across Council to maximise specialist facilities and skills.

There is still a tremendous amount of work to be done at the Archives – like every archives, there is a perpetual backlog and it seems as though one will never reach the stage where everything is as the professional archivist would like it! The important thing is, however, that, as Emile Coué said, 'Every day, in every way, [we're] getting better and better'. At the same time as usage of the archives is increasing significantly, so is protection and preservation – and there's not much more you can ask for than that!

## **International Council on Archives Paris Office**

*Correspondent: Evelyn Wareham, ICA Programme Officer*

My first year at the Paris headquarters of the International Council on Archives (ICA) is passing by rapidly, punctuated by many new experiences, places and people. As programme officer, my main responsibilities are to support and improve ICA's programmes and activities. It is also a great opportunity to absorb as much knowledge as I can about archives around the world, not to mention to experience everyday life and work in a different country, with all its incumbent little joys and challenges, and become fluent in a new language.

ICA's mission is the advancement of archives worldwide. Archives, by providing evidence of human activities and transactions, underlie the rights of individuals and States, and are fundamental to democracy and good governance. Archives safeguard the memory of mankind by preserving records of its past. In pursuing the advancement of archives, ICA works for the protection and enhancement of the memory of the world. With some 1,700 archives institutions and archivists as members, across around 170 countries and territories, ICA encompasses all major language communities, and administrative and cultural traditions in the world of archives.

The ICA office is housed within a complex of the Archives of France in the Marais district of Paris, footsteps from the Pompidou and Picasso museums, the Seine and Notre Dame. This archive, the birthplace of the principal of public access to government records, has an unbroken continuity in this location from its foundation at the French revolution's height in 1790. It cares for archives of French central administrations from the Merovingian period to the 1950s in a labyrinthine network of offices and storage areas across a series of modified and purpose-built buildings dating from 1375 to the 1980s.

Work in ICA has also taken me to the breathtakingly space-age Gatineau preservation centre outside Ottawa, the 'new' Public Records Office at Kew and 'old' Historic Manuscripts Commission in London's Chancery Lane, and to the Federal State Archives and Russian Archives Institute, where some 100 students and researchers study archives issues, in Moscow. Just as each of these institutions is in the midst of a period of transformation, so too is ICA.

In the organisation's traditional four-year rhythm from congress to congress, 2000–04 is a period which will see a number of significant changes. The structure and culture of ICA bear 'stretch marks' or 'growing pains' of its development from an association of directors of mainly European national institutions in the formalist environment of the cold war towards a more complex organisation bringing together archival institutions, professional associations and individual archivists from an extensive range of evolving economic, administrative, political and cultural contexts.

The plethora of ICA regional branches, sections, committees and project groups continue to pursue research, develop new standards and guidelines, and provide seminars and conferences for different segments of the profession. Projects currently underway include:

- Revision of the International Standard Archival Authority Record ISAAR (CPF)
- Development of best practice guides on appraisal, electronic records management, low-cost archives repositories, and preservation for exhibitions
- Establishment of regional education programmes for East Asia and the Pacific
- Specification of requirements and assessment of archival description software
- Establishment of a new Section for Sports Archives

Meanwhile, significant changes are being made in key elements of ICA's structure and systems.

### **Bringing the ICA Constitution into the future**

A major revision of the ICA Constitution is being undertaken, with the aim of maintaining the sound principles that have brought ICA to its present successes, while pushing for increased transparency and accountability, better planning, more equitable structures, a sounder financial base and stronger representation of membership and the profession in decision-making.

Key proposals for change include the introduction of an annual general meeting (replacing the current annual delegates' meetings and four-yearly general assemblies), 'real' elections for key posts, representation of sections on governing bodies, increased stability of dues calculations, and strengthening of the role of the ICA President. I am told by our Section of Professional Archival Associations that constitutions and logos are the bane of every association executive, consuming much time and always facing objections! Nevertheless, Constitutional revision is the most effective means to ensure agreement across ICA's broad constituency on key changes which we need to make ICA effective for the future. Updates on the process will be posted on the ICA web site at [www.ica.org](http://www.ica.org).

### **Improving ICA's performance**

From afar, it may seem that an organisation the size of ICA must be run by a multi-story building of committed staff. However, my arrival marked an exponential increase in the size of ICA's permanent office from four to five staff (a rise of 25%)! Continuing strengthening of the basic infrastructure of the organisation is a goal for this period, whether in terms of paid staff, quality volunteer officers and committees, or supporting infrastructure and systems. One core component of improved performance is the ICA web site, as electronic communication is now the key means for ICA to carry out its work and communicate the results.

The ICA site is undergoing an upgrade to allow for richer, up-to-date and more relevant content, as a tool for the c500 volunteers who serve on ICA's committees and boards and a communication channel with the profession at large. At the same time, we have to keep serving the substantial proportion of ICA members who are on the other side of the digital divide and to push to bring them into electronic networks.

### **Celebrating diversity , International Congress on Archives, Vienna 2004**

The 2004 Congress, in Vienna from 23–28 August 2004, will break new ground for ICA. Unlike previous Congresses where up to 3000 participants watched distant speakers in a stream of plenary presentations in a vast darkened hall, 2004 will be a Congress where the diversity of ICA's membership can be shown and served. Multiple streams of concurrent sessions will focus on a range of current concerns.

Most sessions will be monolingual (whether in English, German, French, or other languages) enabling more spontaneity and interaction between speakers and audience. Austria's beautiful and culturally rich capital, Vienna, will also be a glorious setting for the gathering. Mark your calendars and start saving for your tickets!

In 2008, the Congress returns to Asia-Pacific thanks to the generous invitation of the National Archives of Malaysia. The Malaysian hosts are keen to bring the countries of the Asia-Pacific region into the planning and organisation of this Congress, which will focus on innovation and new developments in the records and archives field. Australia would be very welcome as a key partner in coordination of the Malaysia 2008 Congress.

## **Changing Government – For The Better, And For The Record!**

*Correspondent: Sonya Sherman (National Archives of Australia / UK Public Record Office)*

The annual Records Management in Government conference (RMG) is an opportunity for information managers in UK central government to learn about legislative and policy developments, and share practical experience of archives and records management in this industry sector.

Hosted by the Public Record Office (PRO), this year's conference (October 2002) focused on the practical implementation of 'e-Government' and management of the resulting electronic records generated by these services. The central theme was Government and the Citizen: Records Management Beyond 2004.

In the Modernising Government white paper of March 1999, UK government organisations were set the target of managing all their records electronically by 2004. In conjunction with other information-related legislation (Data Protection, Freedom of Information, Human Rights), this target is a significant driver for massive changes in records management, government-wide.

There was a lot on offer from the two-day program. Topics covered practical issues of (1) policy and strategic development; and (2) implementation and case studies. Many high profile speakers gave presentations, including Rt. Hon. the Lord Chancellor, Lord Irvine of Lairg, who gave the keynote address. Lord Irvine made clear his support for achievement of the 2004 target, emphasizing that '...now is a time of great opportunity and challenge... where we can change the way government works – for the better and for the record.'

The first session covered the interplay between e-services and records management. Tim Flesher detailed the experience and progress of Inland Revenue (IR) in electronic service delivery. Of the transactions conducted through the e-government gateway, 98% are for IR services. Mr Flesher emphasized the importance of improving or creating new services, noting that putting a paper process online generates very little take-up and adds little (or no) value.

Steve Luxford (National Audit Office) provided an auditor's perspective on electronic services – including an interest in effectiveness and efficiency, accountability, the security and legitimacy of transactions. The Australian National Audit Office report on audits of government recordkeeping has been read with interest in the UK. The NAO has published two reports of its own on better services through e-government and a report on the digital divide is due early in the New Year.

There was a break in presentations for the awarding of the first diplomas to the RM3 students. RM3 is a program designed to provide practical skills and knowledge in records/information management, and to contribute to the professional development of government records staff. All the students were very excited, as was Sarah Tyacke (Keeper of the Records), who offered hearty congratulations as she presented the awards.

The next session split into parallel streams for interactive discussion of case studies. Advice on the development of policies for citizen services was provided by Richard Thompson (Home Office), Terry Moseley (Assembly for Wales) and Vincent Royle (Treasury Solicitors Department). On implementing services and managing e-transactions, we heard from Jo Fox (Planning Casework Service), Roger Barbour (Crown Prosecution Service) and Richard Mascall (Rural Payments Agency). The speakers represented a range of agencies – large, small, policy-based, service-oriented. It was very interesting to learn about the different ways electronic service was being implemented, and the flow-on effects for records management. Many attendees also shared tips on practicalities such as contracting, change management, planning and technical issues.

The final session of Day 1 provided an overview of the legislative framework that is driving the process of change in UK government services and information management. Speakers from the Lord Chancellor's Department, HM Stationery Office and the Constitution Unit described the intention and potential impact of freedom of information, privacy, data protection, European Union guidelines and directives, and the possibility of new archives and records legislation for the UK.

Day 2 once again focused on very practical aspects of the issues confronting UK government records managers. Meg Sweet of the PRO talked about the benefits

of developing a whole-of-government approach to records management. This can be facilitated in the electronic environment, but will require changes in our ways of thinking and working. Peter Drury of the National Health Service (NHS) also spoke about change management, particularly in regard to organisational culture. The NHS is a massive organisation that is making steady progress toward 'joined-up' records management by realizing the benefits of new technology. Different sub-cultures operate in various parts of the organisation, that have sometimes worked quite independently. Understanding these cultures has been vital to the broad implementation of common processes and practices.

George Harrold of OGC Buying Solutions offered sound advice on procurement options for electronic records management (ERM) systems. This was followed by an interactive session in which David Thomas asked attendees 'What Do You Want? – how can the PRO help records managers to achieve government targets?'

The conference was also attended by representatives from some ten ERM software suppliers. They were available at special booths so that attendees could meet, ask questions and receive product demonstrations. Two hours were set aside on the afternoon of Day 2 for suppliers to present their products to small groups.

The final sessions involved discussion of appraisal and selection – the impact of electronic systems as perceived by three end-users. Some areas of concern included: electronic archiving and the possible loss of access to primary sources; loss of context; automated selection and destruction; finding aids and indexing methods. This provided a refreshing change of perspective, as there is often little contact between records managers, and the end-users of archives.

David Smith (Office of the Deputy Prime Minister) gave an inspiring speech on integration – of services, records management and government in general – drawing together the strands of the past two days. He concluded that the following should be the initial priorities:

- Agree common FOI procedures
- Share best practice on EDRM development
- Facilitate the location of government records
- Develop methods of storing e-records for the medium- to long-term
- Share best professional practice

and quoted 'that guru of e-records – Benjamin Franklin', who said: 'We must all hang together, or, most assuredly, we shall all hang separately.'

John McKernan supported these conclusions with a summary of whole-of-government developments in the Northern Ireland Civil Service. He recommended

public sector drivers for e-business should focus more on socially inclusive services and less on sales and marketing.

Overall it was a packed program, but one I think was of immense value to government records managers, due to the practical advice, case studies and product demonstrations available. The conference also provided the opportunity to network and share information with staff from other department. This type of communication is a foundation for integration and 'joined-up' government.