LOTHIAN HEALTH SERVICES ARCHIVE

ANNUAL REPORT 2010

1. Introduction

This report covers the period 1 January to 31 December 2010. It describes LHSA's progress and development with regard to core functions (user services, accessions, cataloguing, preservation and conservation, outreach and cultural engagement); supporting functions (web and IT, repository management, MLRP, joint working); and concludes with sections on management and administration, staffing and funding.

Abbreviations and acronyms have been used throughout except in section headings and sub-headings. Please consult the glossary in section 15 for full definitions of terms used.

2. Executive summary

LHSA holds NHSL's historically important records that must be permanently preserved in keeping with current legislation and guidelines. It collects, catalogues, preserves and enables access to these records and actively promotes their use.

LHSA continues to provide the exemplary archive and conservation services that its long-standing reputation is based upon. Core functions have been extended and developed in line with increased demand for services.

In 2010 LHSA has worked closely with NHSL and UE. It has provided vital information to support NHSL FOI(S)A responsibilities, public records consultations, legal cases and public inquiries; and provided advice on records management and storage of records and fine art. It has also supplied information and images to support heritage celebrations and exhibitions. Through LHSA's outreach and cultural engagement activities and joint working, it has also supported UE's strategic aims of excellence in learning and teaching, research, and knowledge exchange. LHSA is a regularly used, efficient and reliable resource centre.

3. User services

3.1. Overview

LHSA enables NHSL to fulfil its legal responsibility to provide access to records under FOI(S)A, DPA and public records legislation, and other relevant guidelines. LHSA also promotes the use of the Archive as an information resource to increase the understanding of the history of health for the benefit of all.

LHSA consistently provides first-rate user services and has a wealth of experience in this area. All users are provided with a reliable and valued service. NHSL enquiries are always given the highest priority.

The number of visits to the Archive to consult records has almost doubled in 2010 signifying an increased use by academic researchers, local historians, and by family historians from across the world: the importance of LHSA's records to this ever-growing audience should not be under-estimated.

3.2. Enquiries

LHSA continues to deliver a very busy enquiries service. LHSA receives c. 10 enquiries per week and an initial response is sent out within seven days of receipt. All enquiries falling under the remit of FOI(S)A are answered within the required 20 working days. We record all types of user enquiries in one database (NHSL enquiries about LHSA collection material or local NHSL history; remote enquiries asking for assistance with private/academic/family history research; requests to consult LHSA material in the CRC Reading Room; requests to reproduce LHSA images; requests for professional advice from other archive/library/museum staff).

In 2010 LHSA received 550 enquiries (see section 3.6 for comprehensive user statistics). Responding to enquiries is usually a time-consuming process and involves initial research and administration. It may lead on to in-depth research, photography, and extensive correspondence with the DPH and enquirer when DPH permission is required for access to restricted information.

LHSA prides itself on delivering a high quality enquiry service that is regularly praised by users.

"Thank you for your message and for the excellent research which you have done on my behalf. I am very impressed with the detail, thoroughness and effort which you have given to my awkward enquiry and I am extremely grateful. The information which you have dug up is all new to me and will be a great help to my own work."

"Thank you very much for the Asylum records of my ancestor. Whilst they do not make particularly nice reading, they do now fill an important gap in my history and I am so grateful for your help. Please keep up the good work."

"Thank you so much for your all your help and research. It is wonderful to have all this information. You have been a fantastic help."

LHSA has also created a new database to regulate and record permissions for the use of images. As well as copying records for users' research, we are frequently approached with requests for images to be used in published material. This year we have contributed images to the following publications, programmes and online resources.

Books
Women's Suffrage in Shetland, Marsali Taylor, Lulu, 2010
Greyfriars Bobby, a Tale of Victorian Edinburgh, National Museums of Scotland, 2010
*James Young Simpson: lad o pairt*s, Professor Rosemary Mander, Scottish History Press, 2010
'Snatches of music, flickering images, and the smell of leather: the material culture of recreational pastimes in psychiatric collections: Scotland and Australia', by Dolly MacKinnon, in *Exhibiting Madness in Museums: Remembering Psychiatry through Collections and Display*, Catharine Coleborne and Dolly MacKinnon, New York, Routledge, 2011
From Body Snatchers to Life Savers, Dorothy Crawford and Tara Womersley, Luath Press, 2010
Pamphlets
Hospital Buildings in Scotland, Historic Scotland, 2010
Lady Susan's Walk, Greater Liberton Heritage Project, 2010
RIE Recipe Book, Artlink, 2010 (see Figure 1, page 6)
Television
Beechgrove Garden, broadcast August 2010
Online resources
Whose Town: Edinburgh past and present, Edinburgh Central Library, 2010 [www.eskimoonline.com/town)]
NHSL website and *Connections* magazine, 2010 [www.nhslothian.scot.nhs.uk)
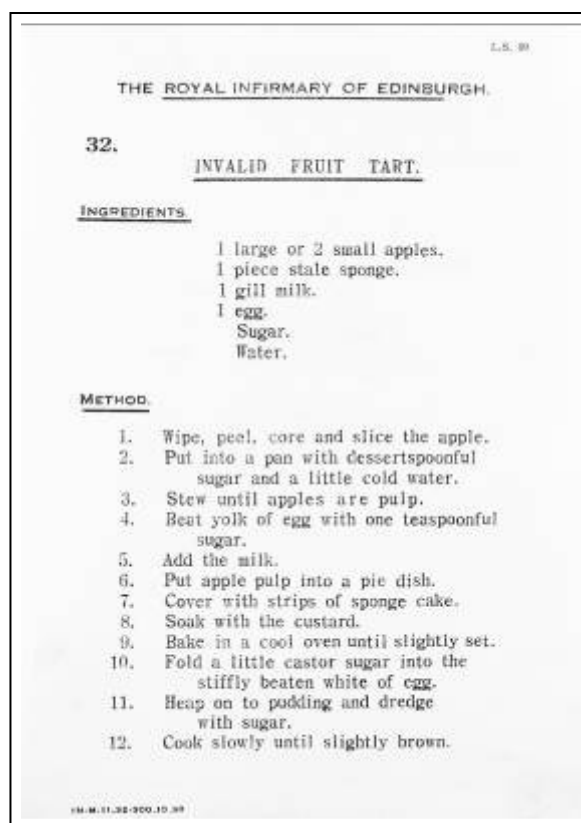
Figure 1: 'Invalid Fruit Tart' recipe supplied to RIE Recipe Book, LHSA reference: LHB1/89/4/1

3.3. Reader supervision

LHSA staff participate in the duty rotas supervising the CRC and LRA Reading Rooms, currently five x two hour slots per fortnight at the CRC and two days per month at the LRA. The number of CRC slots per fortnight have increased this year due to staff shortages elsewhere.

LHSA continues to have a high number of Reading Room visitors who consult records directly (on average nine readers consulting 134 items per month).

Year	Total number of reader visits	Total number of items produced
2010	286	1630
2009	155	1185

These figures do not include the large number of items produced for consultation by LHSA staff in their daily work. See section 3.6 for comprehensive user statistics.

As a significant proportion of time is spent facilitating academic use of our collections, LHSA has begun to record this separately. Academic research is often longer term and involves regular preparation of records for user consultation in the CRC Reading Room. In 2010 we welcomed 42 academic researchers (staff and students) from as far afield as the University of Otago, New Zealand, and the University of New Brunswick, Canada. Topics of research included: the treatment of tuberculosis in the nineteenth century; nineteenth-century ovariotomy; child patients at the REH (1873-1908); and hospital architecture.

<u>3.4. Seminars</u>

LHSA continues to be involved in a busy programme of teaching seminars throughout the year.

Figure 2: 'Unsung Heroes' seminar for eca postgraduate students

- *History in Practice*: LHSA worked alongside Dr Gayle Davis, Wellcome Lecturer in the History of Medicine, School of History, Classics and Archaeology, UE, to deliver a LHSA orientation session (January) and two two-hour seminars (October) as part of an undergraduate 'History in Practice' module. The session and seminars involved an introduction to LHSA, displays, lectures and interactive exercises focussing on the use of psychiatry records in historical research. LHSA has hosted the seminars for the last three years and the orientation session for the first time in 2010; 'tool kits' for both have now been created to make their repetition in future straightforward. The LHSA orientation session can be used with any potential future audience.
- *Preservation and conservation: principles and practice*: In February LHSA repeated this seminar, part of the CRC-led MSc in Material Cultures module, 'Working with Collections'. This course, now running annually, focuses on collecting rare/unique material, and the subsequent display, conservation and development of those collections.
- *Crate packing for transit and collections handling*: LHSA led these seminars in February instructing CRC staff on best practice for packaging archival and rare book materials for transit between EUL and the LRA and provided handling best practice guidance.
- *Preservation Basics*: LHSA participated in this one-day course for library, museum and archive professionals held at the NLS in July, which gave an introduction to the basic principles of good storage and handling of rare/unique material. LHSA's contribution was commissioned by the British Library for this RLUK-organised event. Comments on the course included:
  "Good overview of issues - feel generally better informed."
  "A good basic grounding in preservation. Interesting to have the theory and practice within each presentation as to how it relates to libraries and archives."

- **'Unsung Heroes'**: In November and December LHSA ran three seminars for participants in the 'Unsung Heroes' project (see section 7.5). The first two involved an introduction to LHSA in general and the object collection in particular, with an opportunity to view collection items; the third was a training session for project volunteers on gathering oral history reminiscences.

3.5. Tours

LHSA conducted 11 tours of the Archive in 2010 for NHSL staff, readers, visitors, students, academics and potential depositors. This year, as part of LHSA's formalisation of procedures, a generic template for tours has been created for future use.

3.6. User statistics

3.6.1. Enquiries

3.6.1.1. Total number of enquiries received by LHSA staff

Year	Number
2010	550

3.6.1.2. Format of enquiries

Format	
Email	356
Letter	15
Phone	118
Visit (not including Reading Room visits)	10
Web form	51
Total	**550**
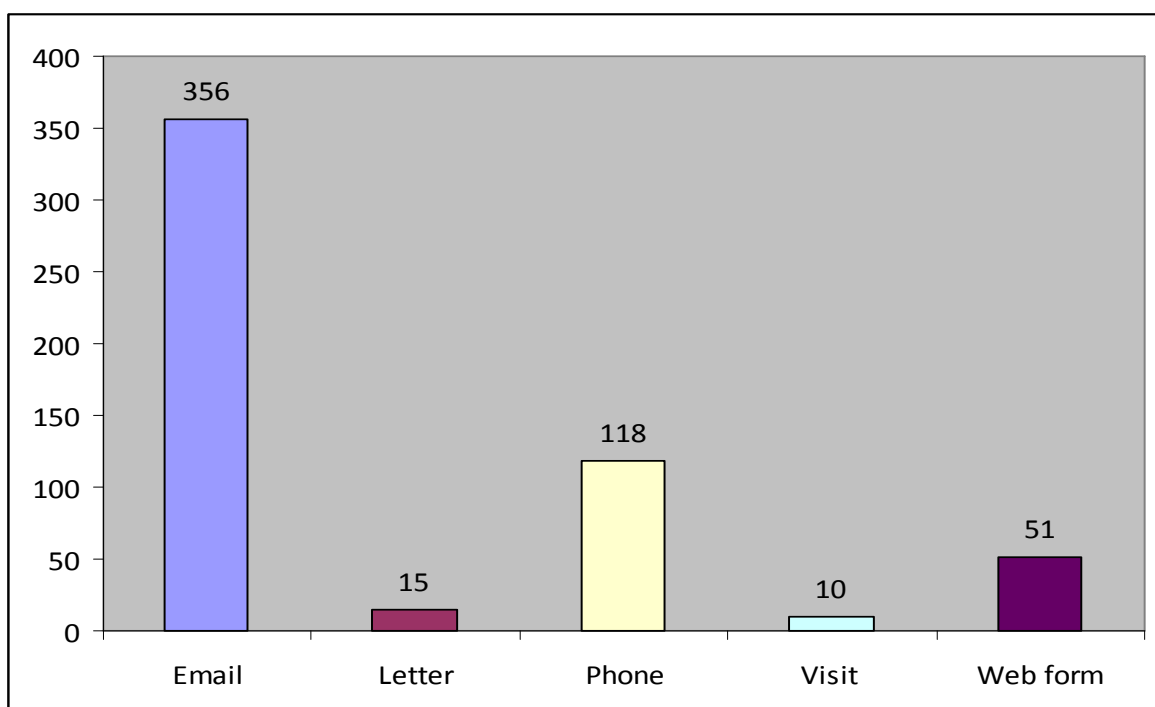
3.6.1.3. Origin of enquiries

Origin	
NHS	51
Media	7
Private	283
Professional forum	9
Professional researcher	32
School	1
UE staff	27
UE student	20
Other university staff	26
Other university student	32
Other archive/library/museum	35
Other	27
Total	**550**
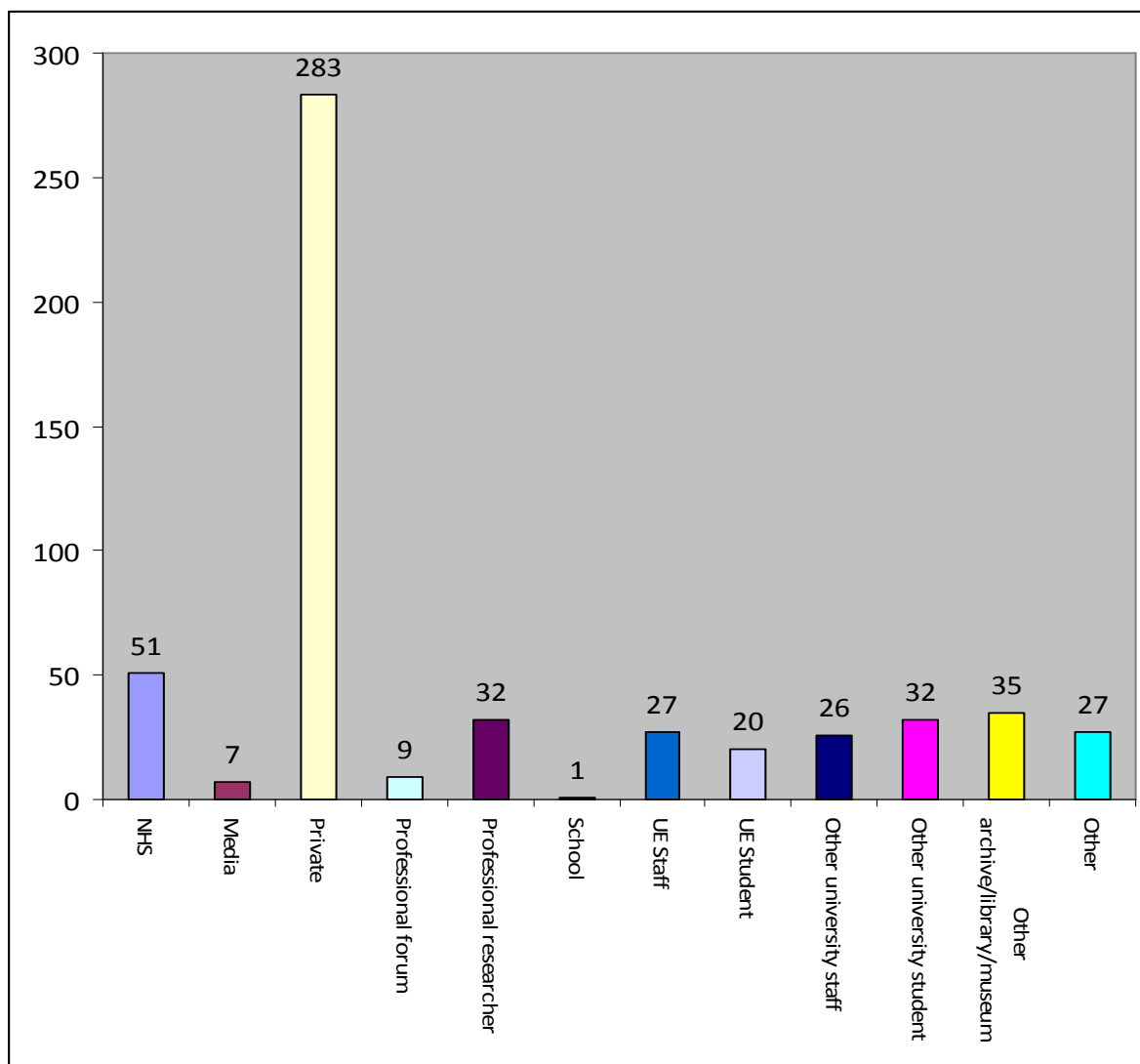
3.6.1.4. Type of enquiries

Type	
Family history	190
History of hospital(s)	60
History of medicine	79
Local history	17
NHS administrative information	26
NHS patient information	30
Medical advice	5
Request for image(s)	28
Request to consult material	13
Request for work experience/employment	11
Other	91
Total	**550**
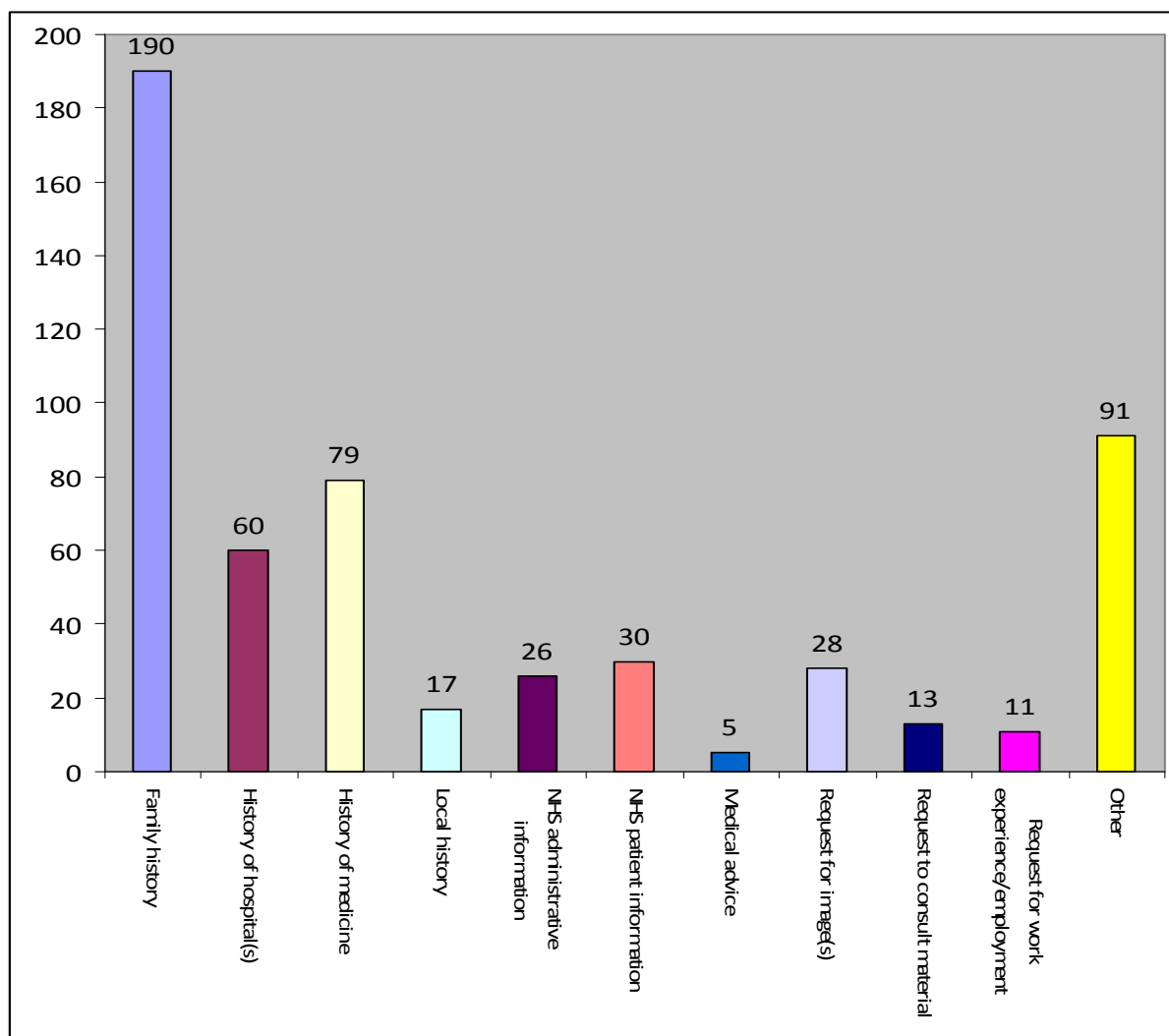
NB. 'Other' includes requests for tours, talks and professional advice; and offers of accessions.

3.6.1.5. Freedom of Information (Scotland) Act 2002

3.6.1.5.1. Percentage of enquiries falling within the remit of the Act
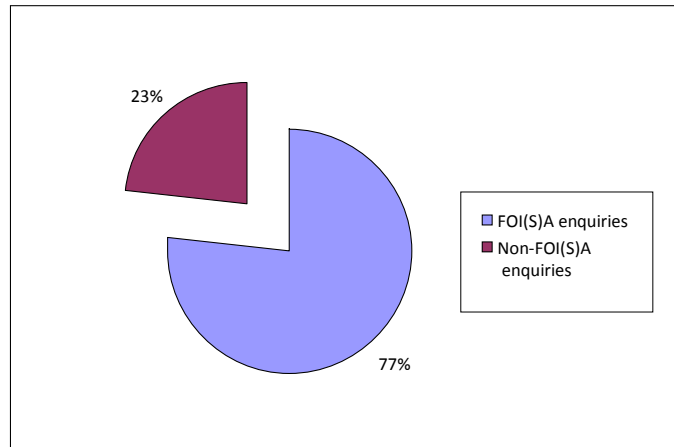
A FOI(S)A enquiry is one which is received in a permanently recordable format, i.e. emails, web forms and letters. Enquiries made in person or by phone are not recordable and therefore are not considered FOI(S)A enquiries.

3.6.1.5.2. Percentage of FOI(S)A enquiries dealt with under Section 1 or Section 25 of the Act
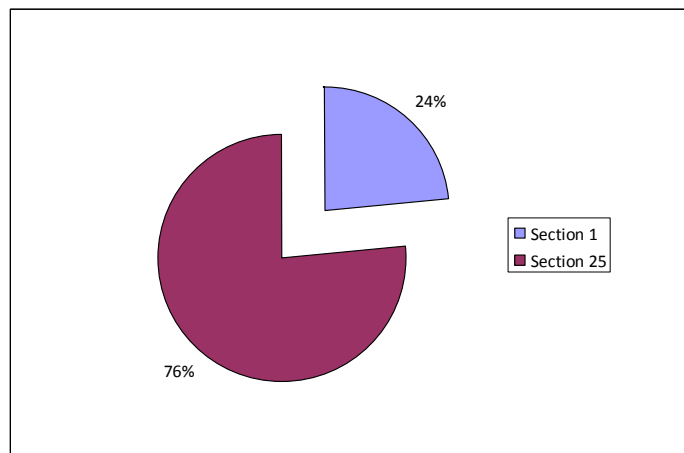
Section 1 enquiry: a formal FOI(S)A enquiry subject to the full terms of the Act, i.e. 20 working-day deadline, right to appeal etc.

Section 25 enquiry: a FOI(S)A enquiry falling under the exemption noted in Section 25, that information requested is otherwise accessible and therefore not subject to the full terms of the Act.

For LHSA purposes, a Section 1 enquiry requests information/material held by LHSA, but which is not catalogued and readily accessible; or information/material held elsewhere. A Section 25 enquiry requests information/material which is held by LHSA and is catalogued and readily accessible.

3.6.1.5.3. Percentage of FOI(S)A enquiries dealt with under Section 38 of the Act
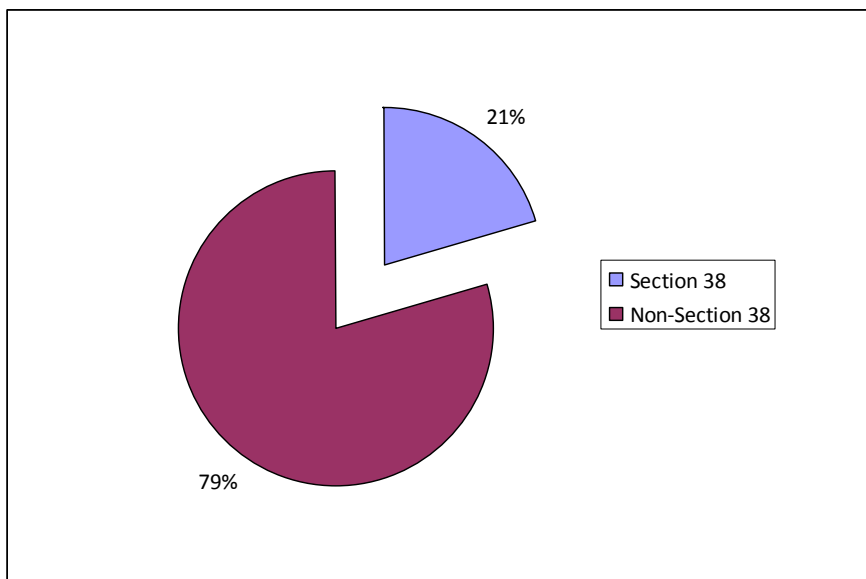
A FOI(S)A enquiry received by LHSA is treated either as a Section 1 or Section 25 request. Either type of request can then fall under the exemption detailed in Section 38 of the Act.

A Section 38 enquiry requests personal information of a living individual or a deceased person's health record (within the last 100 years), and therefore is exempt from the full terms of the Act. If Section 38 applies, the request will then be dealt with according to the UK Data Protection Act 1998 (personal information of a living individual) or the NHS Records Management Code of Practice 2008 (a deceased person's health record).

3.6.1.6. Enquiry case studies

---

1. NHSL

A NHSL consultant contacted LHSA regarding a SMMP operation book required for use by NHS Scotland, Central Legal Office.

"I telephoned yesterday and spoke to one of your colleagues. I wonder whether you could please check whether the Operations Book for the Simpson Memorial Maternity Pavilion during 1993-94 or '95 is held in your Archive.

You will recall that in October last year, you kindly found two Operations Books for the SMMP covering 2/4/96 - 26/11/98 and 26/11/98 - 17/4/01. I signed for custody of these two books as information therein was required by the Central Legal Office. Now the Central Legal Office requires information for 25/4/94 which may be in the Operations Book 1993-94/5."

<u>LHSA response</u>

LHSA located the relevant operation book in an accession from the Hospital and provided it to the consultant (on loan). Once the legal case has finished, the volume will be returned to LHSA.

---

2. NHSL

LHSA was contacted by the Project Co-ordinator of the Chalmers Hospital Redevelopment Project:

"I'm involved in the development of Chalmers Hospital which is going to become a Sexual Health Centre due to open sometime next year. I was wondering if there would be anything in the archives that might be useful to use when the building is complete as part of a display to retain some of the history of health within Chalmers. Would you be able to help me with that?"

<u>LHSA response</u>

LHSA arranged a session for the NHSL staff member to view the database containing objects from Chalmers Hospital, with a view to several objects being given on long-term loan for exhibition in the new Sexual Health Centre. Records relating to the creation and early history of the Hospital were also made available in the Reading Room and a tour of the stores was provided to show the scope of the Archive.

3. Family history

"I'm writing to enquire about the accessibility of hospital records for a patient who died in the Royal Edinburgh Hospital in 1939. The patient was my great grandmother, x, who died in West House on 8th January 1939. I just wanted to know initially whether these records would be accessible given that 75 years has not passed since her death. I have a copy of her death and birth certificates, but am afraid that I don't know the date of her admission to the hospital.

I'd be really grateful for any initial guidance you could give me in this matter."

<u>LHSA response</u>

LHSA informed the enquirer that such records are subject to 75-year closure under the NHS Records Management Code of Practice (2008) and would not become open until 1 January 2015, but that an application could be made to the DPH to gain access. After identifying the relevant case notes, an application was made and access was approved by the DPH.

4. Media

A request for information was received from *Edinburgh Evening News* regarding the first successful kidney transplant, which took place at the RIE in October 1960.

<u>LHSA response</u>

LHSA provided the reporter with information about the operation and the clinicians involved; and links to other related resources, for example an article in *The Lancet.* The information was used in an article celebrating the 50th anniversary of the operation published in the *Edinburgh Evening News* on 28 October 2010.

---

5. History of medicine (professional research)

"I am writing a novel about a young person with a learning disability living in the mid 20th century. I have been researching the admissions procedure to learning disability hospitals, such as Gogarburn and I have been looking at your online catalogue. I was particularly interested in their waiting lists (1948-67), the daily register (1924-1967) and the institution register of defectives (1915-1987). However I am aware that access to these may be restricted under the Data Protection Act. Would it be possible for me to make an appointment with yourselves? I am a graduate of Edinburgh University." (This enquirer had received a New Writer's Award from the Scottish Book Trust.)

<u>LHSA response</u>

LHSA advised the enquirer that patient records were closed under confidentiality legislation (the DPA and the NHS Records Management Code (2008)). We were able to provide secondary literature on the Hospital and help the researcher narrow down administrative records such as minutes and annual reports to aid in background research. One important aspect of the research was the length of time prospective patients could expect to wait for a place; we therefore made an application to the DPH for access to the waiting lists with the proviso that the patient identities be redacted. Access was granted by the DPH on these grounds.

---

6. History of medicine (academic research)

"I am a PhD candidate at Queen Mary, University of London. I am currently researching for my thesis on "Parasuicide"/Attempted Suicide (1945-1977), the former term coined by Dr. Norman Kreitman, whilst he was working at the Royal Infirmary in 1969, specifically the Regional Poisoning Treatment Centre, Ward 3. The Regional Poisoning Treatment Centre will form the basis of my research, as I am interested in how the terminology and clinical practices produced in Edinburgh went on to have a huge influence all over the United Kingdom in the medical theorisation and management of self-poisoning and suicidal behaviour. The physicians that I am particularly interested in are Dr Ivor Batchelor, Dr Neil Kessel, Dr Norman Kreitman, Dr Henry Matthew, Dr J.K. Slater. I am also very interested in the pioneering role of the Scottish Poisons Information Bureau, headed by Dr Matthew from 1965.

I have been browsing the collections that you have in your archives and so much of it would be useful for my research. I am aware that patient records are off-limits to third parties under normal circumstances. What conditions of access might I have to fulfil to apply for them to be opened to me? I can of course provide letters of recommendation from the appropriate academic staff at Queen Mary University. I am also willing to submit any notes I take to scrutiny by the relevant persons, and to sign any confidentially agreements that you deem appropriate, and take all precautions against people being identified in my research.

I am happy to write up any findings for in-house or other publications, further highlighting the value of the collections for other researchers. So could you please advise me of the steps I need to take in order to access the various restricted parts of your collections, I would be very grateful indeed."

LHSA response

LHSA was able to help the enquirer narrow down the specific records required for his research. These were cross-checked against LHSA's FOI(S)A database to determine which were 'open' and could be seen by the enquirer immediately. An application for access was made to the DPH for those that were closed under confidentiality legislation (the Data Protection Act (1998) and the NHS Records Management Code (2008)). Access was granted by the DPH on the basis that the enquirer complete a Data Protection Act Researcher Undertaking form to ensure that no patient identifiable information is published.

3.6.2. Reading Room: number of readers, number of visits made by those readers and number of items produced for consultation

	Readers	Visits	Productions
January	8	27	72
February	13	35	188
March	10	33	100
April	6	34	114
May	8	39	227
June	10	22	108
July	13	39	436
August	9	11	84
September	10	11	103
October	9	10	80
November	9	11	56
December	6	14	62
Total	**111**	**286**	**1630**

3.6.3. Top five LHSA collections used in remote enquiries and by readers

Ranking	Collection Reference	Collection Name
1	LHB7	Royal Edinburgh Hospital
2	LHB1	Royal Infirmary of Edinburgh
3	LHB3	Edinburgh Royal Maternity Hospital and Simpson Memorial Maternity Pavilion
4	GD30	Dingleton Hospital
=5	LHB44	Bangour Village Hospital
=5	n/a	LHSA Photographic Collection

3.6.4. Website

3.6.4.1. Summary

The following web statistics have been collected using Google Analytics [www.google.com/analytics].

In 2010 the LHSA website was visited 11,471 times, by 8,319 unique users. The site received on average 5,171 individual 'hits' per month.

Visitors to the site consulted on average, five pages during each visit, spending an average of 3.5 minutes using the site.

The majority of visitors were UK-based, followed by a large number from the US, Australia, Canada and Ireland. However, there were visits from 83 countries in total, from as far afield as Russia, Brazil and Pakistan.

3.6.4.2. Top five pages viewed

Ranking	Page	Link
1	Home page	www.lhsa.lib.ed.ac.uk
2	Search Our Collections: Index	www.lhsa.lib.ed.ac.uk/collections/index
3	Search Our Collections: NHS Hospitals and Administrative Bodies	www.lhsa.lib.ed.ac.uk/collections/LHB_list
4	Contact Us	www.lhsa.lib.ed.ac.uk/contact/index
5	Services and Access: Index	www.lhsa.lib.ed.ac.uk/services/index

4. Accessions

4.1. Overview

LHSA collects historically important NHSL records to comply with NHSL's legal responsibility to permanently preserve public records; and to preserve the corporate memory of the Lothian Health Board.

The rise in accessioning to the Archive is to be celebrated: LHSA has established and developed good relationships with NHSL contacts who regularly transfer material. Items are also received from private donors who find LHSA independently; and they are also

accessioned in the course of other LHSA business, e.g. after talks and seminars, or after visits to the Archive.

In 2010 the Archive has built new relationships within NHSL, in other local health-related organisations and with individual donors. Increased accessioning can only enhance the LHSA collection.

Accessioning records enables LHSA to remain relevant, as the case studies in section 4.4 illustrate. But it should be noted that it creates additional administration, appraisal, transportation, preservation and cataloguing work. It also places demands on the limited expansion space available in LHSA repository areas.

4.2. 2010 activity

LHSA has received 52 accessions this year, a large rise on previous years (see table below for comparison), increasing the size of the Archive by an estimated 85 linear metres. Accession details are recorded in a custom-designed database.

Year	Number of accessions
2010	52
2009	30
2008	29
2007	23
2006	17

4.3. List of accessions

Accession reference	Description	Status of accession
10/001	AAH: Prosthetics Department Library: various	Transfer
10/002	REH: architectural plans	Transfer
10/003	REH: plans and photographs	Transfer
10/004	NHSL: Lothian Health Board AIDS/HIV papers	Transfer
10/005	Martin Eastwood, hospital historian: papers and photographs	Gift
10/006	AAH: Prosthetics Department Library: various (accrual)	Transfer
10/007	'They Did not Return' Project: Leith Roll of Honour supporting data	Gift
10/008	Private donor: nursing texts	Gift
10/009	Alzheimer Scotland: various	Gift
10/010	Scottish Mining Museum: medical records cards	Gift
10/011	WRVS: photographs	Transfer
10/012	AAH: Prosthetics Department Library: various (accrual)	Transfer
10/013	NHSL: New RIE project (Little France) papers	Transfer
10/014	Paderewski Hospital: Time Capsule	Transfer
10/015	NHSL: HIV/AIDS campaign material	Transfer
10/016	RIE Volunteers: Annual Report (annual accrual)	Transfer
10/017	NHSL: Capital Planning Department papers	Transfer
10/018	NHSL: Tuberculosis Registers found in Deaconess House	Transfer
10/019	RIE Library: Simpson Symposia No.12 on Female Reproduction	Transfer
10/020	Scottish Health Service Centre: Health Management Library Current Awareness Bulletins	Transfer
10/021	Pelican Association: the Pelican Journal (annual accrual)	Gift
10/022	NHSL: Endowments Advisory Committee papers and reports	Transfer
10/023	UE: Journal of Mental Science	Gift
10/024	Jim Craig: History of Rosslynlee Hospital papers	Gift

10/025	RVH: 35mm slides of RVH, EGH and other local sites	Transfer
10/026	Royal College of Nursing Archives: Lothian Health Board Mental Health Unit information pack	Gift
10/027	Anonymous: Duchess of Gloucester 16mm films	Transfer
10/028	Scottish Health Service Centre: Health Management Library Current Awareness Bulletins	Transfer
10/029	Private donor: nursing certificates and photograph	Gift
10/030	RVH: various	Transfer
10/031	Private donor: colposcope	Gift
10/032	NHSL: publications and reports	Transfer
10/033	Napier University Library: Lothian College of Nursing Ledgers	Gift
10/034	Rosslynlee Hospital: administrative and published papers	Transfer
10/035	Scottish Health Service Centre: Health Management Library annual reports	Transfer
10/036	Private donor: RIE appeal cards	Gift
10/037	Private donor: nursing photograph and postcards	Gift
10/038	Community Enteral Nutrition Team: patient records	Transfer
10/039	Scottish Health Service Centre: Health Management Library Current Awareness Bulletins	Transfer
10/040	REH: various	Transfer
10/041	REH: architectural plans	Transfer
10/042	NAS: patient records	Gift
10/043	Napier University: Lothian College of Nursing student, staff and technical ledgers	Gift
10/044	Private donor: RIE Residency photograph	Gift
10/045	Anonymous: Chalmers Hospital architectural plans	Transfer
10/046	Scottish Health Service Centre: Health Management Library Current Awareness Bulletins	Transfer
10/047	RIE Medical Photography Department: photographic negatives	Transfer
10/048	Private donor: photograph of pharmacist	Gift
10/049	Private donor: Leith Hospital slides	Gift
10/050	NHSL: Stop Smoking Service client notes	Transfer
10/051	Scottish Health Service Centre: Health Management Library Current Awareness Bulletins	Transfer
10/052	Scottish Health Service Centre: Health Management Library Current Awareness Bulletins	Transfer

4.4. Case studies

AAH Prosthetics Department Library (Acc 10/001, 006 and 010): the Prosthetics Department began in the Bio-engineering Centre, George Square, in 1963 and moved to the PMRH in 1965. It then moved to the EGH in 2002 and to the AAH in 2007 (currently housed there within the SMART Centre). The department has gained prominence over the years in pioneering innovative new forms of prostheses including, most recently, the i-Limb. This accession includes journals, photographs, research papers, slides, visitors' book, videos and film reels. This accession also illustrates positive cross-sectoral working in order to provide the most appropriate storage and access environments for the collection: while LHSA took paper-based material, NMS took the accompanying objects.

Alzheimer Scotland (Acc 10/009): the organisation now known as Alzheimer Scotland was formed by the merging of the Scottish Dementia Movement (founded in 1984) and the Alzheimer Society in 1994. The records contain promotional material as well as published papers and information associated with the establishment and running of the organisation. This accession is a new and welcome addition to LHSA's holdings relating to mental health.

NHSL HIV/AIDS papers (Acc 10/004 and 15): the former is an accrual of papers from NHSL's late 1980s and early 1990s response to the HIV/AIDS epidemic in the city. It contains a large amount of promotional material, along with publications and departmental papers. The latter relates to the most recent NHSL Sexual Health Strategy (2005-2010) and includes HIV/AIDS campaign material and organisational minutes. These records strengthen LHSA's

already unique and internationally important collection of HIV/AIDS records and add a new dimension documenting NHSL's more recent response to the disease.

Paderewski Time Capsule (Acc 10/014): in June workmen at the WGH discovered an almost century old time capsule whilst working on the Paderewski Hospital site to make way for the new Royal Victoria building. Its contents included newspapers dated 12 March 1913, local maps, a diary and a copy of council minutes. The glass bottle was sealed in 1913 to mark the creation of a new children's home for the Craigleith Hospital and Poorhouse, which went on to become the site of the WGH. The time capsule has been transferred to LHSA, although it is hoped that facsimiles of its contents will be displayed in the new Royal Victoria building. (See section 7.4 for information regarding publicity related to this accession.)

Figure 3: contents of the Paderewski Time Capsule, LHSA reference: Acc 10/014

5. Cataloguing

5.1. Overview

LHSA catalogues NHSL's historical records to make them readily available to their staff and other users, and to comply with its responsibilities as a public body under FOI(S)A and other public records and access to information legislation.

Cataloguing is one of LHSA's most important functions but, like many archives, it does not receive the necessary attention due mainly to the pressures of user enquiries. The reduction to the cataloguing backlog this year is therefore a significant achievement. The creation of a cataloguing template, and citation and style sheets, will make future cataloguing work

undertaken more consistent and straightforward. It is hoped that LHSA staff will be able to allocate time to continue tackling the cataloguing backlog after the temporary Assistant Archivist post comes to an end.

5.2. 2010 activity

2010 has seen a significant cataloguing output, primarily as a result of the temporary employment of an Assistant Archivist with WT funding (see sections 13.3 and 13.4). Other staff have contributed to the cataloguing programme, and four volunteers have also assisted. It is estimated that 20% of the cataloguing backlog has been addressed, which equates to just under 5,000 individual item level catalogue descriptions.

Collections are catalogued to the professional archival standard (ISAD(G)). Catalogues are created as Word documents and then made available to our users in hard copy or via our website. Collections have been catalogued according to our priority-led plan (focussing on NHSL administrative material and collections previously completely uncatalogued). Over the course of the year, work has also begun to concentrate on REH material in preparation for the Bicentenary celebrations (2009-2013), and on LHSA's HIV/AIDS collections, which are of international significance (see Figure 4, page 21).

Other significant developments include the following.
- Creation of a catalogue template, and citation and style sheets.
- Completion of cataloguing of all LHB37 (Lothian Health Board) accruals (see section 5.4).
- Work has begun on cataloguing a collection of RIE legal papers which came to LHSA in 2006 from Gillespie Macandrew, solicitors. They relate to land and property held by the RIE Trustees and includes LHSA's oldest record, a title deed from 1594.
- A review of LHSA image collections has started looking into all photographs, slides and drawings/engravings. A new procedure has been written to compile all of the existing (and varied) finding aids into one fully referenced catalogue. This means that images are far easier to identify and locate than previously.
- Work has begun on an audit of LHSA's moving image collection (in traditional and digital formats). We have an unquantified number of moving images that are currently uncatalogued and inaccessible. This survey will identify all of LHSA's moving images for the first time, listing content and physical condition, and enabling any necessary preservation work to take place. The formats will also be recorded in order to ascertain possible digital migration needs. Copyright holders will be identified where possible and films with potential use as promotional tools will be discovered. The focus will be on making these available online. Contact has been made with the Scottish Screen Archive for advice in addressing what should be done with existing and future accessions of moving images.
- A complete list of LHSA's accessions is under development for the website, ensuring that every LHSA collection is described online.
- Requirements for enquiries and cataloguing work led to the writing of an institutional and administrative history of NHSL. The result is an in-depth account of the administration of the NHS in Lothian from 1948 to the present day, detailing the numerous changes made to the organisational structure over the years. LHSA has retained this work as a reference source and has also used it as the basis of an online source list for research into the history of NHSL [www.lhsa.lib.ed.ac.uk/source/nhsl_index.htm].

- The case note re-ordering project has continued in 2010, and it is estimated that 80% of LHSA's entire case note collection has now been reviewed, checked and correctly ordered. See LHSA's 2009 Annual Report for further information. As well as the re-ordering of the collections, additional descriptive information has been collated which will support the future review of catalogue descriptions for all LHSA case note collections.
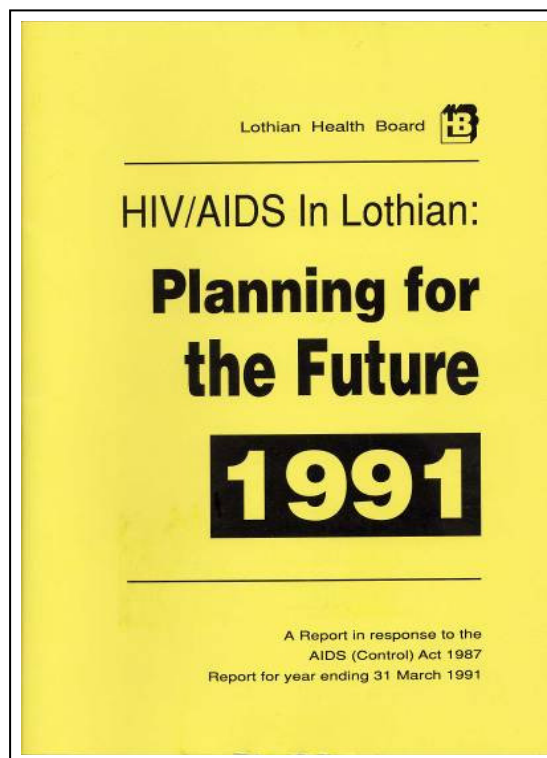
Figure 4: Lothian Regional AIDS Team planning report, LHSA reference: GD24/2

5.3. List of catalogues created/updated

New catalogues completed	
LHB46	Lothian University Hospitals NHS Trust
LHB47	Herdmanflat Hospital
LHB48	EGH
LHB51	West Lothian NHS Trust
LHB52	Edenhall Hospital
LHB53	Health Management Library and Information Service
LHB54	Lothian Area and Local Medical Committees
LHB55	Lothian Area Dental Committee
LHB56	NHSL
LHB57	County of Haddington
LHB58	The East and Midlothian NHS Trust
LHB59	NHSL University Hospitals Division
LHB60	New RIE Project
LHB61	Western General Hospitals NHS Trust
LHB62	Western General Hospitals Unit
LHB63	Rosslynlee and Haddington Hospitals Board of Management
LHB64	St John's Hospital
LHB65	West Lothian Healthcare NHS Trust
LHB66	West Lothian Hospitals Board of Management

LHB67	West Lothian Unit
GD1/110	Edmund T Price, radiographer
GD1/111	Records of the Simpson Midwives League
GD1/124	Service of Thanksgiving and Celebration of RIE
GD1/125	Rules and Regulations of RIE
GD1/126	St Andrew's Ambulance Association
GD1/127	Lecture notes on reproductive anatomy
GD1/128	Claire Chandler, midwife
GD1/129	Theatre coursework, RIE
GD1/130	Print of Bangour Village Memorial Church
GD1/131	Pearl Stacey, midwife
GD1/132	Eva Lyon, medical student
GD1/133	Quartermile site archaeological handbook
GD1/134	Charles Parry, medical practitioner
GD21	Crusaid Scotland
GD24	Lothian Health Board HIV/AIDS and Drugs Team
GD28	Martin Eastwood, hospital historian
GD29	Edinburgh Clinical Club
GD35	David Taylor, Lothian Regional Co-ordinator for HIV/AIDS
GD36	Waverley Care Trust
GD37	Edinburgh Drug Action Team
GD38	Edinburgh Dental Alumni Society
GD39	Haldane Tait, principal medical officer
GD43	Journal of Medical Science
GD44	Winnie Donaldson, member of Lothian Health Board
GD45	Hugh Gilmour, senior lecturer, UE, Department of Pathology
Additions to existing catalogues	
LHB1	RIE
LHB2	RIE and Associated Hospitals Board of Management
LHB3	ERMH and SMMP
LHB4	Chalmers Hospital
LHB5	REHSC
LHB7	REH
LHB13	WGH
LHB14	Board of Management, Royal Edinburgh and Associated Hospitals
LHB16	Public Health Department of the City of Edinburgh
LHB23	City Hospital
LHB26	Edinburgh Local Medical Committee
LHB29	Board of Management of Edinburgh Central Hospitals
LHB36	Gogarburn Hospital
LHB37	Lothian Health Board
LHB38	South Eastern Regional Hospital Board
LHB40	Bangour General Hospital
LHB41	Royal Victoria Dispensary, Hospital and Tuberculosis Trust
LHB43	RIE NHS Trust
LHB44	Bangour Village Hospital
LHB50	Lothian Health Council
GD1/82	Second Scottish General Hospital, Craigleith
GD14	Edinburgh and South East Scotland Blood Transfusion Service
GD16	Physician Superintendents of the REH
GD20	Pathology records of the RIE

5.4. Case studies

Lothian Health Board (LHB37/8A-8C): these registered files were transferred to LHSA as two accessions in 2001 and 2003. Together they consist of 773 files and form the core policy and

administrative record of the Health Board from 1970 to 1996. Three different filing schemes appear to have been in operation during this period which created a challenge in establishing the relationship between the files. They are further complemented by 108 unregistered files of senior Health Board officials such as the General Manager and Director of Operations.

Herdmanflat Hospital (LHB47): no list of the records of this important East Lothian asylum had been publicly accessible prior to cataloguing. The records date back to 1866 and range from admission books to plans of the Hospital. The resulting catalogue has a logical, easy-to-use structure with clear divisions into patient, administrative and staff records.

These catalogues can be viewed online at: www.lhsa.lib.ed.ac.uk/collections/LHB_list.htm.

6. Preservation and conservation

6.1. Overview

LHSA conserves its holdings to ensure that NHSL's public records and the collective memory of Lothian Health Board are permanently preserved and always accessible when required.

Preservation and conservation activity for 2010 has been at a reduced level as compared to previous years. This is largely as result of the Paper Conservator's modified role for the period of this report (see section 13.1). Nevertheless, preventive conservation measures to ensure the stability of the collections have been maintained throughout, and work to improve the condition of prioritised items through interventive conservation has been undertaken.

6.2. Core work

Core work has concentrated on preventive conservation of the collection, with extensive re-housing work to provide suitable long-term storage. This has included the provision of secondary protection for all new accessions, and newly-catalogued material where necessary. The ongoing work to re-house the glass plate negative collection has meant that c. 14,500 of these fragile items are now properly preserved.

Interventive treatment has largely been directed by user/staff demand. This work primarily addressed problematic handling as a result of current condition, for example the removal of dormant mould and surface cleaning. Remedial work, including humidification, pressing and repair, has also been undertaken on architectural plans as part of a volunteer placement (see Figure 5, page 24 and section 13.6). A comprehensive training programme and continued close supervision provided by the Paper Conservator, coupled with the volunteer's aptitude and enthusiasm, has ensured that a significant number of plans have been treated to a high standard.

In addition, the programme of conservation treatment of bound volumes continued in 2010. Particular highlights include work to items relating to the REH in order to prepare the collection in advance of the Hospital's Bicentenary and an anticipated increase in usage. This includes minutes, board books and financial records from the nineteenth century.

Work to secure the long-term preservation of original items through the production of microfilm surrogates was maintained, with a number of iconic items and key volumes from collections relating to the REH imaged. Early volumes in the LHB7/51 (REH case book) series

have also been digitised as TIFFs to meet anticipated demands for access and supplement website content. Surrogate production has also been enhanced by investigation into the options for image capture and manipulation for severely degraded photographic material.

The work to rebind volumes and produce surrogates carried out by external contractors was commissioned before 2010. It was funded by more generous running cost allocations made in former years. In this year's budget there were insufficient funds to commission any further work of this kind.

Figure 5: repairing tears to an architectural plan

6.3. Project work

LHSA's fifth WT RRMH project, *Preserving Edinburgh's twentieth-century case notes: treating tuberculosis and World War II injuries* came to a close in April. The work to re-house the case notes had been carried out in 2009, but the treatment of index cards and bound volumes associated with the case notes was ongoing into 2010. The project was successfully completed on time and on budget.

LHSA's involvement with the RRMH programme has been maintained through continued discussion with the WT regarding future project prospects and participation in a pilot to develop more efficient end of grant reporting.

Opportunities for project funding for conservation/preservation activity have been increasingly constrained, however, an application was submitted to TNA National Manuscript Conservation Trust to treat 11 notebooks produced by John Willis Mason, a nineteenth-century patient at the REH (see section 14.3).

6.4. Other

LHSA continues to produce written and photographic documentation of all conservation activity.

The preservation and conservation work carried out by LHSA in recent years has created a reputation for excellence and expertise, and advice is regularly sought from external agencies. The WT regularly refer applicants to their RRMH programme to LHSA for guidance on the preservation components of their bids and, for example, requests for advice from the

University of Aberdeen, the Royal Commission on the Ancient and Historic Monuments of Scotland and the Scottish National Galleries have been answered. Furthermore, the Preservation Advisory Centre, based at the British Library, requested LHSA input to their *Preservation Basics* training course (see section 3.4).

7. Outreach and cultural engagement

7.1. Overview

LHSA promotes the use of LHSA collections and uses them to engage with the NHSL patient and wider community. The material held, coupled with LHSA staff expertise, is a vital resource in facilitating work and projects undertaken by other NHSL staff based on the collections.

LHSA has had another busy year in this area, with all members of the team involved. LHSA has been delighted to give talks and contribute to a number of exhibitions and projects during 2010, bringing LHSA to a variety of different and new audiences. LHSA will seek to build on these relationships in 2011 to strengthen existing links and further raise its profile, particularly within NHSL and with the local press.

7.2. Exhibitions

- *'Masterpieces I'*: this inaugural exhibition in the new EUL display facilities featured 16 iconic items from collections under the umbrella of the CRC including LHSA's 1736 RIE Charter. The exhibition, which began in December 2009 and was due to end in February was extended until 5 April 2010.
- *'Drawing for Instruction: The Art of Explanation'*: this exhibition held at the Talbot Rice Gallery from 2 February to 6 March showed original drawings from diverse collections held across UE. LHSA's contribution included watercolours of REH patients by artist John Myles and drawings by REH patients Andrew Kennedy and William Bartholomew, all c. 1880; clinical drawings of the brain used in teaching by Professor Norman Dott, neurosurgeon, 1930s-1960s; and architectural plans of RIE buildings, c. 1870. See Figures 6 and 7 on pages 26 and 27. The exhibition was well attended and visitor comments included:
  "Incredibly fascinating to see the health archive material particularly."
  "Really wonderful exhibition, great to see so many disciplines brought together."
- *REHSC 150th Anniversary*: in February LHSA supplied copies of images of the REHSC to NHSL for use in an exhibition shown at the Hospital celebrating their 150th anniversary.
- *REH Display*: In February LHSA provided copies of images of the REH to NHSL for display in the REH Board Room.
- *History of St John's Hospital*: in February LHSA supplied copies of images of St John's and Bangour Hospitals to NHSL for use in a semi-permanent display at St John's.
- *'From Another Kingdom: the Amazing World of Fungi'*: this exhibition was held at the Royal Botanic Garden, Edinburgh, from 31 July to 21 November. LHSA contributed digital copies of items in our collection relating to the use of penicillin during WWII (GD1/74).
- *'Christmas Day in Hospital'*: LHSA material was on display in the CRC Reading Room exhibition case in December 2010 showing a number of festive items from across the broad scope of our collections, including photographs, Christmas cards, hospital magazines and appeal leaflets. This exhibition was compiled using the LHSA website's

Google Search option (see section 8.2) which meant that all LHSA records relating to 'Christmas' were identified.

- *Elizabeth Garrett Anderson Exhibition*: LHSA supplied a copy of an image of the Edinburgh General Lying-In Hospital to an exhibition at a new museum in the former Elizabeth Garrett Anderson Hospital, which opened in December 2010.

7.3. Talks, presentations and articles

- *'The Royal Infirmary of Edinburgh and the Miners, c. 1900-1950'*: talk given at Newtongrange Mining Museum on 5 February.
- *'Preparing for Display'*: this was the first in a series of talks by curators to accompany the 'Masterpieces I' exhibition, delivered on 10 February.
- *'The Royal Infirmary of Edinburgh and Women, 1870-1950'*: talk given to Fairmilehead Women's Forum on 10 February.
- *'Practices in Conservation and Preservation'*: talk given to the Friends of EUL on 16 February. A transcript was later provided to the group at their request.
- *'An Introduction to Conservation in Edinburgh University Main Library'*: article written for the Spring edition of *The Piper,* newsletter of the Friends of EUL.
- *'The Royal Infirmary of Edinburgh and its Volunteers, 1937-2010'*: talk given to RIE Volunteers on 5 May. This talk was very successful, comments included:
    "Well presented."
    "Most informative and enjoyable held our attention throughout."

Figure 6: LHSA collection items on display at *Drawing for Instruction*, Talbot Rice Gallery, February to March 2010.

Figure 7: LHSA collection items on display at *Drawing for Instruction*, Talbot Rice Gallery, February to March 2010.

7.4. Discovery of the Paderewski Time Capsule

LHSA enjoyed extensive press coverage in response to the discovery of the Paderewski Time Capsule, with articles in the *Edinburgh Evening News*, *The Scotsman*, NHSL *Connections* and on the BBC News Website; and interviews on STV and BBC Radio Scotland.

Links to news articles		
Edinburgh Evening News	2 June	http://edinburghnews.scotsman.com/edinburgh/Hospital-work-digs-up-history.6334745.jp
BBC News website	3 June	www.bbc.co.uk/news/10218940
The Scotsman	3 June	http://heritage.scotsman.com/heritage/Hospital-time-capsule-found-.6337239.jp

7.5. 'Unsung Heroes' project

In 2010 LHSA began working in partnership with the RIE, eca and IC to deliver a major new project focusing on LHSA's historic collection of enameled badges which relate to nursing, hospitals and healthcare in twentieth-century Edinburgh, and include items from the HIV/AIDS awareness campaign of the late 1980s. The project has two parts:

▪ After undergoing training provided by LHSA, volunteer nurses and students will interview current and retired nursing staff wishing to tell their stories. These interviews will help to build up a picture of nursing life in Edinburgh in living memory, going as far back as WWII. This collection of oral histories will be held by LHSA for future research.
▪ Jewellery and silversmithing students at eca will use the oral histories and LHSA primary source material to inspire creative responses to the historic badge collection. A selection of the badges along with the newly-designed artworks will form a permanent

installation at the RIE. It is expected that this display will improve the hospital environment for patients, visitors and staff.

7.6. Other

LHSA is keen to raise its profile internally within NHSL and UE, as well as externally. We have taken a number of steps in 2010 to address this.

- Increased, and wider, distribution of the LHSA Annual Report for 2009 within NHSL, UE and other health records archives across the UK. This distribution will be repeated for the 2010 report.
- Introduction of Web 2.0 functions to improve LHSA's online presence (see section 8.3).
- Development, and improvement, of links to LHSA website and blog from other related websites, for example 'Edinburgh's War' [www.edinburghs-war.ed.ac.uk].
- Contributions to other online websites and portals, for example the SPIRIT project (promoting access to 'hidden' Scottish University collections), Edinburgh City Library's 'Whose Town' project [www.eskimoonline.com/town] and the Child Care History Network [www.cchn.org.uk].
- Distribution of LHSA promotional material (bookmarks, pencils and postcards) at events and to visitors. Two new postcards were designed this year to add to our collection of promotional items (see Figure 1 on page 6 and Figure 8 below).
- Regular contact with NHSL *Connections* newspaper and *Edinburgh Evening News* to suggest ideas for stories and contribute images and supporting information for articles.

Figure 8: one of LHSA's newly commissioned promotional postcards, LHSA reference: LHB7/16/7(2)

8. Web and IT

8.1. Overview

LHSA maintains and develops its website, an essential tool for delivery of LHSA core services. It makes available all collection catalogues and provides information about the services we provide. The online catalogues and associated search functions are vital for users and staff alike. The website is also used to promote the services we offer, to showcase the collections we hold and to raise the profile of the Archive and NHSL, thereby engaging new and existing local, national and international audiences. LHSA also keeps abreast of other IT innovation to ensure that its digital resources are protected and remain accessible.

Building on 2009's successful redesign of the website, 2010 has seen LHSA experiment with Web 2.0 functionality enabling social interaction and collaboration on the web. It is vital that LHSA monitors responses to, and continues to progress with, this work. Online innovations are constantly developing and LHSA must not be left behind; equally, the LHSA website itself must continue to develop. LHSA has also focused on its other digital resources, in all formats, and has worked to ensure that they are created, organised, preserved and used appropriately.

8.2. LHSA website

www.lhsa.lib.ed.ac.uk

LHSA has continued to add regular updates and new content to the website, particularly in the following areas: *What's New?, Spotlight On…,* and *Tales from the Archive.* These sections also contain online 'archives' to provide access to previous items. New catalogues are uploaded to *Search Our Collections* as soon as they are completed.

The site utilises a number of Google functions which have improved the content and use of the site as follows.

- Google Maps: enables links to Google maps to pinpoint the locations of Lothian hospitals past and present.
- Google Analytics: provides detailed statistics on how the website is used (see section 3.6.4).
- Google Search: provides a quick and easy tool to allow users to search in 'one click' across all of our 242 collection catalogues under a particular subject term, word or name. This is a huge advance for research using LHSA material. Previously, each collection catalogue had to be searched individually, a slow and laborious process which was potentially off-putting to users.

LHSA was involved in discussions with UE IS regarding the LHSA website and its possible migration to the new IS polopoly-based site. It was agreed that LHSA's site would remain a separate web entity due to the independent funding that has supported its recent development. This means that LHSA's own individual site and functionality will be maintained.

8.3. Web 2.0 developments

The term 'Web 2.0' encompasses all web applications that facilitate interactive information sharing, interoperability, user-centred design, and collaboration on the internet. LHSA has worked hard this year to develop its Web 2.0 functionality, and it is important to continue this work as users increasingly expect to be able to engage with professional services in this way. It is also a means to bring our collections and services to new audiences who we might not otherwise reach.

- *Flickr* [www.flickr.com/photos/49439570@N08/]: an online photograph management and sharing application. LHSA has begun to upload sets of photographs from our vast photographic collection to the LHSA 'photostream'.
- *Blog* [http://lhsa.blogspot.com]: an online journal. LHSA staff have begun to write regular updates for a LHSA blog reporting on the services we offer, upcoming events, new collections and projects etc. If successful, the LHSA blog will eventually replace the *What's New?* section of the website.
- *Facebook* [www.facebook.com/pages/Lothian-Health-Services-Archive/108181069245667]: a social networking site. LHSA has created a page for Facebook on which LHSA news stories are posted. Users can 'like' the page, meaning that they link up to the page and are informed when any new content is added. The LHSA blog will feed into the Facebook page so that both can be updated at the same time.
- *Issuu* [www.issuu.com/lhsa]: an online publication and sharing tool. Issuu allows LHSA to make publications available online in 'page turner' format. LHSA has begun to experiment with this application and has so far made the Leith Roll of Honour and an edition of the Craigleith Hospital Chronicle available to view online.

The key to successful use of Web 2.0 applications is to keep content updated regularly to maintain the interest of any 'followers'. In 2011, LHSA staff will work hard to update all applications and keep them current and interesting to users. Further plans include investigation into the use of Twitter, YouTube and Wikipedia.

Figure 9: screengrab of LHSA blog as at 10 December 2010

8.4. Other IT projects

▪ In January LHSA completed the digitisation of its 35mm slide collection. Over 3,400 slides are now available for use in digital format, and they have been entered into a searchable electronic catalogue using Microsoft Expression software. This is available to LHSA staff for use, making the collection far more accessible than previously.

▪ LHSA continue to work alongside Special Collections, the University Archives and the Digital Library Service to develop the UE Archives Hub Spoke. No significant progress has been made this year, but LHSA continues to be involved in the project with a view to further improving the online accessibility of our collections and catalogues.

▪ LHSA continues to maintain the Finding the Right Clinical Notes website providing access to information about personal health records collections held across Scotland [www.clinicalnotes.ac.uk].

Figure 10: screengrab from LHSA Flickr photostream, as at 12 January 2011

9. Repository management

9.1. Overview

LHSA manages the repository space which houses the Archive to ensure that the records being permanently preserved for NHSL are stored in the best conditions possible in terms of security, environment and risk management.

This work is carried out by the Paper Conservator, supported by all LHSA staff, and is a vital dimension of LHSA collections care. The MLRP is no longer the primary focus for the repository management function, instead activity in 2010 has concentrated on maintenance and areas of improvement.

LHSA has continued to maintain the high standard of its repository areas, with targeted improvements where necessary, as follows.

- Liaison regarding ongoing facilities support of the LRA.
- Adjustments as required to ensure safe shelf loading at the LRA.
- Assessment of shelving requirements for future use in EUL.

LHSA carried out its first formal stock check in May. A methodology was established to assess collections held at the LRA and the iconic items held at EUL. The methodology proved successful and the organisation of collections sound. The main recommendation of this exercise was to implement a more rigorous recording of semi-permanent and permanent shelf locations and this has been subsequently acted upon.

The stock check of collection items was supplemented by an evaluation of LHSA's location database to ensure efficient and accurate working.

Environmental monitoring of all EUL and LRA storage areas, along with housekeeping and a pest management programme, continued. The Hanwell system installed in EUL in 2009 has been enhanced with an additional system in the LRA, and ongoing investigations into a suitable means of bringing the EUL exhibition room online. Reporting is provided for all CRC storage areas.

LHSA staff continue to have responsibility for identifying and acting on concerns with the environment and building structure of the stores that may impact on the condition of the LHSA collections.

The IS Disaster Response and Recovery Plan 'went live' in May, co-ordinated by the Paper Conservator. This Plan includes comprehensive provision for LHSA in the event of an incident affecting the collection, and places LHSA staff in key response roles.

10. Main Library Redevelopment Project

10.1. Overview

LHSA's Paper Conservator continues to play a wider role in relation to the MLRP, concentrating on areas that impact, or have the potential to impact, on the long-term preservation of NHSL records.

10.2. 2010 activity

LHSA has continued to participate in the ongoing MLRP, although at a reduced level now that work concentrates on the floors holding general collections. Primary focus has been on the maintenance and development of areas provided to showcase collections, including LHSA's, for example the sixth floor display wall and the ground floor exhibition room. This has included the enhancement of the environmental monitoring system, the purchase of display cases, and liaison to facilitate improvements.

Anticipated MLRP work has necessitated a second off-site store in the South Gyle area of Edinburgh. This store is adjacent to the LRA, where c. 50% of LHSA's collections are held. In order to maintain the required levels of security and climate for the collections in the LRA, LHSA has been involved in the specification and commission of the second store, LRA2.

11. Joint working

11.1. Overview

LHSA's primary working relationship is with NHSL, its funder, providing, supporting and facilitating a variety of services. LHSA also works closely with UE which houses the Archive and founded LHSA in partnership with NHSL in 1980.

LHSA is also keen to forge links with other professional organisations. The commencement of work with LTS is particularly welcome as this is a sector with which LHSA has long considered collaboration. LHSA's collections and services will be made available to a whole new audience of school teachers and pupils across the country.

11.2. NHS Lothian

LHSA continues to work closely with contacts in NHSL. We are an often-used point of contact for advice on records management, access restrictions, legislation, and preservation. We also deal with regular enquiries about the records we hold, conduct research on behalf of NHSL and provide images for exhibitions and publications. Examples include the following.

- Provision of recommendations on the storage of the REH's fine art collection.
- Provision of a detailed briefing on the administrative history and personnel of Lothian Health Board between 1974 and 1990, collated for submission to the Penrose Inquiry (Scottish Public Inquiry into Hepatitis C/HIV acquired infection from NHS treatment in Scotland with blood and blood products).
- Provision of advice to the DPH for response to the NAS Public Records Legislation consultation.
- Provision of advice on cataloguing and conservation to the NHSL-supported community history project, 'Oor Mad History'.
- Provision of a detailed briefing on the REHSC's historical fundraising campaigns to assist in the drafting of a new vision statement.
- Provision of facts and images to *Connections* magazine for an article about the history of Deaconess House.
- Provision of historic images to permanent and semi-permanent exhibitions at REH, REHSC and St John's Hospital.

LHSA is represented on the RIE Arts Committee, advising on preservation and conservation issues, and participating in projects and exhibitions. Following on from 2009's successful 'Narratives' installation, LHSA is working alongside the Committee on a new project titled 'Unsung Heroes', which will create a permanent installation at the RIE using LHSA's historic collection of enameled badges and newly-designed artworks (see section 7.5).

After the productive 2009 conference and exhibition on the history of the REH held at RCPE, LHSA continues to be represented on the REH Bicentenary Committee and sub-groups which

have met throughout the year. LHSA is involved in, and advises on, a number of projects planned for the celebrations between 2010 and 2013.

11.3. NHS Borders

LHSA continues to work with NHS Borders, whose Dingleton Hospital records are deposited in LHSA (collection reference: GD30). An annual fee is charged to NHS Borders, and, in return, LHSA promotes and provides access to the records in line with LHSA's own policies and procedures.

11.4. NHS Scotland

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

11.5. Centre for Research Collections

LHSA staff have continued to work closely with their colleagues in the CRC throughout the year. This has included the following.

- Representation on the promotion and marketing, operational, and projects groups.
- Leading on the writing and implementation of the IS rare/unique collections Disaster Response and Recovery Plan, which 'went live' in May.
- Frequent provision of advice to other teams and departments on suitable environmental conditions, re-housing artefacts, storage requirements, funding applications, disaster planning and conservation supplies.
- Supervision of a volunteer in the conservation department with 50% of the workplan focussing on UE collections.
- Participation in the follow-up to the 2009 CRC audit with respect to security procedures for stores and transit of collections.
- Discussion regarding library, archive and museum convergence and on measuring impact across the CRC.

11.6. University Collections, Library & Collections and Information Services

LHSA staff have continued to work closely with their colleagues in the wider UC, L&C and IS divisions throughout the year. This has included the following.

- Representation on the L&C Managers, UC Managers, L&C Finance, IS Disaster Planning and Response, DLS/UC Liaison, UC Book Project and UC Senior Managers groups; and the EUL Building Committee.
- Participation in UC development and alumni discussions regarding possible future benefactions.
- Development of the EUL Exhibition Room, advising on health and safety, a safe scheme of works, procedures, ongoing snagging and display case purchase.
- Training in eFinancials – UE's devolved financial services.
- Training for Unidesk – IS' new incident management programme.

- Contribution of data regarding LHSA's cataloguing programme and collections to the L&C response to the RLUK Retrocon survey (a national review of retrospective cataloguing).
- Contribution of data regarding external usage of LHSA collections to the IS response to the SFC on RSLP Access Funding.

11.7. Archives and Records Association

LHSA is an institutional member of the ARA and a member of the ARA Volunteers Network. This enables LHSA to keep up-to-date with news, developments and best practice within the profession.

11.8. Institute of Conservation

LHSA is an organisational member of Icon and is represented on the Icon Scotland Group Committee. This enables LHSA to follow best practice and help shape the profession.

11.9. Learning Teaching Scotland

LHSA has begun to work with LTS to make LHSA material available to local and national schools for use as teaching resources in line with the Curriculum for Excellence. LHSA will become a member of the Glow network, a national intranet service for schools where teachers and pupils from all over Scotland can access resources to enhance learning. LHSA will be adding resources for the following curriculum modules.

- The Making of Industrial and Urban Scotland: Health and the Fight against Disease.
- Twentieth and Twenty-first Centuries: Women's Rights and Suffragettes, Elsie Inglis, the Great War and Alexander Fleming.
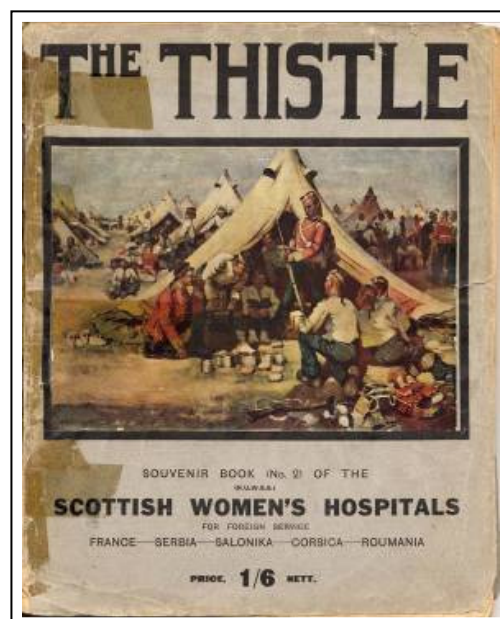

Figure 11: example of Elsie Inglis material, a potential teaching resource, LHSA reference: LHB8/12/2

11.10. Scottish Council on Archives

LHSA was invited by the SCA to represent the Scottish health archive and higher education sectors in a pilot scheme for a Quality Improvement Framework for Archives and Records Management Services. This government initiative is being developed specifically for the archives and records management sector and it is anticipated that, following piloting and refinement, it will have application as an essential advocacy and improvement tool for all archive and records management services, and will underpin the future development of the sector.

12. Management and administration of service

12.1. Lothian Health Services Archive Advisory Committee

The Advisory Committee met in January 2010 and minutes of the meeting are available on the LHSA website. This and previous meeting minutes are available at:
www.lhsa.lib.ed.ac.uk/about/committee.html.

The LHSA Advisory Committee was founded in 1983 "to provide a source of advice for the Archivist". It also received the LHSA Annual Report. In December 2010 the retiring Chairman, Dr Charles Swainson, wrote to all members thanking them for their work and advising them that a new management group would replace the Advisory Committee. The annual meeting scheduled for 21 January 2011 was cancelled. The replacement for the Committee is unclear.

12.2. Policies and procedures

In 2010 LHSA consolidated and formalised all internal policies and procedures, resulting in the compilation of an efficient and future-proof *LHSA Operating Manual*. Additionally, all services provided by the Archive are now logged in custom-built spreadsheets or databases as appropriate.

13. Staffing

13.1. Overview

LHSA staff are employed by UE, funded by NHSL via the LHSA budget. The team of six staff work independently within the CRC to provide, support and facilitate services for NHSL.

For the period of MB's research leave, RH has maintained day-to-day line management responsibility for LHSA staff, reporting to MB (weekly) and John Scally, Director of UC (six-weekly). Throughout his research leave MB has retained responsibility for the LHSA budget (income, expenditure, future funding and policy).

LHSA staff have continued to work exceptionally well this year under the supervision of RH. Training continues to be given a high priority to provide staff with the necessary skills and to enable them to develop professionally for the benefit of themselves and LHSA.

13.2. Staff on open-ended contracts

Archivist: Dr Mike Barfoot (09) (MB)

Assistant Archivist (07): Rosie Baillie (RB)
Paper Conservator (07): Ruth Honeybone (RH)
Assistant Archivist (06): Laura Brouard (LB)
Archive Assistant (03): Stephen Willis (SW)

13.3. Staff on fixed-term contracts

Assistant Archivist (07): Alison Scott (AS) (1 November 2009 – 30 April 2011)

13.4. Staff changes

MB's WT Research Leave Award, which commenced on 1 November 2009, was extended for a further six months until 30 April 2011. AS's fixed-term post, funded by this grant, was similarly extended. RB returned to work after nine months of maternity leave on 2 August 2010.

13.5. Staff development

In 2010 LHSA staff participated in the IS Annual Development Review process and have attended the following conferences, visits and training courses.

Engagement with the archive/library profession and best practice		
Event	Date	Attendees
Training workshop in film and sound archives: BBC Scotland visit	22 February	LB, SW
Visit to Scottish Screen Archive	26 February	LB, SW
Curriculum for Excellence training event, NAS	26 March	LB
'Conservation in Focus', Institute of Conservation conference	25-26 March	RH
Archives Hub training event, Glasgow University	25 May	AS
Visit to Glasgow University Special Collections and Archives	10 June	SW
Preservation Basics training course	8 July	SW
Visit to NAS Government Records Branch	19 October	SW
Visit to NAS Conservation and Online Resources Departments	21 October	SW
In-house training on enquiries procedure and access legislation	Ongoing	All staff
In-house EAD/EAC training workshop led by Lesley Bryson, UE	26 November	All staff
University Museums Group seminar 'Life without air conditioning?'	10 December	RH
Web and IT training to support core activities and facilitate development of LHSA website		
Photoshop training course in website design (UE)	19 January	AS
Writing for the web course (UE)	22 January	AS
Basic Word formatting course (UE)	21 April	AS
Intermediate Word formatting course (UE)	24 June, 1 July	AS
Basic Access database management course (UE)	21, 28 September	SW
Excel basic skills: creating spreadsheets and charts course (UE)	16, 23 November	SW
CRC and UE operations training to support core activities		
Training in packing crates for transit (CRC)	26 February	SW
Refresher training for Reading Room Invigilation (CRC)	17 March, 11 June	AS, LB, SW
DIU training (CRC)	13 October	All staff
eIT, PECOS (UE finance systems)	Various	LB, RH,RB
Refresher training for fire evacuation chair (UE)	19 April	LB, RH
Individual continued professional development to support core activities		
Module in audio-visual archive management, University of Dundee	January-May	LB
Visit to Edinburgh Cine and Video Society to view latest Hospital Heritage films in their cinema	25 February	LB, SW
Presentation skills course	14 May	RH
Institute of Leadership Management Diploma	Awarded March	RH

Refresher first aid training	6 September	RH
Open University 'Introduction to bookkeeping and accountancy' module	Awarded December	RH
MLitt in Archives and Records Management, University of Dundee	Ongoing	SW

13.6. Volunteer programme

2010 saw LHSA formalise its volunteer programme in light of the increased demand for access to LHSA's collections and staff expertise from individuals wishing to gain relevant experience before undertaking professional archive training. We have written a policy in conjunction with the CRC to manage the recruitment of volunteers, and have posted our details to the Volunteering Opportunities section of the ARA website. We have also joined the ARA Volunteer Network to keep up-to-date with best practice in volunteer management within the archive sector.

The demands on staff time in administering, allocating and supervising the work of volunteers is substantial. From September 2010 we took the decision to limit our intake to one archive and one conservation volunteer at a time.

Archive Volunteers
- Louise Williams (January – September), now studying for an MSc in Information Management and Preservation at the University of Glasgow.
- Rachel Bell (January – February), now Archive Assistant Graduate Trainee at Glasgow University Archives Services.
- Rachael Muir (May – August), completing her final year of her MA in History at the University of Glasgow, and investigating a career in archives.
- Mary MacPherson (September – ongoing).

Conservation Volunteers
- Mariko Wanatabe (March – ongoing).

14. Funding

14.1. Overview

The LHSA budget is the financial means by which it fulfils accession, cataloguing, user service, preservation/conservation and promotion core functions on behalf of NHSL.

Over the last five years the LHSA budget has increased by 7.14% on the 2006-07 figure, or a very modest 1.43% per annum. Significant growth of salary costs over this period has occurred at the expense of other components of the budget. Running costs have reduced; the UE overhead has remained static. (For an overview of the legacy funding arrangements for LHSA, see the 2009 Annual Report.)

The combination of a one-year budget cycle and continuing uncertainty about future NHSL Exchequer and Lothian Health Board Endowment Fund allocations that make up the budget has prolonged the cautious attitude to all LHSA expenditure in 2010. The need to reappraise the historic principles of LHSA income and expenditure remains urgent.

14.2. NHS Lothian

The total 2010-11 budget was slightly less (-£628) than in 2009-10 (£281,074). In 2006-07 it was £261,767. In 2010-11 it is £280,446. This represents a c.7.14% increase over five years, or 1.43% per annum.

Whereas the overhead charged by UE has remained unchanged over the last five years (£48,315), LHSA salaries have increased significantly. The LHSA running costs element of the budget has been used to make up the shortfall and, as a result, it is now inadequate to LHSA's current and future needs.

In 2010 LHSA's miscellaneous income from enquiries and copyright was £995.88. This is broadly in line with previous years. Future scope for income generation from archive services remains very limited.

14.3. Non-NHS Lothian

Applications for project funding were made to the following.

- The Cataloguing Grants Programme administered by TNA: *Cataloguing HIV/AIDS collections in Lothian Health Services Archive*, not awarded (£26,000).
- The National Manuscripts Conservation Trust administered by TNA: *The conservation of eleven scrapbooks by John Willis Mason*, not awarded (£1,995).
- WT RRMH programme: *The injured brain: a pilot to catalogue Norman Dott's neurosurgical case notes (1920-1960)*, award pending (£22,467).

Where applications were made but not awarded, positive feedback was received on the quality of the application and the material it concerned.

Due to the ongoing depletion of the running costs budget, LHSA is no longer able to apply for project grants which require match funding.

15. Glossary

AAH: Astley Ainslie Hospital (NHSL)

AIDS: Acquired Immune Deficiency Syndrome

(the) Archive: Lothian Health Services Archive

ARA: Archives and Records Association (formerly Society of Archivists, www.archives.org.uk)

BBC: British Broadcasting Corporation (www.bbc.co.uk)

CRC: Centre for Research Collections (L&C, IS, UE, www.ed.ac.uk/schools-departments/information-services/services/library-museum-gallery/crc)

DLS: Digital Library Service (IS, UE)

DPA: UK Data Protection Act 1998

DPH: Director of Public Health (NHSL)

EAC: Encoded Archival Context

EAD: Encoded Archival Description

eca: Edinburgh College of Art (www.eca.ac.uk)

EGH: Eastern General Hospital (NHSL)

ERMH: Edinburgh Royal Maternity Hospital (NHSL)

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

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

HIV: Human Immunodeficiency Virus

IC: Innovative Craft (www.innovativecraft.co.uk)

Icon: Institute of Conservation (http://www.icon.org.uk/)

IS: Information Services (UE)

ISAD(G):   International Standard for Archival Description (General)

IT: Information Technology

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

LHSA: Lothian Health Services Archive (CRC, L&C, IS, UE, www.lhsa.lib.ed.ac.uk)

LRA: Library Research Annexe (off-site store for CRC collections, L&C, IS, UE)

LRA2:   Library Research Annexe 2 (second off-site store for EUL collections, L&C, IS, UE)

LTS: Learning Teaching Scotland (www.ltscotland.org.uk)

MLRP: Main Library Redevelopment Project (EUL, IS, UE)

NAS: National Archives of Scotland (www.nas.gov.uk)

NHS: National Health Service

NHSL: National Health Service Lothian (www.nhslothian.scot.nhs.uk)

NLS: National Library of Scotland (www.nls.uk)

NMS: National Museums Scotland (www.nms.ac.uk)

PMRH: Princess Margaret Rose Hospital (NHSL)

RCPE: Royal College of Physicians of Edinburgh (www.rcpe.ac.uk)

REH: Royal Edinburgh Hospital (NHSL)

REHSC: Royal Edinburgh Hospital for Sick Children (NHSL)

RIE: Royal Infirmary of Edinburgh (NHSL)

RLUK: Research Libraries United Kingdom (www.rluk.ac.uk)

RRMH: Research Resources in Medical History (WT grant programme, www.wellcome.ac.uk/Funding/Medical-history-and-humanities/Funding-schemes/Support-for-archives-and-records/index.htm)

RSLP: Research Support Libraries Programme (www.rslp.ac.uk)

RVH: Royal Victoria Hospital (NHSL)

SCA: Scottish Council on Archives (www.scoarch.org.uk)

SFC: Scottish Funding Council (www.sfc.ac.uk)

SMART Centre: Southeast Mobility and Rehabilitation Technology Centre (NHSL)

SMMP: Simpson Memorial Maternity Pavilion (NHSL)

STV: Scottish Television (www.stv.co.uk)

TIFF: Tag Image File Format

TNA: The National Archives (www.nationalarchives.gov.uk)

UC: University Collections (IS, UE)

UE: University of Edinburgh

WGH: Western General Hospital (NHSL)

WRVS: Women's Rural Volunteer Services

WT: Wellcome Trust (www.wellcome.ac.uk)

WWII: World War II