

MADRAS COLLEGE ARCHIVE SUPPORT GROUP  
Note of plenary meeting of Thursday 18th June, 2009

1. Apologies. Ellen Bowman (Duke of Edinburgh expedition) and David Galloway (unwell) tendered apologies.
2. In attendance: Sandra Thomson, Liz Higgins, Arlen Pardoe, Edmund Robertson, Adam Smallwood, Daniel Charlton, Elliot Parry, Michael Greig, Jamie Murphy, Elaine Methven, Frances Humphries, Anne Morris, Maia Sheridan, Lindsay Matheson.
3. Note of the meeting of 3rd March. AP and ER noted that their apologies had not been recorded.
4. Temporary relocation of archive to L1. LM thanked Elliot, Michael and Jamie for their recent assistance in carrying the boxes and racks down to L1 from the Music House. The key to L1 is available from Christine in the main office for access to the archive.
5. Permanent relocation to K3. ST reported that K3 will shortly be ready for use, certainly by the end of June. A lockable store may also be used for certain items. ST will organise for a new lock for this cupboard.
6. Catalogue. EH spoke to this item. Several important matters were discussed, including: making the archive's content easily accessible; keeping the school and the university systems compatible; schemes of classification (Maia has emailed the university systems within the "CALM" matrix); ensuring that the formats are clearly established in advance of relocation of the "New Archive" to K3. EH will meet with MS and AP regarding "symmetry" of catalogue categories. In due course EH will produce a summary paper for the group explaining the categories to be used. AM raised the issue of indexing to facilitate searches. Once the new catalogue is electronic it should be possible to create indices. AP used the example of "Abbey Times" and suggested that this be an initial project for scanning and producing PDF files. EP thought the the English department might be interested in taking on some of the work involved, since it would be of interest to current pupils. AM mentioned the collection of school photographs held by the Preservation Trust. She will obtain a copy of the database so that any gaps in the school's own collection may be filled. FH mentioned two books she possesses which contain chapters on Madras College. Sections of these could be copied and retained for their general interest.
7. Website. AP spoke to this item. He has just set up the website (under [www.madrascollegearchive.org.uk](http://www.madrascollegearchive.org.uk)) at a cost of £70 for two years, and the uploads will start today. For the two-year subscription there is no limit on the volume! The aim is to digitise everything possible. ER tabled a copy of the text and artwork of James Walker's "Fair Book" that he had placed on a mathematical website. It is an example of what can be done with other artefacts we possess. He also described work done by his society using optical character recognition techniques to produce databases capable of being indexed.
8. Exhibition. LM has been assisted by JM, EP, MG and EM in selecting possible items for the pre-Concert display to be set up in Q10 on Wednesday 24th. Diane Houston (Art) will assist in the display of items which will be organised during the day on Wednesday. AP will produce a banner/poster advertising the website. LM will produce slips to be available for the public giving the website address and contacts for possible donation of items. Names of the Support Group will be posted. Helpers will be welcome on the night to keep an eye of exhibits and talk to visitors. EM will assist on the evening. EP will assist in setting up.
9. Responding to requests. AS handed on several external requests to LM to which he had not had time to respond. He will remain in the group, however, and LM (or any volunteer!) will respond. LM thanked AS for his efforts over the past session.
10. Link with St Andrews University. Maia is now permanently on the university team and specialises in manuscripts and collections of documents. The specialist scanner available in the university should be used for any fragile documents for which we make facsimiles. Other more robust documents can be copied by normal reprographic methods.
11. AOB. ER emphasised the importance of retaining current archive material electronically. This is to be discussed with Mr Jones so that the categories applicable are identified.
12. Next plenary meeting. This will be on 10th September at 3.45 pm, to be confirmed.

LM thanked members for another fruitful meeting and closed the proceedings at 5.00 pm.

LM, for the group

18th June 09