Friends of the Newsam Library and Archives
Institute of Education, 20 Bedford Way, London,
WC1H 0AL
Chair: Sarah Aitchison      Hon. Sec.: Rebecca Webster

ANNUAL GENERAL MEETING, 4th July 2013

Library Teaching Room, 20 Bedford Way

In attendance: Sarah Aitchison (Chair), Becky Webster (Secretary), Gene Adams, Nazlin Bhimani, Peter Cunningham, Alexandra Hall, Beverley Hinton, Andrew McDonald, Kathryn Meldrum, Gwyneth Price, Jessica Womack

1. Apologies for absence

Apologies were received from Diana Guthrie, Stephen Pickles, Margaret Brown, Jane Martin, Norman Graves, Claire Drinkwater, Peter Cornall.

2. Approval of Minutes

The minutes from last year’s AGM were approved by the FNLA.

3. Matters Arising

There were no matters arising

4. Annual Report

Sarah Aitchison reported on the work of the Friends over the past year.

The Friends now have 44 members (14 life members, 2 corporate members, and 28 annual members, including 2 students). The two corporate members are The Forest School Camps and Learning Plus UK.

The Friends committee will run another recruitment drive in the coming months.

On 6th February 2013 the Friends held their annual study day organised by the Events Officer Sean Curran. The theme of the event was ‘Tools of the Trade: School textbooks and other teaching resources’. Speakers included members of library and archives staff, and Dr Toby Simpson of the Weiner Library. The meeting noted their thanks to Sean for organising a very successful day.

Potential subjects for the 2014 annual study day were discussed. It was decided that the event should broadly relate to War and Peace to commemorate the centenary of the start of the First World War and the holding of the ISCHE 2014 conference on the same theme at the Institute of Education in July.
The potential for holding lunchtime sessions on items from the archives and special collections; and an informal afternoon tea event to promote ILEA collections, recruit further FNLA members, and encourage fundraising opportunities were also discussed.

Alexandra Hall introduced herself as the Education Officer working on the HLF-funded project to develop an external education programme for schools and adult learners using the archive of the NUWT.

5. **Treasurer’s Report**

Income figures attached.

Expenditure over the previous year has been low and the Friends currently has £6400.

Future plans for investing this money in projects to enhance access to the special collections and archives were presented to present members and accepted:

- £3 000 was required to contribute towards the salary of a part-time Collection Development Assistant for one year. The role would involve fetching and putting away material from the stores; basic cataloguing and sorting of archive collections; stock checking; digitisation of collections; and carrying out basic preservation and conservation tasks. The money to fund one post had been secured through internal funding. A further £4 000 had been donated by the Alumni Development Fund. It was proposed that the remaining £3 000 be donated by the Friends enabling the Library and Archives to recruit for two posts. Future recruitment of such posts would be reviewed at the end of the one year pilot. The Friends accepted this proposal.

- £1 000 was required to partially fund an exhibition, and related events, to be held during the conference of the International Standing Conference of Higher Education to be held at the Institute of Education in July 2014. The theme of the conference was War and Peace and the Library and Archives planned to create a large exhibition for the main conference hall, offer lunchtime sessions for delegates of the conference and others on the IOE’s collections, and use spaces in the library to promote sections of the collections relevant to the conference theme. £1000 had already been secured through central Conference funding; the Pears Foundation has donated a further £1000. The Friends accepted the proposal for the FNLA to donate a further £1000 to bring the total budget to £3000.

Further ideas for future spending should be forwarded to either the Chair or Secretary.

6. **Discussion of current projects and future activities**

The cataloguing of the archive of the National Union of Women Teachers was now complete and the catalogue is available online. The second phase of the project to develop an external education programme, funded by the Heritage Lottery Fund, had started at the beginning of July. Updates on the progress of the project would be available on the project blog, Twitter feed, and Friends newsletter.

The archives team have also been working on a JISC-funded project to develop working practices and procedures for the management of digital archive collections from collection development to access and preservation. This project will be completed by the end of July and has enabled the Archivists to revise and create
relevant documentation to enable the effective management of digital archive collections in the future.

The library has recently received a large number of examination papers from the University of Leeds which are filling gaps in the Institute's current holdings. Brief catalogue records for the Exam Papers collection are being created and made publicly available on the online catalogue, greatly improving access to the collection.

A small amount of funding was received from Gemma Moss, as part of her ESRC-funded project, to develop a guide to collections in the library relating to literacy. Further funding, from the same project, was used to catalogue the early records of the National Foundation for Educational Research (NFER).

A guide to historical resources in the library has been created linking to external digital content.

Members of the library team have begun sorting the Textbooks collection.

New Special Collections include:
- MACOS – an innovative and controversial USA-based research project in the 1960s and 1970s on the curriculum
- Humanities Project – a collection relating to a 1970s UK-based project about the curriculum

The library now has 34 Special Collections.

7. Any Other Business

None