

The Archive-Skills Consultancy

Report on the
Access to Shipbuilding
Collections in North
East England (ARK)
Project

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Contents

0.	Executive Summary	p 4
1.	Introduction	p 5
2.	Survey Methodology (Collection Audit)	p 6
3.	Findings and Conclusions: the Collections	p 7
1.	Findings	p 7
i.	Armstrong Whitworth /Vickers Armstrong.....	p 7
ii.	Austin & Pickersgill	p 9
iii.	Bartram & Sons	p 10
iv.	British Shipbuilders	p 11
v.	Clelands Shipbuilding Co	p 13
vi.	John Crown & Sons	p 14
vii.	William Doxford & Sons	p 15
viii.	Sir James Laing & Sons	p 17
ix.	North East Shipbuilders	p 18
x.	Palmers Shipbuilding & Iron Co	p 19
xi.	J Readhead & Sons	p 20
xii.	Short Bros	p 21
xiii.	Smiths Dock	p 22
xiv.	Sunderland Shipbuilders	p 24
xv.	Swan Hunter	p 25
xvi.	JL Thompson & Sons	p 27
xvii.	Robert Thompson	p 28
2.	Conclusions	p 29
i.	Appraisal	p 29
ii.	Cataloguing and Description	p 30
iii.	Preservation and Conservation	p 34
4.	Survey Methodology (Stakeholder Consultation)	p 38
5.	Findings and Conclusions (Stakeholder Consultation)	p 38
1.	Archives and Repositories with Similar Holdings	p 38
2.	Users and Researchers	p 46
3.	Strategy and Policy	p 54
4.	Discovery Museum Visitor Survey	p 67

6.	Findings and Conclusions: Access	p 69
7.	Findings and Conclusions: Marketing	p 70
8.	The Case for a Maritime Heritage Network	p 72
9.	Options and Strategies for ARK	p 77

Appendices

A.	List of Recommendations	p 80
B.	Next Steps for the ARK Project	p 85
C.	Record Groups Removed from ARK List	p 87
D.	ARK Record Survey Data Categories	p 88
E.	Definitions of Importance Criteria	p 90
F.	Table Summarising Key Findings for Each Collection	p 91
G.	Suggested Retention Guidelines for Shipbuilding Archives	p 95
H.	Summary of Findings on Physical Condition and Conservation Requirements	p 97
I.	Stakeholder Consultation Questions	p 99
J.	Text Sent to Stakeholder Publications	p 102
K.	Stakeholders Consulted: Archives & Repositories with Similar Holdings	p 103
L.	Summary Details of Similar and/or Complementary Collections & Holdings	p 105
M.	Expressions of Interest in Partnership with ARK Project.....	p 108
N.	Additional Expressions of Interest	p 109
O.	Stakeholders Consulted: Users & Researchers	p 113
P.	Stakeholders Consulted: Strategy and Policy Development	p 115
Q.	Discovery Museum Shipbuilding Records Awareness Survey	p 116
R.	Summary Lists Generated by Strategy and Policy Stakeholder Survey	p 117
S.	Maritime Heritage Advocate Person Specification and Job Description	p 119

Tables

Table One	ARK Collections: Estimated Quantities by Format	p 7
Table Two	Cataloguing Ranking of Shipbuilding Fonds	p 31

0. Executive Summary

The TWAS shipbuilding archives are first in the country in terms of quality and quantity as a source of information on shipbuilding. They are of significant international importance. The ARK survey gives excellent information on the size of the collections and the type and format of the records it comprises which can be used as the basis for managing its processing, description, preservation and access.

This report finds that in order to facilitate access, all the collections need to be catalogued, in a way that users find intuitive and simple to navigate. Catalogues and other finding aids should be online but there is still a need for hard copy as well. This report recommends practical strategies to further cataloguing of the ARK collections.

Although there are some cases where the material requires conservation work, most of the ARK collections only require cleaning and archival packaging.

Any project that aims to process, promote use of and provide greater access to the TWAS shipbuilding records must involve a strategy which will allow access to previously inaccessible material at an early stage. Currently there is a small but enthusiastic constituency of regular users with a wide range of research interests from differing educational backgrounds. The ARK material is not being marketed to optimise its potential use in the reading room, for research services or other products that would generate income and/or raise its visibility and use. In particular the ARK material should attract a more culturally diverse audience, lifelong learners, those in formal education and the physically and sensory impaired. The ARK collections also have potential for commercial exploitation.

The ARK stakeholder consultation revealed lots of practices and examples that TWAS can learn from and emulate. There are many interesting complementary projects and opportunities for partnerships which would enhance and promote the ARK collections. TWAS must maintain the flourishing network of contacts, joint projects and stakeholders that has been revealed by the ARK project. It should encompass not only shipbuilding but also maritime heritage resources in the UK and links between shipbuilding holdings and other industries. The scope of the ARK project might include related areas such as marine engineering and maritime commerce.

There is very real potential for a National Maritime Heritage Network and many stakeholders would welcome and/or support such an initiative. The initiative would need to work with the existing networks and sites.

Any future ARK project should be managed by a Maritime Heritage Advocate, an individual who would liaise, facilitate, supervise and move the project's various aims to successful delivery, embedding new skills in staff, partners and volunteers and transferring skills in line with HLF's training plan policy.

1. Introduction

The Tyne and Wear Archive Service (TWAS) was awarded an HLF grant to carry out a thorough assessment of the access, conservation and cataloguing requirements of the shipbuilding collections housed at Tyne and Wear Archives. The main project deliverable is this, a strategic report which provides TWAS with data, information, guidance and recommendations on:

- Priorities regarding future work on the collections
- Strategies for widening access to the collections
- Maximising resources available for the shipbuilding archives
- Work on the collections for the next five to ten years

The project began in September 2004. Colin Boyd, the Assistant Consultant, carried out the detailed survey of the seventeen shipbuilding archives and Margaret Crockett and Janet Foster of the Archive-Skills Consultancy provided professional expertise (particularly with respect to developing the survey data collection) and project management services, conducted a wide-ranging stakeholder survey and analysed all project findings for this report.

TASC would like to take this opportunity to thank Colin Boyd for his untiring support and enthusiasm, the many stakeholders consulted who were so generous with their time and in particular the staff of Tyne and Wear Archives who were unfailingly helpful.

2. Survey Methodology (Collection Audit)

The first step in the survey was to confirm the collections which should be included. TASC and TWAS management decided that the survey would be confined to those companies which were primarily shipbuilders – although it was recognised that the ships outfitters and engineering companies were often so closely allied with and dependent upon the shipbuilders that the decision to exclude them was purely arbitrary. This decision was almost solely down to the time constraints and resources available to carry out the survey. Appendix C provides a list of the record groups that were considered and removed from the final list of fonds covered in the survey.

The Assistant Consultant on the project, Colin Boyd, worked primarily on the collections survey. TASC designed and provided a survey data collection form (see Appendix D for details, Appendix E gives definitions for the importance criteria) which Colin used to record the various elements of data required to quantify the collections and assess their value and processing requirements. In particular Colin was assiduous in identifying and detailing series and items within the collections which have resulted in a level of description that will render the collections immeasurably more accessible to users and staff¹.

TASC has used the survey data to provide the survey finding profiles in Section 3. The consultants developed the survey data to clarify the history of archival custody. These are found in the Other Fonds section of the survey finding profiles. For example there are several instances where some of the records of one company have been in the custody of a take-over company, and subsequently accessioned by TWAS as the take-over company records even though TWAS also holds records of that company. In fact, the true fonds designation is that of the company that has been taken over. A prime example of this is the records accessioned as North East Shipbuilding Limited.

TASC's additional processing also included editing the administrative histories, sometimes adding information. These have been included to illustrate the importance of the collections and to give readers of this report additional context and background.

In addition, TASC has used the survey data to quantify record series and items within each format. These now appear in the survey finding profiles. They can be used to estimate more accurately the time required to describe series as well as conservation requirements including boxing and other repackaging.

¹ We would like to note for the record that Colin's contribution to the project has been invaluable. In addition he has also always been responsive to any requests for further information and has been an excellent team player.

3. Findings and Conclusions: the Collections

1. Findings

One of the most important outcomes of the ARK survey is that TWAS now has much better information on the size of the collections and the type and format of the records it comprises. Whilst these figures are of necessity estimates, they can be used as the basis for every aspect of managing the processing, description, preservation of and access to the material. The seventeen collections surveyed amount to an estimated 650 linear metres and 455 record series have been identified (with an additional estimated “several hundred” for Swan Hunter). Moreover, the survey has also provided detailed estimates for the various record types and formats. Table 1 gives estimated quantities by format.

Photographs and illustrations	15461 photographs 75 albums 3 boxes + 4 loose items photographs and sketches 11758 negatives (photograph and glass plate)
Paper/Textual	1360 files/bundles 6031 papers ² 1869 booklets including journals 2824 volumes 28 boxes and 9 drawers of cards
Plans	30411 plans (ship and yard) 759 negatives of ships plans
Other	Microfilm Videos

Survey Finding Profiles for each collection is given in this section, a table summarising the key findings for each collection is given in Appendix F.

1. Armstrong Whitworth/Vickers Armstrong (includes Armstrong Mitchell & Vickers Armstrong)

The company was founded by Sir William Armstrong in 1847 to manufacture hydraulic cranes. Involvement with shipbuilding led to an amalgamation with C Mitchell & Co in 1882 to form Armstrong Mitchell & Co followed by amalgamation with Sir Joseph Whitworth & Co when the company was styled as Sir W G Armstrong Whitworth & Co Ltd. In 1912 a new shipyard was established at Walker and in 1928 a forced merger with Vickers restyled the company as Vickers Armstrong Ltd although the original Low Walker yard

² The total number of individual loose papers has been estimated

continued to trade under the old name. This arrangement continued until the voluntary liquidation of the company in 1956. The Vickers Armstrong part of the company survived until 1968 when control of the Naval Yard passed to the Swan Hunter Group.

The records surveyed were received in 11 accessions between 1967 and 2001. There is also a small quantity of records (2 series) in Accession 2931 (Swan Hunter)

Date

1847-1968

Size

Physical size: 165.43 linear metres

Number of record series:

c75 plus photographs and plans

Format

500 Volumes

105 Files/bundles

54 Booklets

14763 Plans, 700 photo negatives

1 album and 18 Photographs

Physical Condition

Volumes: most are filthy with very poor bindings

Files/bundles: need refolding

Booklets: average condition

Plans: reasonable condition

Photographs: need repackaging

Cataloguing Issues (complexity)

Relatively straightforward to arrange, series are easily identified and small, but there is a large technical content.

Relative Importance

High significance for the naval history of the yard owned by one of the most famous 19th century industrialists. In particular there are early ship plans from Mitchell & Co. and plans of historically important ships; and records important for technical naval and armament history. Fulfils all significance criteria except Social although there is an apprentice register, 1856-93, and a long series of accident books, 1884-1930.

Work priorities

Appraise for weeding/destruction e.g. share preferences.

Appraise plans against retention guidelines

Photographs – small quantity only therefore quick to deal with
Company administration – Accession 129/130 has been listed
Plans – Accession 3935 has a detailed list and card indexes; there are also ship
plan registers in Accession 3212
Series relating to technical naval content

2. Austin & Pickersgill (includes S P Austin & Co & Wm Pickersgill)

Austin & Pickersgill Ltd was formed in 1954 by the merger of S P Austin & Son Ltd (founded in 1826) and W Pickersgill & Sons Ltd (founded in 1838). Shipbuilding was carried out at the modernised Southwick yard and the company was purchased by London & Overseas Freighters Ltd in 1970 following the take over of Bartram & Sons Ltd in 1968. In 1977 the company became part of British Shipbuilders and then in 1986 part of North East Shipbuilders Ltd. The yard closed in 1988.

The records surveyed were received as four accessions between 1985 and 1990 a large proportion of which are records of other companies which were part of North East Shipbuilders Ltd. Some material for Austin & Pickersgill (7 series); S P Austin Ltd (2 series); W Pickersgill (3 series) can be found in Accession 1811 (Sunderland Shipbuilders).

Date

1795-1985

Size

Physical size: 45.9 linear metres

Number of record series:

c100

Other fonds

J Crown & Sons: 3 series

Wm Doxford & Sons Ltd: 32 series

Sir James Laing & Sons Ltd: 7 series

North East Shipbuilders: 1 series

Sunderland Shipbuilders Ltd: 16 series

JL Thompson & Sons Ltd: 12 series

Format

71 Volumes

2113 Papers

288 Files/bundles

649 Booklets

488 Plans

Photographs

Physical Condition

Volumes: reasonable condition but some red rot, paper clips and fasteners

Papers: reasonable condition but some rusty fasteners, also some papers need flattening

Files/bundles: repackaging needed

Booklets: generally good condition

Plans: mostly good condition but rolled

19 albums; 2695 Photographs: need to be repackaged in archive quality sleeves

Cataloguing Issues (complexity)

Complex. Includes 2 sub-fonds and there is a large amount of loose papers and bundles making it difficult to identify and quantify the series. However, relatively few plans so technical input less.

Relative Importance

Significant; fulfils all criteria, except Political, although this score will be influenced by the records of the other companies included in the collection .

Interest to majority of user groups

Of particular interest is information on SD14 vessels; shipowning practices; and the development of marine diesel engines

Includes personal papers of Mr & Mrs Pickersgill

Plans mainly held elsewhere

Work priorities

Establish the material which should be dealt with separately as other fonds.

Examine loose papers and bundles to establish series.

Catalogue the sub-fonds as discrete projects.

3. Bartram & Sons

Bartram & Sons was formed in 1889 when George & William Bartram joined the business founded by their grandfather in 1838. After becoming a limited company in 1922 it was taken over by Austin & Pickersgill in 1968. The yard closed in 1978 following the nationalisation of 1977.

The records surveyed were received in 4 accessions, 937 and 990 (bulk of the collection) from Austin & Pickersgill in 1978; 1654 from Newcastle Local Studies Library in 1984; and 1714 from a private depositor in 1985.

Bartram records are also contained in North East Shipbuilders Ltd Accession 2296 and 2509 (6 series) and Sunderland Shipbuilders Accession 1811 (3 series).

Date

1865-1975

Size

Physical size: 96.2 linear metres

Number of record series:

33

Format

163 Volumes

93 Files/bundles

108 Booklets

5397 Plans

Physical Condition

Volumes: generally good but some rebinding needed

Files/bundles: some files are so dirty they could not be produced

Booklets: generally in good condition

Plans: poor condition

Cataloguing Issues (complexity)

Easy to arrange. Although physically large there are a small number of series.

However, proportionately large number of plans so need for technical input

although high possibility of weeding because many plans are of small ship parts

Relative Importance

Moderate. WWII interest and plans detailing development of cargo ships,
otherwise routine administrative series

Not of international interest

Work priorities

Appraise for duplication e.g. specification booklets

Series relating to ship design

Appraise plans against retention guidelines

Catalogue plans

Correspondence

General administrative records

4. British Shipbuilders

The company formed when all 98 individual British shipbuilding companies, were nationalised in 1977 preparatory to closing the shipbuilding yards. The company HQ was in Newcastle and it ceased operating in 1988 although the closure or sale of remaining facilities and the discharge of residual liabilities continued until 2000.

The records surveyed were received in 3 accessions, 2388, 2389 and 3807, directly from British Shipbuilders in 1989 and 2000, supplemented by accession 2744 of rescued material from Tyne & Wear Development Corporation in 1992. The material relates to component companies as well as shipyards outside the Tyne & Wear area.

Date

1919-1987

Size

Physical size: 15 linear metres

Number of record series:

15 series

Other fonds

Austin & Pickersgill Ltd: 12 series

Bartram & Sons Ltd: 6 series

RS Dalglish: 4 series

Hull Steam Navigation Co Ltd: 1 series

Robert Stanley Shipping: 2 series

Watergate Steam Shipping Co Ltd: 6 series

Format

24 Volumes

27 Files

260 Booklets

1052 Plans

38 Papers

15 Boxes

Microfilm

Videos – transferred to NRFTA but still in TWAS Store A

Physical Condition

Volumes: generally good condition but some are Kalamazoo folders and some have sellotape

Files: in boxes which are not the correct size so crumpled

Booklets: good condition

Plans: will need separating as many are rolled together; condition is average

Papers/boxes: some papers (e.g. voyage accounts in Acc2388) are tied with string in bundles

Microfilm: good condition

Videos: not boxed and at risk as currently stored

Cataloguing Issues (complexity)

The British Shipbuilders accessions pose a challenge since they contain material from companies for which other material is held as individual fonds from separate accessions. Attention needs to be paid to cross-referencing and to the possibility of re-uniting split series. The accession records for Acc 2388, 2389 and 2744 are not very detailed, however the material in these accessions is not complex. Accession 3807 which contains most of the technical data and plans has a detailed accession record and there are detailed lists provided by the depositor on the Accession file. For these reasons it may be better to leave cataloguing

British Shipbuilders material until after the cataloguing of accessions of shipbuilders records that also feature in this material.

Relative Importance

Significant on all levels; covers how the decline in shipbuilding was dealt with. For particular vessels Acc3807 is important for the SD14 type.

Work priorities

As mentioned above these accessions need to be considered with the other accessions from the individual shipbuilders involved although their material within the British Shipbuilders deposits will be easy to catalogue. The majority of the material is ship plans and specifications contained in Acc3807 which will require technical expertise however there are detailed lists available to assist in appraisal.

Once the material has been catalogued it will be necessary to appraise the microfilm for duplication and archival value.

5. Clelands Shipbuilding Co

Founded by William Cleland in 1866 this company specialised in the construction of coastal vessels until the depression of the 1930's when financial problems led to it's closure. The yard reopened as Clelands (Successors) Ltd in 1932 and was taken over by the Craggs family of Goole in 1934. Swan Hunter took over in 1967 and the company became part of British Shipbuilders in 1977 where it remained until the yard closed in 1984.

The records surveyed were received in two accessions, 1615 from British Shipbuilders which comprises the vast majority of the material which is ships plans, specifications and photographs; and 4026 from a separate unconnected source (Trinity Maritime Centre) with an unknown original provenance, which is minute in comparison. A small amount of material (2 series) is contained in Accession 2931 (Swan Hunter).

Date

1873-1974

Physical size:

16.79 linear metres

Number of record series:

9

Format

35 Volumes including 27 photo albums

245 Booklets of which 99% are ship specifications

1140 Plans

1874 Photographs

16 Files
52 Papers

Physical Condition

All formats are in good condition and all material, except the files which need refolding, has been repackaged.

Cataloguing Issues (complexity)

The main requirement will be for technical expertise in cataloguing the plans and specifications.

Relative Importance

The material has local and regional significance since the company specialised in coastal vessels. The photographs provide a major source for the development of these vessels during the 20th century

Work priorities

This material might have a medium to low priority in terms of the shipbuilding collections as a whole, however it would be relatively quick and easy to catalogue the administrative record series and the photograph albums which should be done before tackling the technical material. There appears to be little information in the accession records although a ms list for Acc1615 is mentioned.

6. John Crown & Sons

Founded in 1847 this company traded under various names before becoming John Crown & Sons Ltd in 1903. In 1946 the yard was taken over by J L Thompson & Sons but continued to operate as a separate concern until closure in 1958.

The records surveyed formed part of Accession 3544 received from Tyne & Wear Museums in 1998. The accession comprised plans from 5 different companies which were given separate DS references and were treated separately for this survey. Further small amounts of material for John Crown Ltd are in Accession1811 (Sunderland Shipbuilders), Accession 2141/2376 (Austin & Pickersgill) and Accession2276 (North East Shipbuilders Ltd).

Date

1906-1946

Physical size:

1.26 linear metres

Number of record series:

1 (ships plans)

Format

110 plans

Physical Condition

Plans are boxed but in poor condition: very grubby and crumpled

Cataloguing Issues (complexity)

Ships plans require technical expertise and should be appraised against the retention guidelines. This might be done using the detailed list on the Locations file.

Relative Importance

Medium level significance. Plans have local, regional and national significance, otherwise some innovative and general historical significance as well as interest to most users except genealogists and shipping engineers. No records of special significance.

Work priorities

Low priority for these records, given the technical expertise required and lack of distinguishing content, also an interim catalogue exists under ref. DS/CR. Consider more detailed cataloguing after the related material in Accession1081 has been done.

7. William Doxford & Sons

The company was founded by William Doxford in 1840 and continued by his four sons following his death in 1882. In 1961 the company was renamed Doxford & Sunderland Shipbuilding & Engineering Co Ltd which then became Doxford & Sunderland Ltd in 1966. Following the takeover by Court Line in 1973 the company became Sunderland Shipbuilders Ltd which was taken into public ownership after the collapse of Court Line in 1974. Following nationalisation in 1977 the company remained in public ownership until 1986 when it merged with Austin & Pickersgill and was renamed for the last time North East Shipbuilders Ltd. The yard closed in 1988.

The records surveyed were received in eight accessions, 898, 1250, 1261, 1882 and 2680 between 1977 and 1992 from a private depositor working in the industry; 1722 in 1985, a single item from Sunderland Shipbuilders; 3286 in 1996 from a private depositor relating to Doxford Marine Engines; and 3544 in 1998 from Tyne & Wear Museums.

Substantial amounts of Doxford records are also contained in Sunderland Shipbuilders Accession1811 (39 series) and Austin & Pickersgill Accessions 2141/2376 (32 series); there are smaller amounts in Accessions 2296 and 2509 (North East Shipbuilders)

Date

1878-1984

Physical size:

19.2 linear metres

Number of record series:

46

Format

149 Volumes

55 Files/bundles

5 Papers

84 Booklets

268 Plans

37 Photographs

Physical Condition

All the material is generally in good condition; the photographs are in archive quality sleeves.

Cataloguing Issues (complexity)

Although there are a relatively large number of series, these are mostly administrative, readily identified and often consist of runs of volumes. Cataloguing these should not present any major challenges. Accession 3286 comprising test bed and sea trial data will require specialist knowledge. As will the ship plans but the Accession record indicates that there are detailed lists available.

Relative Importance

Highly significant collection of material which is supplemented in other accessions. Fulfils all the significance criteria and will be of interest to all user groups.

Doxford's was the premier marine engine design and manufacturing company which developed the only successful British marine diesel engine – these records include the test book for the first opposed piston diesel engine. Doxford's also built the first "Turret" steamer, designed to provide a lighter ship with more efficient cargo space, and went on to supply 170 of the 177 of these ships to be built between 1892 and 1911.

The collection also includes the diaries of K.O. Keller, 1914-1939, marine engineer and father of the Doxford engine.

Work priorities

- The administrative records including engine specification and trial report records should be catalogued first. Accession 898 and 1882, which comprise many of these records, have been listed.
- The photographs are also part of Accession 898 so these should be prioritised.
- Court papers, 1968, which comprise Accession 2680, were closed at the depositor's request until 1999 so could now be catalogued and should be very simple to do.

- The plans are listed but require appraisal before cataloguing.
- Test bed and sea trial data (Accession 3286) will need to be reviewed in consultation with museum staff and should be dealt with in the longer term.

8. Sir James Laing & Sons Ltd

In 1793 Philip Laing and his brother John founded this company and it was developed under Sir James Laing, Philip's son, becoming a limited company in 1898. In 1954 it was amalgamated with Sunderland Shipbuilding, Dry Docks & Engineering Co Ltd which became part of the Doxford group of companies in 1961. The company ceased to exist in 1966 when Doxford absorbed all of its subsidiaries.

The records surveyed are from one accession, 2591 from a private depositor in 1991. The main records for Laing comprising 42 series are found in Accession 1181 (Sunderland Shipbuilders); further small amounts of administrative material are in Accessions 2141/2376 (Austin & Pickersgill); Accession 2234 (J.L. Thompson); 2276 and 2296 (North East Shipbuilders Ltd)

Date

1921-1943

Physical size:

0.02 linear metres

Number of record series:

1, comprising 4 plans

Format

4 Plans

Physical Condition

Plans are folded in a box and in average condition; repackaging required as a minimum

Cataloguing Issues (complexity)

The Accession record lists the plans in sufficient detail. This should be cross-referenced to the other relevant accessions.

Relative Importance

The oldest shipyard in the region and with national significance. Also there are no other known plans for Laing ships.

9. North East Shipbuilders

North East Shipbuilders was formed in 1986 by the amalgamation of Austin & Pickersgill Ltd and Sunderland Shipbuilders Ltd. It operated for a very short time as all the yards were closed in 1988/1989.

The records surveyed were received as five accessions from the company, 2276 and 2296 in 1988; 2487 and 2509 in 1990; and 2642 in 1991 on the day before the company finally closed. The vast majority of the records are from the two predecessor companies and their constituents.

Date

1875-1990

Physical size:

15.89 linear metres

Number of record series

NESL: 5

Other fonds

S P Austin & Co Ltd: 8 series

Austin & Pickersgill Ltd: 5 series

Bartram & Sons Ltd: 6 series

J Crown & Sons Ltd: 2 series

W Doxford & Sons Ltd: 7 series

Sir James Laing & Co: 10 series

W Pickersgill & Co: 27 series

Sunderland Shipbuilding & Dry Dock Co Ltd: 1 series

Sunderland Shipbuilding & Engineering Co: 2 series

J L Thompson & Co: 14 series

Total number of series: 87

Format

196 Volumes

47 Papers

12 Files/bundles

194 Booklets

210 Plans

9 drawers Cards

Physical Condition

Volumes: some are in very bad condition needing rebinding; others are lever-arch binders containing press cuttings which are bent and need attention.

Papers, Files, Booklets: need refolding, many stored in plastic wallets

Plans: reasonable condition but folded and need boxing. Cards: good condition

Cataloguing Issues (complexity)

The NESL material poses a challenge since it incorporates records from companies for which other material is held as individual fonds from separate accessions. Often these separate accessions include records of a similar date to those in this accession and attention will need to be paid to cross-referencing and to the possibility of re-uniting split series. However, the sub-fonds have been identified. As with the other umbrella companies it may be better to leave cataloguing until after the separate fonds for the constituent companies have been catalogued.

Relative Importance

Highly significant because of the records of constituent companies which means that the material fulfils all the criteria and will be of interest to most user groups. There is a comprehensive set of plans for SD14 vessels. Also personal papers of Mrs Pickersgill will illustrate family involvement in shipbuilding in the 19th century.

Work priorities

Appraisal of material for weeding/destruction e.g. Accession 2509 SP Austin labour record cards and assessment of volumes in bad condition to determine whether informational content justifies conservation e.g. Accession 2509 Bartrams registers of leavers and starters.

As mentioned above this material needs to be considered with the other accessions from the individual shipbuilders involved. It should be broken down into sub-fonds which can be dealt with separately so that the large quantity of material is not overwhelming.

10. Palmers Shipbuilding & Iron Co

Established in Jarrow in 1851 as Palmer Bros & Co, the company was at the forefront of steamship development. A limited company was formed in 1865 and interests were taken up in collieries, ore mines, iron & steel manufacture enabling Palmers to become one of the most powerful companies in the region. The company expanded with yards being opened in other regions until it collapsed in 1933 when a receiver was appointed and the company closed although the Jarrow yard was taken over by Vickers Armstrong Ltd.

The records surveyed were received as three accessions: 1357 from a private depositor in 1981; 1479 via the Business Archives Council in 1982; and 2918 a transfer from Durham Record Office in 1994. Palmers Shipbuilding & Iron Co. Ltd records are not contained in any other accessions.

Date

1840-1932

Physical size:

3.5 linear metres

Number of record series:

8

Format

3 Volumes

7 Files/folders

27 Papers

26 Plans

12 Photographs/negatives

Physical Condition

Volumes: good condition (NB includes an early filofax "Lefax", 1911)

Files: good condition

Papers: have been refolded, good condition

Plans: have been refolded but not all folders are large enough to accommodate the plans

Photographs: negatives (11) are in polythene sleeve; need repackaging

Cataloguing Issues (complexity)

This is a small collection which does not pose any major cataloguing challenges.

Relative Importance

Highest level significance. This is an historically important shipyard and, although some material is held in 4 other repositories, relatively few records survive which makes this collection highly significant.

Work priorities

The whole collection should be catalogued as a priority.

11. J Readhead & Sons

The company began in 1865 when John Readhead, a shipyard manager, entered into business with J Softley at a small yard on the Lawe at South Shields. Following the dissolution of the partnership in 1872, it continued as John Readhead & Co on the same site until 1880 when the High West Yard was purchased. After Readhead's four sons were taken into the business in 1888 the company traded as John Readhead & Sons becoming a limited company in 1908. In 1968 the company was absorbed by the Swan Hunter Group and in 1977 became part of the nationalised British Shipbuilders. In the same year the last vessel was launched and the site was sold off in 1984.

The majority of the records surveyed were received in one accession, 1061 from Swan Hunter in 1978; 3 further accessions, 1220 in 1980 from South Shields Central Library; 2212 in 1988 from B. Mason; and 2742 from Swan Hunter in 1992, added 4 items.

Readhead & Sons records (24 series) are also contained in Acc 2931 (Swan Hunter). The records have been given the reference DS.RDD

Date(s):
1813-1967

Physical size:
21.72 linear metres

Number of record series:
25

Format
397 Volumes
80 Plans
3 boxes + 4 loose items photographs/sketches

Physical Condition
Volumes: generally good although some have metal fastenings
Plans: generally good although some of the rolls show damage at the ends
Photographs: good

Cataloguing Issues (complexity)
The collection consists of a relatively small number of series mostly of long volume runs which will be easy to catalogue.. The ship plans will require technical expertise but date from the mid-20th century. Photographs will need individual descriptions.

Relative Importance
Medium level significance. Mainly significant for detailing long series of ships for two companies which gives the collection international interest otherwise there are no key records. It fulfils the social, economic and historic criteria and would be of interest to all user groups except engineers and salvage operators.

Work priorities
Administrative and technical specification volumes, as noted above it would be relatively quick and easy to catalogue these.
Appraise plans.
Catalogue plans

12. Short Bros

Originally founded by George Short in 1850 the company moved to the Pallion yard in 1869 and four of the founders sons joined the business in 1871. It became a limited company in 1900 and continued building general cargo ships until the yard closure in 1964.

The records surveyed were received as 3 accessions: 714 and 1391 from Sunderland Museums in 1975 and 1982; and 3544 from Tyne & Wear Museums in 1998. The latter comprised plans from 5 different companies which were given

separate DS references and were treated separately for this survey. Short Bros records are not contained in any other accessions.

Date(s)

1861-1957

Physical size:

3.28 linear metres

Number of record series:

25

Format

31 Volumes

3 Booklets

11 Files

56 Papers & 3 bundles

575 Plans

Physical Condition

Volumes: some fragile (e.g. letterbooks); some very dirty (e.g. bills payable)

Booklets: some have been foldered but smaller booklets are very dusty

Files, Papers & bundles: some fragile, some repackaged

Plans: good

Cataloguing Issues (complexity)

The administrative records will be easy to catalogue with readily identifiable series. The ship plans will need technical expertise and appraisal against the retention guidelines. This might be done using the detailed list on the Locations file.

Relative Importance

Medium high significance. Fulfils most significance criteria except Technical and Political, but of no genealogical interest. Key records are plans for the pioneering RFS fleet oiler "Trefoil" and court case records relating to the alleged supply of a substandard vessel.

Work priorities

Administrative records could be catalogued to give a reasonably quick result.

Appraisal of ships plans.

Catalogue selected ships plans.

13. Smiths Dock

One of the earliest shipyards, the company began at St Peters in Newcastle in 1810 building wooden sailing ships including a large number of East Indiamen. In 1863 the yard was taken over by The Tyne Iron Shipbuilding Co. A shipyard had been established at North Shields in 1814, trading as T & W Smith, and from

1863 this was the main site, building smaller vessels mainly for the fishing/whaling industry. In 1899 the company merged with H S Edwards & Co. who had yards at both North & South Shields and then traded as Smiths Dock Co Ltd. In 1908 all new building work was transferred to a purpose-built yard on Teesside and ship repair work became the mainstay on Tyneside. The South Shields yard was absorbed by Readhead & Co. in 1924 and A&P Tyne took over the North Shields yard in 1988 closing it down in 2001. The Teesside yard had closed in 1986.

Date

1811-1944

Physical size:

2.72 linear metres

Number of record series:

14 of which 9 comprise 1 item

Format

22 volumes

6 boxes of papers

2 photograph albums

Physical Condition

Volumes: some very fragile especially the builders certificates

Boxes of papers: overfull; the papers have been superficially repackaged.

Photograph albums: in good condition but inappropriately boxed with other material

Cataloguing Issues (complexity)

This is a small collection with record series which are very easy to identify and often consist of only one volume. It would be very simple and quick to catalogue, especially as there are detailed accession records.

Relative Importance

Fulfils all survey criteria for significance except innovative and political. There is material of early date with a high social and family history relevance (apprenticeship books, 1811-68) as well as early records providing detailed economic information (ships prices, 1812-46, and costings, 1830-54). Also there is a volume of great significance for the period of the transition from sail to steam (dock turn book, 1856-99) and one of the photograph albums records the conversion of a vessel to a merchant aircraft carrier of which only 17 were built.

Work priorities

A small but very significant collection with detailed accession lists which should have top priority for cataloguing.

14. Sunderland Shipbuilders

Sunderland Shipbuilders was formed in 1973 when Court Line took over Doxford and Sunderland Ltd but was taken into public ownership the following year when Court Line collapsed. In 1977 it became part of British Shipbuilders Ltd and traded until 1986 when it was merged with Austin & Pickersgill Ltd to form North East Shipbuilders Ltd.

The records surveyed were received as one accession (1811) from the company in 1986. They principally relate to the component companies. A further accession, 3544 received from Tyne & Wear Museums in 1998, comprised plans from 5 of the component companies which have been treated separately as part of those companies' collections for this survey. Further records of Sunderland Shipbuilders (16 series) are in Accessions 2141/2376 (Austin & Pickersgill).

Date

1793-1987

Physical size:

38.35 linear metres

Number of record series:

Sunderland Shipbuilders:: 2

Other fonds

S P Austin Ltd: 2 series

W Pickersgill: 3 series

Austin & Pickersgill Ltd: 7 series

Bartram & Sons Ltd: 3 series

J Crown & Sons Ltd: 5 series

Sir James Laing & Sons: 42 series

W Doxford & Sons Ltd: 39 series

Sunderland Shipbuilding & Engineering Ltd: 1 series

J L Thompson & Sons Ltd: 8 series

R Thompson & Sons Ltd: 2 series

Total: 84

Format

484 Volumes

152 Papers

102 Files/bundles

19 Booklets

14 Plans

45 volumes & 785 single Photographs

Physical Condition

Volumes: generally good

Papers: generally good but need re-folding

Files: generally good

Plans: generally good but folded in wallets which will create a risk if they are frequently accessed

Photographs: generally good but some older volumes are fragile

Cataloguing Issues (complexity)

This Sunderland Shipbuilders accession poses a challenge since it incorporates records from companies for which other material is held as individual fonds from separate accessions. Often these separate accessions include records of a similar date to those in this accession and attention will need to be paid to cross-referencing and to the possibility of re-uniting split series. However, the sub-fonds have been identified and, with the exception of Sir James Laing & Sons and W Doxford & Sons Ltd, are not extensive. In addition, there are very few plans. As with the other umbrella companies it may be better to leave cataloguing until after the separate fonds for the constituent companies have been catalogued.

Relative Importance

Highly significant; fulfils all the criteria and is of interest to most users.

Particularly important for early records of Sir James Laing and Sons Ltd, also the launch photographs for this company are well-documented with identification of participants. JL Thompson material contains details of the original landing craft from WW1. W. Doxford & Sons material contains the original plans for the "Turret" ship pioneered by this company in 1882.

Work priorities

As mentioned above this accession needs to be considered with the other accessions from the individual shipbuilders involved. It should be broken down into sub-fonds which can be dealt with separately so that the large quantity of material in this accession is not overwhelming.

15. Swan Hunter

The partnership of CS Swan & Hunter Ltd was established in 1872 and a further merger in 1903 led to the formation of Swan, Hunter & Wigham Richardson Ltd. This name survived until 1966 when takeovers and mergers resulted in the Swan Hunter Group Ltd. In 1969 the company was restyled as Swan Hunter Shipbuilders Ltd. Following denationalisation the company struggled to win contracts and finally collapsed in 1993 although it was several years before all its affairs were settled.

The records surveyed were received in 19 accessions between 1978 and 2002.

Date

1854-1997

Physical size:

199.1 linear metres

Number of record series:

Several 100s

Other fonds

J Readhead & Sons Ltd: 24 series

Vickers Armstrong Ltd: 2 series

Barclay Curle Ltd: 7 series

Clelands Ltd: 2 series

Format

495 volumes

100 bundles

3,541 papers

541 files

253 journals/booklets

28 boxes medical record cards

5780 plans (ship and yard) + 759 negatives of ship plans

12,747 photographs (albums, files)

3,303 photo film negatives

7,743 glass plate negatives

Physical Condition

Volumes: varying condition with some Kalamazoo and ring binders

Files, papers: good condition, some repackaging

Bundles: some tied with string; need repackaging

Plans: reasonable condition but damage to ends of rolls

Photographs: some prints in modern plastic albums, need repackaging; glass negatives are at risk and need repackaging

Cataloguing Issues (complexity)

Very large collection (19 separate accessions) but not too complex . Includes records of predecessor companies e.g. J Readhead & Sons Ltd, but these have been identified by the survey

Survey reveals many record series, accession lists give locations so can be sorted on paper prior to cataloguing

Relative Importance

Probably best-known shipyard in the world and there is a wealth of material covering all aspects of shipbuilding and workforce, 1854-1997

Fulfils all survey criteria for significance

Includes Mauretania and "Titan II" material as well as numerous other significant vessels

Of interest to most identified user groups

Work priorities

- Identification of duplication e.g. "Shipyard" magazine and photographs; and appraisal for weeding/destruction e.g. magazine off-prints; personnel

records; files of medical records which occupy 20 shelves; press cuttings which may be from local council rather than shipyard

- There is very detailed list for Accession 2931 which was surveyed in situ before transfer to TWAS, although not all the material surveyed was transferred
- Photographs – a photograph index is included in Accession 2931 and many glass negatives were included in Accession 2931. Photographs will provide immediately useful material for publicity, exhibitions etc
- Appraise plans against the retention guidelines
- Catalogue plans, there is a plan index in Accession 2931
- Administrative records

16. J L Thompson & Sons

The company was established in 1846 as Robert Thompson & Sons and became Joseph L Thompson in 1870 and formed a limited company as Joseph L Thompson & Sons Ltd in 1894. In the first half of the 20th century this yard had the largest output in Sunderland. In 1946 Thompsons took over John Crown & Sons Ltd and then became a subsidiary of Sunderland Shipbuilding and Engineering Co Ltd. Which was then acquired by Doxfords. In 1966 Doxfords absorbed the various subsidiaries and the company ceased to exist.

The records surveyed were received as three accessions, 1045 purchased in 1978 from a private vendor; 2234 deposited in 1988 by North East Shipbuilders Ltd; and 3544 from Tyne & Wear Museums in 1998. The latter comprised plans from 5 different companies, and specifications from JL Thompson, which were given separate DS references and were treated separately for this survey.

JL Thompson records are also found in Sunderland Shipbuilders Accession 1811, (8 series; Austin & Pickersgill Accessions 2141/2376 (12 series); and North East Shipbuilders Ltd Accession 2276 (14 series).

Date

1830-1972

Physical size:

5.69 linear metres

Number of record series:

12

Other fonds

Sir James Laing & Co: 2 series

Format

280 Volumes

503 Plans

Physical Condition

Volumes: average condition but some have fragile papers attached with corroded staples and clips; also some "volumes" are box-files so repackaging is required
Plans: average condition; rolled

Cataloguing Issues (complexity)

The series are easily identified and the main component of this collection is a long run (247 volumes) of ship particulars and costs. Cataloguing of the material, other than the plans, should not present any challenges. The plans will need to be appraised according to the retention guidelines and will require technical expertise but, according to the accession record, there is a detailed list on file.

Relative Importance

Medium high significance, a prolific shipyard with local, regional, national and international importance which would be of interest to most users. Of particular value is the long run of ships particulars and cost books, 1880-1913.

Work priorities

The accession records provide good detail, in particular the ship numbers covered by the ship particulars books, which, with the survey data, should make it relatively easy to catalogue the administrative records.
Plans and specifications can be catalogued afterwards utilising the lists on file.

17. Robert Thompson

A little-known shipyard, the business was established in 1854 by Robert Thompson becoming Robert Thompson & Sons when his sons joined him in 1881. Trading ceased when the company was acquired by National Shipbuilders Security Ltd in 1932.

The two items surveyed were received in two accessions, 1081 from Sunderland Central Library in 1978 and 3544 from Tyne & Wear Museums in 1998. The latter accession was a large collection of plans from a number of shipyards which has been divided and surveyed under individual shipyards for this project. A further 13 volumes of letterbooks and ledgers, 1873-1932, were received in Accession 1811 (Sunderland Shipbuilders) in 1986.

Date

1855-1933

Physical size:

0.02 linear metres

Number of record series:

2, each comprising 1 item

Format

1 volume, 1 plan

Physical Condition

Volume: good condition

Plan: reasonable condition; boxed

Cataloguing Issues (complexity)

Very simple to catalogue.

Relative Importance

Very important as there are very few surviving records for this early shipyard with local, regional and national significance. Of particular interest to historians because the volume details ships built over an 80 year period from 1855, and to enthusiasts and model-makers because the plan is a "P" class patrol boat from 1916 which was built to resemble a submarine.

Work priorities

Should be done immediately, with the related records from Accession 1811, as a "quick win".

2. Conclusions

1. Appraisal

The survey findings show that there is considerable potential for deaccessioning duplicate records and material that has no archival value. This should be done according to an appraisal policy and set guidelines to ensure consistency and good practice. The Assistant Consultant has worked with TASC to draft retention guidelines which indicate those records which should be kept (thus indicating which records are of no archival value) which can be viewed in Appendix G. The stakeholder consultation has also provided information on models that TWAS can use to inform their final appraisal policy and guidelines for shipbuilding collections. In particular TWAS should use the Ballast Trust ship plan lists provided by Glasgow University and "the Records of the Shipbuilding Industry" by Michael Moss (in *The Shipbuilding Industry* edited by LA Ritchie, Manchester University Press 1992). Any remaining personnel and medical records need careful consideration – they appear to be fairly incomplete and the medical records sampled by TASC do not appear to reveal any significant information pertinent to the shipbuilding industry. This should be weighed against the demands of genealogists to preserve any records with personal data that can help in tracing family history.

Recommendation 1

TWAS should review the draft retention list for shipbuilding collections produced during this consultancy, using external models and guidance as appropriate, to finalise an appraisal policy and guidelines, including de-accessioning arrangements, to use in processing the ARK collections. The guidelines must be robust enough to apply over the considerable time period required to process the shipbuilding records.

2. Cataloguing and Description

The ARK survey has revealed considerably more material than was previously realised through the existing accession documentation and transfer lists. However, it is now much more manageable (and accessible) because of the survey data.

The work carried out by the Assistant Consultant represents in itself a significant development in providing finding aids and a management tool for setting priorities and managing processing and access projects. The survey finding profiles could easily be incorporated into TWAS' existing finding aids, including the CALM database. Another finding aid that should be reviewed is the TWAS user guide, "Shipbuilding, Outfitting, Registration and Repair" which is now out of date and should be updated. In some instances there are now lists of records within series which could be made available to researchers once location data has been added.

Recommendation 2

TWAS should build on the work of the ARK survey to:

1. Enter new cataloguing details as appropriate into CALM
2. Update TWAS user guide 5
3. Identify locations for records in the detailed lists so these series can be accessed by the public

The history of nationalisation and takeover in the shipbuilding industry, together with TWAS' rescue strategy to ensure records were saved during wholesale yard closure resulted in inaccurate fonds details in the accession log.

Recommendation 3

The first priority in arranging the ARK material is that TWAS uses the clarified fonds and accession details in the survey findings profile to rigorously assign appropriate fonds identifications. This will result in all the records created by a company being linked and catalogued according to archival description standards.

In processing such a large body of records, TWAS will need to develop a robust project plan that will include a cataloguing methodology and schema, priorities, benchmarks, celebration of goals achieved and flexibility to maximise resources, respond to policy change and harness funding opportunities. In particular, the large amount of material involved will necessarily involve a number of staff in the process. Any schema developed should draw on work and practices in other shipbuilding collections, for example that of the National Archives of Scotland in processing the shipbuilding records at Glasgow University and City Archives.

Recommendation 4

TWAS should develop and document cataloguing guidelines and a schema to provide support and ensure consistency in cataloguing the shipbuilding records.

Table Two
Cataloguing Ranking of Shipbuilding Fonds
(within First 40 on TWAS Priorities List)

Shipbuilder/fonds	Score	Rank
J L Thompson, shipbuilders	105	(no 13)
William Doxford & Sons Ltd	99	
William Cleland & Co Ltd	97	
Bartrams shipbuilders	97	
Austin & Pickersgill Ltd	97	
Swan Hunter	97	(no 38)

TWAS currently uses a scheme to score uncatalogued collections to rank them in order of priority. The system, according to TWAS management, is not ideal and one of the issues is that it favours material that has remained uncatalogued the longest. Table Two illustrates where the shipbuilding collections come in the current list. Thompsons is the first one up, but it is still thirteenth on the list. The Chief Archivist estimates that Swan Hunter, ranking 38th, would not be started for another 20 years. It must be stressed that TWAS is not unique in having a large backlog of cataloguing and indeed the Service's prioritising scheme is an excellent example of ensuring that priorities are set in an objective way. However, it is clear that the ARK collections will need to be the subject of a special project with dedicated funding if they are to be catalogued and made accessible in the next five to ten years.

Recommendation 5

TWAS continues to make shipbuilding records (and records of related industries as appropriate) the subject of special projects and fundraising activities in which the production of appropriate catalogues and finding aids is a recognised goal.

In setting cataloguing priorities within the shipbuilding records as a whole, TWAS should consider tackling the smaller collections first. There are several reasons for this. Firstly, the survey demonstrates that larger collections consist of constituent company records which rightfully be catalogued separately within the context of subsequent takeovers. Secondly, it is clear that there is an understandable psychological barrier for staff contemplating starting to catalogue the shipbuilding collections because of their size: starting with smaller collections will boost staff confidence and morale in meeting goals. Finally, processing the smaller collections first will allow quicker assessment of the

cataloguing methodology and schema as well as revealing whether any changes need to be made.

Recommendation 6

TWAS should prioritise the smaller shipbuilding collections so that they are catalogued first.

The survey has also identified priorities within collections, for example where there is a small discrete series that could easily be listed by volunteers.

Recommendation 7

TWAS should utilise the priorities flagged during the survey process when assigning cataloguing projects for both staff and volunteers.

Another candidate for prioritisation in the cataloguing strategy is the material that is potentially more attractive to users or staff generating learning packages and exhibitions. In practice this may mean that material is found and used prior to processing, in which case it should be prioritised for cataloguing and any information gained as a result of its use that can be helpful to the cataloguing process should be documented.

Recommendation 8

TWAS should prioritise the identification and cataloguing of material that lends itself to use in learning packages, exhibitions and other promotional activities.

Until now, very little cataloguing work has been done on the shipbuilding collections, one of the chief impediments being the perception that the task is overwhelming. If staff worked in pairs or teams, perhaps with volunteers or work experience candidates, on the larger collections, there would be several benefits:

- The cataloguing work would be more pleasant
- There would be opportunities for shared and cascaded learning between staff and staff and volunteers
- Cataloguing goals would be more quickly met

The ARK survey data will help TWAS identify suitable collections for this approach and will support management of the process.

Recommendation 9

Cataloguing of the TWAS shipbuilding collections should be done by pairs or teams.

TWAS will need to give some thought to enhancing skills and expertise of all staff involved in processing the shipbuilding collections. For example a workshop could be developed, based on the cataloguing schema to train staff in its use and to provide technical expertise where this is required for certain record types. An additional strand to such a workshop would be for staff and volunteers to “brainstorm” what they know about the various ARK collections. This, if properly documented, would help to ensure that the knowledge which is at present in staff members’ heads gets shared and become explicit. An example of this is that not many people know the Swan Hunter photographs are physically in alphabetical order by name of the ship, which potentially makes the material much more accessible – and also implies that the listing task will be straightforward as the ships will not need to be identified.

Recommendation 10

TWAS should seriously consider organising some staff/volunteer workshops to:

1. Provide staff with skills and knowledge about the shipbuilding collections which they do not already have
2. Extract and document as much information about the collections which is currently only available as individual’s knowledge

Another important consideration in initiating a cataloguing project of this magnitude is how the project can be kept on track and ensure goals are being met.

Recommendation 11

Tyne and Wear Archive Service should use the findings documented in this report to develop a long-term cataloguing strategy for the shipbuilding archives so that measurable progress can be made towards total access to the ARK collections.

It is a given that one of the main objectives of the cataloguing work is to make the records more accessible. Some means of measuring increased accessibility and use must be in place. TWAS should also link this to any promotional activities.

Recommendation 12

Any project that aims to catalogue, promote use of and provide greater access to the shipbuilding records held by Tyne and Wear Archive Service must involve a strategy which will allow and measure access to previously inaccessible material at an early stage.

Finally, the survey has identified a number of additional finding aids which would greatly enhance the accessibility and use of the collections. In particular, TASC has identified three:

1. An index of ships and yards linked to their numbers (it is possible that some of the existing researchers may already have some of this data)
2. A guide to researching ship history, in particular identifying ships and the yards which built them (this would make a very good interactive task on a website)
3. List of plans previously in the custody of the Discovery Museum which may be available on MODES and therefore the data could be imported into TWAS' CALM database

Recommendation 13

TWAS needs to identify additional finding aids that can be easily generated which have the potential to greatly enhance access to and use of the ARK collections.

3. Preservation and Conservation

TASC consulted with Stuart Hutchinson, the TWAS Conservation Manager, to gain professional conservation and preservation input into requirements for the shipbuilding collections and to assess what, if anything, had already been done to physically preserve them.

Stuart reported that no significant work had been undertaken to date, although about six items had been conserved on an ad hoc basis – this practice has been discontinued. There is a conservation survey of the whole collection which could be used in conjunction with the ARK survey findings to inform conservation requirements.

The ARK survey included an assessment of the physical condition of the material together with comments on the standard of packaging. Appendix H gives a summary of the findings for each collection's physical condition. From this data it is possible to identify where fragile records are, where records urgently need cleaning and which records need repackaging. The survey data supports Stuart's opinion that:

- Cleaning and repackaging should be carried out on all material that is considered worth keeping
- Plans and photos are the main component that will require additional conservation measures

Ideally the plans should be flattened and put into portfolios, although there will be a space issue as when properly conserved they require more space. Also, they need to be unrolled to be worked on – either to appraise or to catalogue. Stuart estimates that to clean, flatten and place the plan in a polyester sleeve, it takes an

hour so one person can do seven in a day. More fragile plans would need to be reinforced but it will also be possible to streamline the operation once staff know the material (size etc). A ten meter roll of polyester costs about £30.

Photographs and other audio-visual media need special conservation attention, including copying programmes to make reference copies available in the reading room and online. The media varies and includes:

- Photographic prints
- Negatives
- Glass plates

Glass plate negatives should be matched to the prints. The plates need to be put in four-flap enclosures and then in boxes. Any audio-visual media would lend itself to digitisation, both because of the appeal of visual images and because it can be a cost-effective way of preserving and copying the originals.

Volumes, including photo albums, should be placed in custom-made phase boxes. About ten of these could be made in a day. When costing materials and time required to make boxes and cases, it is worth considering the option of purchasing a box-making machine which would cost about £30 000.

TWAS' present accommodation at the Discovery Museum might pose a challenge for the large scale conservation of the ship plans. There are at present three full-time professionals but no room for additional conservators, especially given the additional space required to work on the plans. Another space consideration is that conserved records tend to take up more space post-conservation than pre-conservation.

During TASC's examination of the ARK collections revealed that there are some records that are at risk of damage because of the random storage system used in the TWAS strong rooms. For example Box 2122 has medieval deeds which are squashed under modern files and there are other instances of heavy volumes on top of fragile papers.

The ARK survey has collected estimated figures for different formats of records in the collections. This can now be used to estimate the amount of packaging and boxes required to provide the records with basic protection. It should be noted that not everything will require repackaging as there is at least one collection that has already been packaged in archive quality boxes and envelopes. Some material is in less immediate danger than others as it is in boxes or toherwise protected from dust and immediate physical threat, even if the standard of packaging is not archival. There will need to be close liaison between TWAS conservation staff and staff working on description and access, as it is probable that packaging/repackaging can be done at the same time or as part of some of the other processes. However, whatever strategy is adopted for boxing and packaging the ARK collections, there needs to be plan so that as opportunities

and funding become available the work can be done in harmony with other aspects of the project.

Recommendation 14

TWAS conservation staff should use the ARK survey data to estimate the time scale and cost of boxing and packaging all items that require it.

Some of the material is more likely to need conservation treatment than others, for example plans. It is however likely that not all the plans will need to be kept.

Recommendation 15

TWAS conservation staff must work closely with ARK project staff to develop a strategy, costing and programme for conservation work on the ARK collections which takes into account the probable deaccessioning of a proportion of the material.

Another record format which needs special attention with respect to preservation and conservation is the audio-visual material. Whilst the film can be deposited with the Northern Region Film and Television Archive, which specialises in preservation of this kind of media, the photographs will remain with TWAS. As reported above, the photographs are in several different formats, including glass plate negatives and each format needs an individual preservation (as well as possibly conservation) solution. Another complication is that the photographs should ideally be copied for user access, although this could be linked to any digitisation strategy that is adapted as a whole for the ARK collections. Finally, there will be not only duplicate material but also very many similar or nearly identical shots, so again close liaison with processing archivists is required so resources are not spent on images that are going to be de-accessioned.

Recommendation 16

TWAS conservation staff should develop a strategy, plan and costing for preservation and conservation work on the photographic materials in the ARK collections. This must take into consideration the possibility that they may be digitised and also that a good proportion of the images may need to be de-accessioned.

Bearing in mind the size of the ARK collections, it is crucial that any future project takes into consideration preservation and conservation requirements. This aspect of the project must be integrated into the overall project to minimise duplication of effort and double handling, to prevent resources being used on material that will be de-accessioned, and to ensure that the whole project is as efficient and effective as possible.

Recommendation 17

TWAS should use the ARK survey findings, together with its own general conservation survey, to develop a comprehensive conservation and preservation strategy for the shipbuilding collections which is integrated into any overall plan to process and give access to the material.

4. Survey Methodology (Stakeholder Consultation)

An important part of the ARK Project was to initiate and encourage wide stakeholder consultation. Although the TASC project proposal specified eight days to be given to stakeholder consultation, it proved possible to spend considerably more time on this aspect of the project. Considerable thought was given to what kind of stakeholders should be consulted and how that consultation should take place. After a brainstorming session with TWAS management, an initial list was created, but the list grew to in the end to 60 individuals or organisations, of which all except thirteen responded to TASC's request³. This included several individuals who offered or were asked to circulate details inviting participation to membership or readership. The stakeholders fell roughly into three categories: archives and repositories with similar holdings; users and researchers and; strategy and policy development. Questionnaires were developed for each category for either stakeholder representatives to fill out or to be used as the basis of an interview conducted by the TASC consultants. Appendix I gives the questionnaires and Appendix J reproduces the text sent to publications.

With such a varied group of stakeholders, even within the three broad categories, it is difficult to find clear patterns or statistics. Section 5 of this report gives detailed analysis of the findings together with comment and recommendations for TWAS with respect to the shipbuilding archives.

5. Findings and Conclusions (Stakeholder Consultation)

1. Archives and Repositories with Similar Holdings

Introduction

TASC approached 22 stakeholders representing archives and other heritage repositories with similar or complementary holdings. A further stakeholder, the Scottish Maritime History Museum, was identified towards the end of the consultancy phase and has been added to the list in case there is an opportunity to discuss the project with them at a later date. Of the twenty-two individuals and organisations approached, seventeen responded. For a full list of stakeholders in this category see Appendix K.

Complementary Holdings

Stakeholders identified the collections or holdings in their custody that relate to shipbuilding in some way. Summary details can be found in Appendix L. There were no big surprises in these findings.

Catalogues and Findings Aids

Regarding cataloguing strategies and plans, the National Maritime Museum has a strategy whereby all the relevant manuscript material will be catalogued by

³ TASC would like to take this opportunity to express gratitude to all the consulted stakeholders who were very generous not only with their time but also in sharing their ideas and opinions

2007 and the non-manuscript material is also subject to a cataloguing programme which includes a digitisation element. Living History NE reported that they give priority to digitising at risk material and entering basic details onto CALM – but their holdings are mostly audio-visual media which requires careful preservation management. Otherwise none of the stakeholders consulted had cataloguing strategies as such. In many cases this is because the majority of the material identified by the stakeholders has been catalogued and is accessible to researchers. Exceptions are the Lloyd's Register Archive, where cataloguing is still an on-going process and Newcastle University Special Collections where there is no archivist at present to work on cataloguing.

Other points of note are:

- South Tyneside Council Local Studies Library is planning to digitise photographs and indexes, subject to permissions from copyright holders and funding opportunities.
- Durham Record Office uses volunteers to expand descriptions
- The Discovery Museum (Tyne and Wear Museums) collecting policy state that they will only take archival material if it is directly linked to the collections and artefacts already held

Stakeholders reported a variety of finding aids (although some of these seem to be catalogues, which was covered under a previous question). They fit into the following categories:

- On-line catalogues and/or online searchable descriptions
- Databases (of ship names or holdings)
- Card and other indices (to holdings generally, to Strathclyde ships, 1970s, to Lloyds surveys and wreck reports by ships name and number and port)
- General guides to holdings
- General leaflets

Of the twelve stakeholders who responded to this question, six replied that they have catalogues online and six that they didn't, with two of the latter planning online access in the near future.

Only ten stakeholders responded to the question as to whether they had catalogues on A2A or other networks. Six replying negatively and only four part of one of the archives networks. These included A2A, the Archives Hub and SCAN.

Digital Images of Collections

All except one of the stakeholders in this category responding to the consultation answered this question, thirteen either already routinely do some kind of digitisation of their holdings or are planning to. There were only three negative

responses. Stakeholders have different strategies and policies for digitisation, including:

- Not making digital images available outside the organisation
- Limiting digitisation to pictures in print
- Routinely scanning exhibition contents
- Scanning client orders first
- CD-ROM publication of theme related images

Northumberland Record Office is particularly well-advanced with a policy to digitise collections as they come in – some are in CALM and three to four thousand images were created as part of the Northern Communities project (NOF funded) and nearly 5000 as part of the Tomorrows History project.

Use of the Collections

Not surprisingly this question about the users of stakeholders' shipbuilding collections, how they used the material and why, produced a wide range of responses. Users were identified as:

- Academic researchers
- Authors and novelists
- Boat owners
- Collectors of naval history ephemera
- Companies
- Divers
- General public
- Historians
- Journalists
- Television companies
- Model builders
- People who were/are in the Royal Navy, or their fathers or ancestors were
- Researchers
- Schoolchildren
- Shipowners
- Solicitors
- Students

Users do not only come in person to research in the repositories' reading rooms: they also send written enquiries, increasingly via email. They often request copies of material (modelmakers are a particularly prominent example of this). Users are not only from the UK but also from the rest of the world.

Topics and collections researched by users included the following:

- Emigration (photos of specific ships)
- Art history
- Design
- Fine art
- Furniture design
- Industrial heritage
- Industry-related health issues (eg asbestosis)
- Shipyard workers; ships that crew and navy sailed/served on
- Specific companies, ships, trades, events etc
- General interest and research
- Model making: enquiries for plans and photographs
- Journalism eg BBC Radio 4 used Living History material for programmes on the workhouse and Jarrow March
- Interest in particular boat types
- Administrative, financial and labour history

It was hard to get any clear idea from the stakeholder responses as to how the material is used, although a few general conclusions can be drawn. There is evidence that the collections are accessed by the full range of educational users from schoolchildren to postgraduate. The interest of higher education in the material, from both students and academics, is not simply traditional history but includes other subject areas such as engineering, design, economics, trade and industry. Lifelong Learning is also represented among the users, represented by family historians and members of local history and friends' societies. Another group of users are evidently pursuing work-related research, for example solicitors working on industrial compensation cases.

Are the collections promoted to user groups or users generally?

Again, the responses to this question were rather varied, but on the whole shipbuilding collections did not seem to be promoted on their own. Most stakeholders said the material was promoted along with all their holdings. However the University of Glasgow said they did not need to promote their collections and Durham Record Office pointed out that they really don't have sufficient material to justify special promotion.

Holdings are promoted in the following ways:

- Exhibitions and displays
- Tomorrow's History website
- Acknowledgements in publications
- Word of mouth and referrals
- Mentioned specifically to student groups
- Leaflets
- Websites

Referral of Users to the TWAS Shipbuilding Collections

Thirteen stakeholders responded to the question about referral of users to the TWAS shipbuilding material. Only two responded negatively, one of which said that they would if appropriate – provided they could easily access information on what was available.

Of the ones who responded positively, they cited the following:

- Industrial enquiries had been referred to TWAS
- TWAS leaflets were kept to help referrals, especially on subjects where there are links
- Users haven't been referred to the shipbuilding material
- A steady trickle of genealogists is referred
- Referrals are made when users are looking for specific companies.

The Need for Better On-line Finding Aids to the TWAS Collections

Stakeholders were asked whether better on-line finding aids to the TWAS collections would assist them in referring users to shipbuilding resources there. Fourteen respondees answered this question and all except one (who didn't know) agreed that better on-line finding aids would really help. Not surprisingly, one comment was that this especially applied to remote access and foreign users. Another comment was that it would be good to have such access as part of a seamless portal – and there were some comments that the material that is available is nevertheless very useful, including what is on A2A. It was also noted that the TWAS searchroom staff are very helpful.

Existing and Potential Use of the TWAS Shipbuilding Collections by Stakeholders

Some stakeholders, as appropriate, were asked whether they did or would use the TWAS shipbuilding collections. This set of questions was designed to find out more about how the finding aids could be improved, as well as whether the current status of the catalogues was deterring use. There was one negative response and three positive ones, one stakeholder, a University, might use the collections if the course content warranted it and, together with a sixth stakeholder, commented that it would be useful to have more information on what TWAS holds.

Stakeholders do and would use the collections in the following ways:

- Visiting TWAS
- Referring users to TWAS
- Promoting the collections to local historians and students (history/politics) who would use TWAS
- Promoting to schools

- When unable to help from own resources, by phoning TWAS and requesting checks
- Offering access to online catalogues as a reading room service
- To support repair and reconstruction of wooden boats
- To update own information
- To identify ships plans of interest

In terms of finding aids, stakeholders identified the following as being useful:

- Summary on website
- On-line catalogue (detailed, interpretive)
- Published handlist
- Index of ships, shipbuilders and years, ships, yards, events, photographs and photographers
- Item level finding aid with guidance on contents of different types of records

A couple of stakeholders commented that at present it is hard to use the TWAS shipbuilding collections because of the lack of finding aids, both on-line or printed.

Understandably, the responses to the question concerning the most useful or relevant records led to a wide variety of answers:

- Records with ship names and which yard built them
- Ship plans
- Ships built
- Ship photographs
- Records which give social content (diaries, oral histories, photographs, sketches, in-house publications) as well as technical context
- Company records
- Photographs from company records
- Records of warships construction
- Personnel records
- Records of naval ships built in Northern yards

Potential Partners in Joint Funding Bids and Other Collaboration

Appendix M gives a list of the stakeholders who responded positively and expressed interest in a partnership of some kind with the ARK project. Appendix N gives additional expressions of interest that came from the nra-archives listserv message sent out by TASC. Several of these deserve a special mention:

1. Sunderland Maritime Heritage, which is looking for volunteer projects for its members and is particularly interested in compiling a database of ships built and the yards they were built in

2. Teesside Archives would be interested in collaborating on access and audience development initiatives and on appraisal criteria for shipbuilding records
3. The Discovery Museum may have connected shipbuilding records and have suggested including a survey of museum material as part of the ARK project
4. Glasgow University suggested that users would welcome linked access to Glasgow and TWAS shipbuilding records. They are particularly interested engine-makers records and the decline of the industry
5. Newcastle University which suggested using a bursary student to extract shipbuilding information to contribute to a website or portal
6. Living History is interested in creating a regional oral history database linked to TWAS, based on existing and future oral history resources. The project would also like to do a project on Wear shipbuilding in partnership with Sunderland Maritime Heritage

Other comments

A lot of feedback, opinion and information was gathered during the course of the stakeholder consultation which does not belong in any of the previous categories. The following suggestions and comments were made:

- There is a gap in the regional heritage with respect to shipbuilding – both the historiography and the resource need to be promoted
- There should also be international links
- Links need to be made with printed collections
- There is a need for a North East Regional Oral History Archive
- Extra information from archives can enrich displays and enhance access but the research takes time which is not always available
- It is helpful to be able to demonstrate to potential donators that records are accessible at TWAS and thereby encourage donation of archives
- The National Maritime Museum recognises the national significance of the TWAS shipbuilding collections
- It would be useful to trace the development of the shipbuilding industry in the North East
- There has been no major academic study based on the records
- The shipbuilding records are probably underused

Conclusions and Recommendations

The stakeholder survey of repositories with similar holdings to the ARK materials revealed a great deal of information that will be useful to TWAS management in planning the next step of the ARK project – as well as informing other projects and partnership arrangements. There are however a few key conclusions that must be made.

First of all, not all those consulted know or have access to information on what shipbuilding material TWAS holds. This suggests that TWAS and any future

ARK project needs to make sure that information about the holdings is appropriately disseminated.

Recommendation 18

TWAS should ensure that the shipbuilding records are promoted as widely as possible.

Most stakeholders said that better finding aids to the ARK materials would assist them in directing their researchers to TWAS, particularly online access of any kind.

Recommendation 19

The stakeholder survey data suggests that TWAS should make the production of new and/or improved finding aids a priority. TWAS should therefore make cataloguing a priority for the ARK project and highlight the stakeholder feedback in any funding bid. (See also Recommendations 23 and 26)

Although there are a number of digitisation projects underway amongst these stakeholders, very few seem to be systematic – there is certainly scope for some kind of concerted effort to draw together a bank of digital images related to shipbuilding. Another conclusion is that on the whole stakeholders do not separately promote their shipbuilding collections. Finally, many of these stakeholders showed interest in working in partnership with TWAS.

Recommendation 20

TWAS should use the survey data to follow up with individual stakeholders to further research specific projects (eg digitisation) and to explore the potential of partnership arrangements.

The ARK project has done a great deal to raise awareness of and promote the TWAS shipbuilding collections. It is important that the momentum is maintained and suggestions and offers from potential partners are followed up on as soon as possible. Moreover, links should be maintained so as to ensure there is no unnecessary duplication of effort, projects are complementary and to obtain validation of initiatives.

Recommendation 21

TWAS should follow up not only on the archives and similar holdings stakeholder survey, but also on the stakeholder survey as a whole, by regularly contacting the stakeholders with updates and information about ARK and maritime heritage projects and resources to maintain the network of stakeholders and potential partners that has been generated by the ARK project. (See also Recommendation 45)

2. Users and Researchers

Introduction

TASC approached twenty-two stakeholders which consisted of groups or individuals who use, or might potentially use, TWAS shipbuilding collections. Of the twenty-two approached, only twelve responded – this is possibly because users and researchers do not view such a consultation as part of their job responsibilities in the way that the other categories of stakeholders do. Of the twelve, two responses were from magazine editors who agreed to publish an article about the ARK project to invite comment or feedback. For the text of the magazine article see Appendix J. For a full list of stakeholders in this category see Appendix O.

Gender

Of the ten user responses, only half gave details on the gender of the group or individual and they agreed that overall there were slightly more men but that the proportions were roughly equal.

Age

The seven responses to the question about the age of users and researchers produced a varied response. Four said their membership was “older” and most were over 50. One reported that membership age is in the 35-49 bracket and one, the University of Newcastle Marine Science School, naturally had a younger constituency in the 18 to 24 bracket.

Experience of Using Archives

Only six stakeholders responded to this question but the conclusion is that experience of using archives varies greatly. Some are absolute beginners, whilst others have used archives extensively for as much as 30 years. One group, the Friends of the Doxford Engine, have not used archives at all, but there have been two opportunities for members to attend a special event at TWAS which included viewing records about the Doxford engine.

Education level:

Stakeholders reported a wide range of educational qualifications. Almost all responded to this question and answers included:

- PhD
- 80% higher education but not necessarily history
- Technical qualifications (includes those at sea & working with engines)
- Deck officer
- Retired lecturers
- No degree
- Management/technical degrees
- Apprenticeships and continuing education

Occupation

When questioned about the occupation of individuals or groups, the stakeholder response was pretty varied. Again, on this question, most stakeholders responded. These answers were given:

- Researcher
- Publisher
- Technical author
- Teachers
- Retired
- Academics
- Trade union officials
- Students
- Ex-coal mining workers
- Ex-ship building workers
- Engineers
- Co-op workers
- Chief engineers

How and Why TWAS Shipbuilding Collections are Used

Stakeholders reported various reasons for using and pursuit of a range of research interests in the TWAS shipbuilding collections. These include:

- Research into steamships registered on the Tyne & the Wear.
- Information on ships built at local shipyards
- Life-long interest in sailing ships
- British shipbuilding database – personal interest to populate
- Interest in industrial history and, where industrial history touches on shipbuilding; Interest in harbour installations and engineering
- Genealogy; to find additional personal details of family members and general background
- Dissertations
- Professional research (lecturers)
- International connections: economic; Russia; study of migration, Identity studies
- Background research for talks
- Writing books
- Something different to do when retired

Improvement in TWAS Finding Aids

Stakeholders were asked how the TWAS finding aids could be improved. They provided a lot of feedback about the end user's needs and requirements when trying to find relevant material in archives.

Suggestions included:

- More of the material catalogued
- More finding aids on the internet
- More user-friendly and searchable finding aids
- Better indexes
- Clearer, easier to use catalogues
- on-line User Guides are helpful
- Need to describe records more clearly
- Guide to types of records and what they can be used for

It is clear that users know that not all the material is catalogued and that they would like it to be. They are also very keen on internet access to catalogues and indexes. A couple of responses showed that not everyone was aware of the full extent of the shipbuilding collections at TWAS and they suggested better dissemination of information about the holdings. The suggestion about a guide to types of records and what they can be used for is an interesting one which could be pursued when thinking about value-added access projects such as educational packs. Another stakeholder commented that the catalogues are difficult to use. Whilst this should not be seen necessarily as a direct criticism of TWAS, it is useful to be reminded that archival catalogues in general are not easy to use. Another comment was that card indexes which have been compiled over many years by many different staff can be very hard to use. Even if they have been used previously by the same person in pursuit of one line of research, searching on a new topic can still mean another steep learning curve. Another comment was that staff are key to helping users with the finding aid – this comment seems to recognise that however intuitive, user-friendly and easy to understand, there will always be a need for some human guidance.

In conclusion it is possible to distil three main desirables from this set of responses, as follows:

1. All the TWAS shipbuilding collections should be catalogued
2. Catalogues should be clear and easy to understand
3. Good indexes are very important

Which Collections and Records are Used

Stakeholders reported that they use the following collections:

- Swan Hunter
- Palmers
- Austin & Pickersgill
- Hawthorne Leslie
- Armstrongs
- All

Within these collections, users and researchers are interested in the following kinds of records:

- Ship registration documents
- Material on individual yards
- Andrew White diary
- Records which may contain named individuals, eg wage books, shareholder registers, apprenticeship records, etc.
- Records of shipbuilders, engineers, shipowners, port authorities
- Plans,
- Photos,
- Minutes
- Records of ships built or operated in NE
- Newspapers and books

Other Repositories with Relevant Records

Eight stakeholders responded to the question about whether there were records relevant to their research in other repositories and they all answered positively. Repositories that were named are:

- Discovery Museum Library
- Durham RO
- Durham University Special Collections
- Gateshead Local Studies
- Hull (City and University) Archives
- Maritime collections in Glasgow
- Maritime collections in Greenwich
- Maritime collections in Liverpool
- Middlesbrough RO
- National Maritime Museum
- Newcastle Central Library
- Newcastle Literary and Philosophical Society
- Northumberland RO
- South Shields Local History Library
- Sunderland Local History Library
- Swansea (City or Glamorgan County Record Office)
- The National Archives

Non-users of TWAS

When asked about non-use of TWAS collections, stakeholders reported primarily that the repository does not have records which support their line of research. The Marine Science School commented that their students would be interested in sources on technical information and maritime equipment, rather than traditional historical themes – also students use the internet for research and

therefore online finding aids and digital images would be online resources that would attract them.

Web-based Finding Aids

All stakeholders responded to the question about preferring online or hardcopy finding aids. Six said they preferred to use web-based finding aids. Three said no, although one reported that the internet was used and that he liked to order in advance when the online description is detailed enough to exactly identify the records needed. Another stakeholder representing a group reported that the majority of the membership was now connected to the internet and that for members outside the region, web-based finding aids help in planning visits more effectively or to make informed enquiries.

Use of the Web to Find Research Material

Eight stakeholders reported that they use the web to find their research material. The “Wednesday Boys” commented that their research interests can only be satisfied by material at TWAS, so they have no need to use the internet. Those that do use the internet cited the following internet sites:

- A2A
- British Library
- Dictionary of National Biography
- Record office websites
- Google
- National Maritime Museum portal

Other Methods used to Find out about Potential Research Material

When asked about other ways that they found out about their research sources, stakeholder feedback gave a very varied list:

- MIA publication, Maritime Information: A guide to Libraries and Sources
- Personal recommendation/word of mouth
- Discussion with other researchers, community of like-minded people, networks
- Durham University Library
- Local history fairs, including Great Northern Family History Fair
- Book references, consulted in libraries or society collections
- News items and articles in Journals and magazines
- Attending courses
- Library catalogues
- Internet discussion groups
- Personal visits to record offices and museums
- TWAS new accessions list

Preferred Methods used to Find out about Relevant Archive Collections

Stakeholders were asked about their preferred way of learning about research material in the archives. Only four responses were given, consisting of three different answers:

1. Printed sources
2. Personal recommendation
3. Internet/on-line catalogues and user guides.

Additional Comments

Stakeholders were invited to make additional comments outside the questionnaire framework. The responses were wide-ranging but very interesting, picking up on some of the themes touched on earlier, suggesting areas of weakness as well as potential and opportunities of exploiting the TWAS shipbuilding collections more systematically for the use of more people and groups. A list of the comments received is given below:

- The TWAS collection is second only to that at Glasgow University as a source of information on shipbuilding, it is of international importance
- There is an important relationship with other regional industries (coal, iron and steel, banking) that should not be overlooked.
- Marine engineering and ship repairs are neglected areas
- There is concern at the difficult of accessing material, because it is understood that only around 50% is catalogued.
- Top level description of the collections must be on the web.
- Cataloguing of industrial material needs to be done by someone familiar with industry and material, it takes more than a professional archivist's skills
- There needs to be an agreed weeding strategy, especially for plans (eg with sister ships keep a master set of all plans for one – possibly the first built – and significant plans for others). Users familiar with the record type (eg the “Wednesday boys”) could perhaps devise checklists.
- There needs to be a strategy for cataloguing the shipbuilding records which does not rely on HLF funding
- Analysis and use of the material in TWAS can be difficult, copies are hard and expensive to obtain.
- Many genealogists are ready to branch out from family history but don't know what the next step is: some guidance along the lines of “Family history, what next?” would be very useful.
- It would be helpful to have a computer and/or video research guide which takes researchers through the challenge of finding records of interest to them.
- There should be a guide to the TWAS shipbuilding records which includes how they can be used

- We are lacking a decent historiography of shipbuilding because of the lack of access to the material, which leads therefore to little demand for PhDs in the subject.
- The material is very large and complex
- There should be discussion forums or message boards
- A shipbuilding history publication programme would be welcomed
- TWAS should advertise the collections in the local press
- TWAS needs to link to other sites
- Others should have access to Discovery Museum library
- The Friends of the Doxford Engine believe that their work might be relevant to schools
- 2010 is the centenary of the Armstrong company
- Although there has been a decline in economic history in universities, political scientists should be interested in the material
- There are 200 history undergraduates at Newcastle who do 3rd year dissertations, the other universities in the region have similar numbers – they could potentially all use shipbuilding records, especially Durham
- “Silver” researchers are a growing constituency

Alan Murphy of Southampton University Ship Science Department (alan@ship.soton.ac.uk) did not fill out a return but emailed to say that “It sounds an interesting and useful resource. If you wish to supply information regarding the content and access options to the collection I will gladly pass the information around the Ship Science department.” Which seems to support other feedback indicating the collections need to be better promoted and marketed.

Conclusions and Recommendations

The data gathered from users and researchers of the TWAS shipbuilding collections is very detailed and can be used to inform the next phase of the ARK project. There are a few general but important conclusions that can be drawn from the responses overall.

Regarding the makeup of ARK users, they are neither predominantly male or female, but they do tend to be older people (fifty-plus). They have a varying level of education and a wide range of occupations. The reasons given for using the ARK material include all of the three main motives: education; work; leisure. They have a very varied experience of using archives, ranging from absolute beginners to very experienced researchers who probably know the collections better even than TWAS staff. In summary, although there are no big surprises in these findings, TWAS can use this information to target new audiences as well as keeping existing users satisfied with the service.

Recommendation 22

TWAS should use the user profile data from the ARK users and researchers stakeholder survey to develop a strategy to attract new audiences and to retain existing users.

Stakeholder feedback from users and researchers was very clear on the subject of finding aids: they thought all the collections should be properly catalogued, in a way that users found intuitive and simple to navigate (ie more user-friendly); there should be indexes as well as more specialised finding aids (such as “how to use the shipbuilding records”); the catalogues and other finding aids should be online. These opinions dovetail well with the collection survey findings as well as the feedback from the other two stakeholder groups.

Recommendation 23

TWAS should prioritise cataloguing of the ARK collections whilst developing additional finding aids that will meet existing researchers’ needs and make the material easier to use for new users. (See also Recommendations 19 and 26)

With respect to what kind of records are consulted within the shipbuilding collections, there is no discernable trend. Most of the stakeholders consulted use more than one repository, which suggests that partnership projects would have a positive impact for users.

Although many stakeholders use the internet, it is still by no means universal, so TWAS should still use traditional methods to publish and disseminate information about the shipbuilding archives. Stakeholders reported a wide range of strategies for finding out about potential research material, and the feedback did not provide any conclusive evidence for a preferred method.

Recommendation 24

TWAS’ strategy for publishing information about the ARK holdings should continue to include hard copy, as well as exploiting internet opportunities. The stakeholder feedback will provide a good checklist to ensure all avenues are explored.

One stakeholder expressed the view that because students and other researchers did not know about the ARK holdings and there was little detailed information about them, this was an impediment to developing research projects which might use them.

Recommendation 25

TWAS must develop a promotional campaign not only to advertise the shipbuilding collections to non-users but also to help these new users by introducing them to archives and suggesting ways of using the materials.

3. Strategy and Policy

Introduction

The stakeholders consulted in the strategy and policy category were very varied in their work and responsibilities. Therefore it was not always appropriate to follow the questionnaire. Of the eleven that were approached, there were nine responses. These included representatives of the different functional areas of TWAS and a range of stakeholders involved in heritage, education and delivering services to learning communities. For the full list of stakeholders in this category see Appendix P. Information on expressions interest in partnerships is given in Appendices N and O, and *Archives and Repositories with Similar Holdings* above gives conclusions and recommendations applicable to all potential partnership arrangements identified by the stakeholder survey.

TWAS Searchroom Staff

TASC interviewed TWAS searchroom staff to gather staff views and knowledge about the shipbuilding collections and their use.

The first issue to be discussed was what kind of researchers tended to use the collections. Staff reported the following:

- Modelmakers
- Family historians
- Old shipmates reunions
- People who used to work in the industry
- Divers – ship wreck identification
- Economic historians
- PhD students for plans
- Postal enquiries requesting plans and photos
- Overseas yards dismantling ships
- Ships built for overseas navies

Staff commented that they did not think the shipbuilding collections were as popular as they used to be. They speculated that this might be due to the fact that researchers know TWAS doesn't have what they need or that TWAS is not able to find the relevant records. The TWAS material catalogued on A2A is becoming very popular.

When asked about potential users of the shipbuilding collections, TWAS staff said that any record series with personal names that had been indexed would be popular with genealogists. They also mentioned the accident books as having the potential for high use. Staff agreed that if the material was well catalogued interest in and use of it would increase. They also commented on the high use of the Glasgow shipbuilding collections. Ann Kent mentioned that she had listed the Hawthorne Leslie collection and the catalogue was, at the time, only available on CALM, the archives management software⁴.

TWAS staff reported that researchers frequently ask for shipbuilding records that are not yet available. They are really only able to offer the plans and minutes – and they rely heavily on Colin Boyd’s knowledge of the material. Staff acknowledged that Colin’s technical knowledge, which might also be found in volunteers, was invaluable in unlocking the shipbuilding collections – but they expressed concern that the knowledge resided in the Assistant Consultant’s head rather than as a finding aid which both staff and researchers were able to use.

With respect to enquiries that cannot be answered easily, staff felt that a disproportionate amount of time was spent on shipping enquiries. Overall, it seemed there was an expectation or even demand to use the shipbuilding collections which was unmet.

The searchroom staff were also asked whether they could identify any priorities for cataloguing. They responded that it is problematical to single out record groups or series and that there is a need to get the researchers to see the whole archive in context. They did say that information on the accessions database should be enhanced. They also commented that several researchers are working on the same collection so presumably collections that are more popular might be prioritised.

When asked whether they had any outreach ideas, staff suggested cards, posters and calendars. They also mentioned the forthcoming Tall Ships event as a good opportunity to publicise the collections. On-line exhibitions was another suggestion but one which would be dependent on the organisational web team since TWAS do not own their website.

Staff also suggested that the yellow leaflet (TWAS User Guide 5: Shipbuilding, Outfitting and Repair) could be developed further, as not all researchers have internet access or even computers. There were no other suggestions about other finding aids TWAS might usefully develop, although staff said that detailed listing on CALM means that answering enquiries is much more efficient.

TASC asked the searchroom staff about internet interest in the collections. They said that researchers do use the internet and maybe they are just doing Google searches but increasingly they are using A2A. Free text searching is key since

⁴ Since then the Hawthorne Leslie catalogue has been published on line and is available in the TWAS reading room.

TWAS does not do much indexing. They also noted that there is no internet access in the TWAS searchroom at present.

A final comment was made to the effect that TWAS could benefit from closer ties with the museums.

Use of Volunteers

One of the TWAS Outreach Team, Carolyn Durkin, is responsible for organising the volunteer programme. Since the use of volunteers is an activity encouraged in the heritage sector, TASC interviewed Carolyn to find out what TWAS already did in this area and what the potential might be for the ARK project.

The TWAS volunteer programme started in January 2005 and there are currently ten active volunteers. Although most volunteers Carolyn recruits directly, some come from the Community Service Volunteers programme with Gateshead Council. A couple of the volunteers are using the experience as work experience in order to secure paid employment. Volunteers work on projects that would not otherwise be accomplished by TWAS, for example:

- Transcription of records
- Indexing
- Identifying photographs and slides

Volunteers are provided with training but Carolyn aims to get them working with minimum supervision. Lack of space for volunteers to sit can be an issue – Carolyn prefers them to be able to work in the Education Room where she can help when needed.

TWAS management also confirmed that the volunteer scheme was very successful and had enabled the archives to use community knowledge to enhance cataloguing. One project for a volunteer on work experience had worked on the ships plans. However, there is no existing capacity of TWAS staff to greatly increase the volunteer programme, and this should be factored into any aspect of the ARK project that develops the use of volunteers and job seekers.

TASC also consulted the TWAS searchroom staff about the use of volunteers to help catalogue the collections. In addition to the lack of space issue which Carolyn and management already mentioned, these staff were cautious in supporting use of volunteers because the unions do not sanction the use of unpaid non-employees doing work that employees have been employed to do. Therefore cataloguing, as a task on archivists' job descriptions, should not be given to volunteers. However, they did concede that indexing was a task that volunteers might do as TWAS staff did not currently index.

Potential Access to the TWAS Shipbuilding Collections by Visually and Hearing Impaired Users

The Gateshead AIRS (Access to Information and Reading Services) is part of Gateshead Council's library service and offers information of all kinds in accessible format to the deaf and blind communities. TASC interviewed Karen Hannah of Gateshead AIRS to assess whether there was any potential for a partnership between AIRS and TWAS specifically using the shipbuilding collections.

Although Karen did not specifically know about the TWAS shipbuilding records, she felt there was considerable potential for use of them, and other archival material, by her user groups as well as in the material prepared and sent out to the deaf and blind by her team.

Karen explained that although the majority of people signed up for the service were visually or hearing impaired, there were a few who had mobility problems. For all of them transport was a problem as they tended not to drive themselves – they were also older, as many people lose sight and hearing with age.

With respect to the proposed maritime heritage network, Karen said that traditional materials would be more popular. Again, this is possibly a generational preference.

TASC asked Karen what kind of material would appeal to her constituency. She suggested for the hearing impaired, drawings, maps and plans would be attractive. She mentioned one service user who was very interested in maritime subjects. She also said that there was a lot of interest from the hearing impaired in family history and that NEMLAC had sponsored a project on deaf family history.

Karen also suggested that TWAS could use the technology behind tactile plans to make ship plans available to the visually impaired. AIRS has had a partnership project with Tyne and Wear museums to produce maps and guidance for visually impaired visitors.

With respect to access to the material by the visually and hearing impaired, Karen stressed that importance of the following:

- Information about the holdings in an appropriate format
- Translation/transcription of the archive material into an appropriate format
- The benefit of an intermediary, particularly for deaf
- The visually impaired need a lot more support than the average researcher

Karen expressed interest in working with TWAS on a partnership project involving the ARK collections.

Cultural Diversity

TASC interviewed the TWAS Cultural Diversity Worker, Andrea McDonald, to explore ways which the shipbuilding collections could be used to both interest and represent a more diverse cultural constituency. Andrea felt that the collections definitely had the potential to be used in her work. In particular she cited evidence of diversity in the workforce. She also mentioned the possibility of using the material in workshops on citizenship – visual materials especially could be used to encourage creativity and the shipbuilding archives could be used with other archives to enhance and contextualise a given subject.

The Cultural Diversity Worker said that any of the communities she worked with would be a potential audience. She is working on a user guide for black history but aims that any finding aid should include references to relevant records showing ethnic diversity

There are many aspects of the shipbuilding collections which would be attractive to a culturally diverse audience. Documentation of everyday and social events and issues are especially important and this would include medical and personnel records as well as records of social clubs and activities such as newsletters. Anything that provided evidence of links with foreign countries would also be attractive. Specific examples given by the Cultural Diversity Worker include:

- Charly Johnson, a black American, who is documented in the shipbuilding records and has been used in TWAS' work with the local black community
- Ships that were commissioned by the Chinese and Japanese
- The Yemeni community who were involved in shipping

With respect to partnership initiatives, the Cultural Diversity Worker actively solicits a wide range of collaborators, for example other archives in the area, as well as oral history and community history projects. She reported that Tyne and Wear Museums would be focusing on migration in 2007, which is clearly an opportunity for collaboration between TWAS, Tyne and Wear Museums and stakeholders with cultural diversity remit or constituencies. Moreover, 2007 marks 200 years since the abolition of the Slave Trade.

The TWAS Cultural Diversity Worker observed that there was a definite need for outreach, for example in the form of materials that were packaged for specific audiences. Another issue is that TWAS is not as well known as it might be, partly due to confusion with the museum. The Cultural Diversity Worker also suggested that partnerships with the ARK project might be able to sustain the Legacy project work after the Legacy funding ceases. She stressed that the only way to identify material that is appropriate for her work with diverse cultures is

through processing and cataloguing the archives - otherwise it is a matter of luck that staff find items in the course of producing records to researchers. She was certain that the interest is there if the items can be identified.

NEMLAC

TASC consulted with a range of NEMLAC staff, including those responsible for Collections, Learning and Outreach, Cultural Diversity and eStrategy. This was a particularly useful consultation as the discussion covered current policy trends in the NE cultural sector, ongoing and planned projects with relevance to ARK, and generated ideas to consider when the next phase of ARK is being planned and funding sought.

NEMLAC staff agree that the ARK collections contain material that has potential to meet user needs and policy trends. They cited the areas of health, lifelong learning, working life, inclusion and diversity and community identity (for the whole region as well as smaller communities) as being relevant subjects, uses and foci for the shipbuilding archives. In particular if there is a case for the ARK collections reflecting the international and commercial heritage of the area, this will support the cultural diversity agenda.

With respect to existing and planned projects which TWAS might be able to partner with, NEMLAC had a number of suggestions, most of which have already been considered by the ARK project team (but it is helpful to know that they are in line with NEMLAC thinking):

- Creative Partnerships (DCMS' and Arts Council England)
- People's Network Discover Service (MLA is identifying content sources; any new digitisation projects would need to be compatible with this)
- A2A Phase 4
- Single Point of Access portal to online collections and records (North East Regional Hub)
- NOF funded digitisation projects
- Flying Cataloguer Project (NEMLAC)
- MLA central database of location and contact information for museums, libraries, archives and related institutions, and individuals (EU MICHAEL funded)

Other potential partners suggested by NEMLAC were:

- Tyne and Wear museums
- other archive repositories
- oral history and community archive projects
- business and commercial sector
- trade unions

NEMLAC staff said there is a need for staff resource dedicated to community relationship development. This could tap into local authority lists of community groups.

Potential users were discussed and schools/school students is a big and sustained potential user group. Topics of particular relevance would be science and technology, inclusion, citizenship. NEMLAC has a project which is scoping the development of materials from collections in the region which fit into the national curriculum. Other potential users are FE/HE students, adult learners, communities of interest and adult learners.

When asked about which aspects of the collections would be most attractive to users, NEMLAC staff suggested that anything that told a story. For example key items that represent or document historical events – records on the Mauretania and Turbinia could be used in this way. Other items that would be particularly attractive are images and photos, plans and personal records. The point was made that anything would be welcome that links the ARK materials to other maritime collections, both in Tyne and Wear museums and in the region, to contribute to a more complete picture.

The NEMLAC Archives Action Plan focuses on achieving impact in access to collections. One of the two main strands of this programme is “proper and sustainable access through collections cataloguing”. This emphasises the indivisible link between cataloguing and access, which has been a strong theme of the ARK project: if people do not have a finding aid to facilitate understanding of collection content and value, the material can only be accessed with great difficulty, if at all. NEMLAC’s current Flying Cataloguers project is part of strategy to deliver collections cataloguing.

When discussing the possibility of interesting funders, NEMLAC staff were clear that any bid would need to integrate access and workforce issues into any bid. NEMLAC is aware of TWAS’ successful volunteer mentoring scheme and this needs to be highlighted and built upon (at the time of the interview NEMLAC was carrying out a survey of volunteers and jobseekers). Other ideas expressed included the need for programmes management and subject specialists. NEMLAC’s Collections Officer offered help with examples of successful projects using volunteers and jobseekers.

Although NEMLAC staff were supportive in principle of a maritime heritage network, they emphasised the need to tap into existing networks rather than starting anything new. This is not entirely consistent with the findings of TASC’s survey or the analysis of the existing networks which allegedly already realise the aspiration of cross-sectoral web-based resource.

NEMLAC staff consider that digitisation projects need to be better managed. Any proposed digitisation project would require properly qualified staff to

manage it and the project itself would require ongoing maintenance and sustainability built into its strategy and planning.

NEMLAC itself has a number of strategic aims and projects which ARK should consider when developing the next phase in developing the collections. The issue of the commercial aspects of e-learning resources was also raised, including copyright and intellectual property. The Head of eStrategy suggested that content might be appropriate to be developed into eLearning packages that could meet the needs of a variety of audiences. With respect to eCommerce the sale of digital images could help to sustain a project. Again, TWAS should consult with NEMLAC when considering any development of the ARK collections along these lines.

Tyne and Wear Museums Outreach

The Tyne and Wear Museums Outreach and ITC staff were consulted, although their knowledge of the TWAS shipbuilding collections is not very extensive. The team use TWAS archive materials to supplement exhibitions if their existing information requires enhancement.

The discussion centred mostly around what themes and items might attract audiences and how the ARK materials could be used. Regarding themes and items, the following suggestions were made:

- Local history
- The industrial revolution
- Land use and changes in land use
- Photographs
- Plans
- Anything with a human interest angle

There were some interesting ideas about how the materials might be used. NHS projects were suggested, for example. Schools might be able to use the material in design technology for older children (although schools use is dependent upon the teachers' own interest in the subject). Plans can be used with computer technology to show how the design becomes a ship in a "morphing" programme. Maps can be used to investigate what has happened to the land formerly occupied by the shipyards. The materials also have the potential to be used in tourism. There could be a loans collection programme which might include a shipbuilding box and a jobs and leisure box.

The Tyne and Wear Museums Outreach team stressed that any digitisation or web-based project should package the material into interactive programmes and activities – pure information is not so attractive.

TWAS Outreach

The TWAS Learning and Outreach Manager was interviewed to discuss the potential of the ARK collections in outreach and learning aspirations. The aim of outreach and learning projects at TWAS to introduce new users to the materials and the role it plays in inducing them to return and learn more should not be underestimated. The shipbuilding collections are used already in outreach work, despite the fact few are catalogued. The Outreach and Learning Manager stressed that the collections needed to be catalogued as he uses CALM to find materials by key word searching. In the meantime for what is accessible, images are popular and the collections are used for family history and human interest. Launch cards and apprenticeship records were cited as records from the ARK collections that are used in outreach work. Other records are used with schools for parts of the national curriculum such as the Victorians, Britain 1750-1900 and Britain since 1930. Students use the material for research into union activity, decline of the shipyards, technical innovation, women's history, the leisure and social aspects of the shipyards, death rates, Irish workers in the yards, the yards during the war. The materials are also used for exhibitions.

In conclusion the Outreach and Learning Manager stated that cataloguing the ARK collections would provide a significant amount of new material to use in outreach activities, for example the personnel records and Royal Navy material from the Swan Hunter archive.

Life Long Learning

Key staff from Gateshead Grid for Learning and the Northern Grid for Learning were consulted to gather information about possible partnership opportunities and to see if there were any lessons to be learned from their experiences.

The Director of the Northern Grid for Learning , Mel Philipson, described the project to provide broadband access to the internet as well as other computer facilities to schools. As a result teachers are increasingly using the internet to find materials to adapt for lessons.

Potential users would include "silver surfers" as well as teachers and school children. The Director also mentioned the possibility for inter-generational learning and suggested that ex-shipyard workers with school age grandchildren might work together on projects initiated by either school work or grandparents' leisure pursuits.

Northern Grid is keen to work in partnership with TWAS, regardless of whether there is a funding bid involved or not – this would be building on a history of collaboration between the two organisations. The TWAS collections have excellent potential to be used to promote the region, which is a prime aim of the Northern Grid.

Regarding themes and subjects that the ARK materials might support, the Director gave the following examples:

- 1901 census
- Jobs and work
- Areas, locality
- Transport
- Business studies (financial records)
- Rivers, mouth to source, changing land use
- Citizenship
- Mining, shipbuilding, farming

Since Northern Grid works with teachers in schools to design and create teaching resources, they have contacts and expertise that TWAS could tap into for the ARK project. The Northern Grid Director suggested that a pilot project with a target audience should be set up as soon as possible to test the water. Northern Grid could help with publicity.

TASC also interviewed Peter Bolger from the Gateshead Grid for Learning. Gateshead Grid would be interested in a partnership with the ARK project which created learning resources for schools and life long learners, the area where Gateshead Grid has been gaining expertise and experience. Peter cited FARNE, a large successful project in which Gateshead Grid was a partner that had recently been accomplished with NOF funding. The Director of the Northern Grid had also mentioned this as an example which could be emulated, provide lessons learned and guidance over copyright issues for future projects.

With respect to on-line catalogues, Peter echoed other stakeholders who work with schools when he said that school users are not interested in online catalogues. They are looking for facts and materials to use in teaching and learning, in particular interpretation and context. Audio-visual material is particularly attractive for these types of uses and projects. Peter said that records of shipbuilding in Gateshead would be useful for the local history part of the national curriculum.

Peter pointed out that website design and construction is expensive. Any plug in and play resources that were developed might be marketable and could generate income through sales. He also suggested that any work on processing the ARK materials and developing access should involve checking to identify material that can be developed as a priority into a learning journey or story (for example the life of a ship from design and build through launch, voyages, crew details and other events to where it ended – eg shipwreck).

Depositors

Because of the shipbuilding records were transferred to TWAS when the yards were closing and the companies were winding up, it is difficult to identify many

depositors. TASC contacted two, although neither had deposited collections that came into the scope of the ARK project. Dr Bill Hampson was responsible for the deposit of the Clarke Chapman records and he replied, copying TWAS in, supporting the ARK project. TASC also wrote to Miss R Rendel, who owns the Rendel papers. Miss Rendel's niece has telephoned to say that her aunt is unwell and she is dealing with her affairs and will respond when she has time. It will be important to try and contact all the depositors of shipbuilding records if the ARK project progresses, particularly if there are plans to sell copies of images and copyright needs to be established and negotiated over.

Conclusions and Recommendations

As explained above, the diverse nature of the stakeholders consulted in the strategy and policy section of the survey means it is not easy to rationalise the findings. Appendix R gives the summary lists generated by this part of the survey. Other important themes and conclusions arise which cannot be simply represented, so this section highlights them.

This group of stakeholders, in common with the other two, recognise and support the need to develop better catalogues and finding aids to the ARK collections. There is anecdotal evidence to suggest that use of the shipbuilding collections at TWAS is declining due to the lack of finding aids. On the other hand there is actually an unmet demand to use the materials, as staff are frequently asked for material that is not catalogued. Moreover, there is a heavy reliance on the single "expert" with more detailed knowledge of the material than TWAS staff, which is a false economy (in terms of extra time spent searching by everyone) and risky as it is dependent upon one person who is moreover not a member of staff. Where collections have been catalogued onto CALM, enquiry response is much more efficient. The shipbuilding collections that are on A2A are well used. Outreach, whether for use in diversity work, work with the hearing and visually impaired or more traditional education, depends upon good catalogues to identify material – in fact to identify the best material for use with particular audiences. The need for cataloguing is borne out in NEMLAC's Archive Action Plan which recognises the importance of collections cataloguing in facilitating access to archives.

Recommendation 26

TWAS must make cataloguing the cornerstone of any strategy to process and provide access to the ARK collections. (See also Recommendations 19 and 23)

TWAS has a very successful volunteer mentoring scheme in place and has found ways of utilising and valuing this resource in spite of potential issues the types of work that it is acceptable for unqualified, unpaid workers to do. There is a lot of potential for use of volunteers on all aspects of description, preservation and access to the ARK collections, although there would be an increased overhead in management resource and space.

Recommendation 27

TWAS should build on and extend the successful volunteer mentoring scheme to include work on the ARK collections using the findings of this project to identify suitable material, themes and priorities.

The Glasgow University Archivist and Glasgow City Archivist reported on the Ballast Trust, run by Dr Lind⁵, which is a volunteer scheme to list ships drawings. TASC was provided with details of the types of drawings that are listed but were not able to contact Dr Lind. It is possible that the Ballast Trust could either help provide volunteers to list ships drawings, or at least it would be good model to study and perhaps emulate.

Recommendation 28

TWAS should contact Mr Lind of the Ballast Trust to see if there is the possibility of collaborating over volunteer work and/or to see if there are any lessons to be learned from the Trust's practices and experience.

The ARK material has the potential to attract a much more culturally diverse audience, as well as lifelong learners, those in formal education and the physically and sensory impaired.

Recommendation 29

TWAS should use the findings of the ARK project to develop strategies that result in more use of the collections by more diverse audiences.

Regarding the use of internet technology, this stakeholder group was mixed in its feedback. Although some insisted on the need to maintain traditional finding aids, others saw a clear need for greater use of computer aided access and products. In particular the point that "pure information" (ie traditional catalogues) are not easy to use and many users want to have access to packages of material that is ready for use. In effect there are two issues here: the first is the difficulty in using archive catalogues and other finding aids and the need to supplement them with more refined products; the second is that paper-based finding aids are not what certain audiences want, need or can use. If TWAS is to develop its web-based presence and take forward suggestions for a Maritime Heritage Portal, then it needs to have more control over design and content, at least for the relevant webpages.

⁵ Ballast Trust, Monarch Works, 18-20 Walkinshaw Street, Johnston PA5 8AE

Recommendation 30

As a matter of priority, TWAS should consider developing a strategy to broaden its production of finding aids and “activity packages”, in particular by exploiting modern technology, to meet consumer demands in line with the findings of the ARK stakeholder consultation.

Recommendation 31

TWAS should scope a project to set up a few webpages that provide links not only to its own maritime heritage holdings but also to collections held elsewhere and other related projects which can be identified from this report.

Many of the stakeholders in this group had views on the potential of the ARK collections for commercial exploitation. They suggested that the sale of images, in particular digital images, might generate a noticeable income (although copyright issues would have to be addressed). The development of interactive packages was also put forward as having commercial potential – either for sale of a product or for any programmes or design that might have re-sale value. On a more mundane level, TWAS staff suggested that the ARK collections had material that would make attractive posters, postcards and calendars. An important point made by one stakeholder is that TWAS’ collections generally provide material that is absolutely iconic in promoting the region, so any project which seeks to do that should automatically be directed to TWAS.

Recommendation 32

TWAS should review stakeholder suggestions with respect to income generation and scope the feasibility with a view to realising the commercial potential of the collections which could be ploughed back in to the project to support cataloguing and preservation.

It is clearly difficult to maintain contact with depositors of ARK collections, partly because of the way in which the industry declined and ceased at the end of the last century.

Recommendation 33

As part of any future project, TWAS should systematically contact all owners and depositors of ARK material in order to keep them informed and to clarify copyright as appropriate. Where contact has genuinely been lost, this should be properly documented.

4. Discovery Museum Visitor Survey

Introduction

As part of the stakeholder survey, TASC developed a questionnaire for Discovery Museum visitors which sought to elicit knowledge of and interest in the ARK collections. This was carried out on the 15th August 2005 and resulted in 48 returns. The questionnaire is reproduced in Appendix Q and the results are summarised below. Because this part of the survey was necessarily limited and has not been compared with a similar survey of TWAS reading room visitors, it is not advisable to read too much into the data. The general conclusions that can be drawn are that there are many people using the museum who do not use archives and who have no knowledge of the TWAS shipbuilding archives. It is also possible to conclude that TWAS geographic vicinity to the Discovery Museum does not result in much interest in the archives.

Recommendation 34

TWAS needs to review its relationship with the Discovery Museum and the other Tyne and Wear museums generally to ensure that cross domain working potential is realised and maximised.

Summary Findings

Gender: 23 men, 23 women, 2 did not disclose

Occupation:

Occupation	N°	N° that never use archives	N° that use archives	N° that gave no answer
still studying or training	3	2		1
Teachers	2	2		
Managers	2	2		
Professionals	3	2	1 (other)	
Office workers	2	2		
Manual workers	6	5	1 (first time)	
Retail/service industry	11	11		
Housewives	6	5	1 (only TWAS)	
Unemployed	1	1		
Retired	8	7	1 (only TWAS)	1
No occupation given	4	4		

Education

Level	N°
Masters	1
Bachelors	6
HND	1
'A' level/Grammar School	7
'O' level/GCSE	22
No answer	11

Age

Group	N°
Under 18	1
18-24	7
25-34	13
35-49	12
50-65	8
65+	7

Knowledge of TWAS Shipbuilding Collections

All except one of the respondents had no prior knowledge: one did not answer this question but had no interest in knowing more about the ARK materials. The respondent who declared a knowledge of the ARK materials said they did not want to know any more about them. Of the 46 responding negatively, only 5 (all except one of whom said they never use archives – the 5th did not respond to the archives use question) said that they would like to know more about them, as follows:

N°	Interest	Would like Digital Images on Web	Type of Digital Images
1	Genealogy	yes	Anything
1	Labour history	No	No response
1	Local/regional history	yes	?
1	Labour, local/regional, maritime, military history	yes	Photos, plans
1	Local/regional history and shipbuilding, technology and history	yes	No response

6. Findings and Conclusions: Access

The scope of the ARK project did not include detailed research and analysis into users and potential users of the ARK material, how, why and from where people do and might possibly access the collections. However, the stakeholder survey did ask some pertinent questions and it is possible to draw a few broad conclusions:

- The ARK materials are under-used and probably fall far short of their full potential
- The TWAS shipbuilding collections have the potential for use by the full range of users that any modern archive aims to attract (including learners, audiences from diverse backgrounds and the handicapped)
- There is the potential to develop a range of materials that would “package” the archives in a way that facilitates certain potential audiences in accessing and using the material which is currently not being done
- More could be done to enable remote access to the ARK collections

It must be acknowledged that until TWAS knows what material is in the ARK collections, the collections cannot be fully accessed and should not be promoted, and the key to properly knowing what the collections comprise is cataloguing. However, at the same time TWAS should be promoting the material, developing audiences and designing products to enable access by a wide range of users.

Recommendation 35

TWAS should develop a strategy to promote the ARK material to users, develop audiences and designing products that attract a wide range of users.

7. Findings and Conclusions: Marketing

TASC did not focus on marketing with the stakeholder consultation, but there are a few conclusions that can be reached. Overall, the stakeholder consultations suggest that the ARK shipbuilding material is not being marketed to optimise its potential use for in reading room research or for research services or other products that would generate income and/or increase raise its visibility and use.

In particular, if TWAS had the resources, the ARK collections could be used to produce packs, exhibitions and seminar days for school age. It should also be possible to target the local universities more to get dissertation candidates at undergraduate level and postgraduates to consider projects that involve using the material.

The suggestion that was most often offered was that of selling copies of photographs and plans. It is uncertain whether there is in reality much market for this or the suggestion stems from a belief that these are the most commercially viable types of record in the collections.

Recommendation 36

TWAS should carry out some market research prior to embarking on any scheme to generate income from the sale of copies of records.

However, if marketing is seen not only as the generation of revenue but as the promotion of the ARK collections more generally, copying records might have more impact. Scanning images would have two or even three advantages: protection of the originals enabling a surrogate to be produced in the reading room; publishing of images on the TWAS website to provide remote access (either as a straight image or packaged as learning or activity material); and finally the possibility of selling copies.

Recommendation 37

TWAS should carry out a feasibility study with respect to any proposed digitisation project to ensure that all benefits and pitfalls have been reviewed. (See also Recommendation 49)

Digital records and libraries are very much in their infancy and there are many challenges to maintaining a store of digital images so that the quality, accessibility and reliability is maintained. It can also be a very costly to manage its long term viability effectively.

Recommendation 38

TWAS must take into account the long term costs of maintaining a library of digital images of items in the ARK collections. It must on no account be viewed as an alternative to maintaining the original records.

During the course of the ARK project, TASC documented many excellent ideas for using the ARK materials. These are documented throughout this report, but can be found in particular in the Ideas and Suggestions section of Appendix R.

Recommendation 39

TWAS should give careful consideration to the marketing and development ideas given in this report, in particular those detailed in *Summary Lists Generated by the Policy and Strategy Stakeholder Survey* (Appendix R) to assess whether any of them are feasible.

It should also be noted that as a result of press interest in a magic lantern slide show on the "Mauretania" which the Assistant Consultant discovered in the course of the survey, a new deposit was received. It consisted of 14 albums of large format photographs from Hawthorn Leslie.

Recommendation 40

TWAS should continue to foster its already good relationship with the local press to get articles and information about the ARK project into the local newspapers.

8. The Case for a Maritime Heritage Network

Background

One question that was asked of stakeholders was whether they would support the establishment of a national maritime heritage network (NMHN), is “a cross-sectoral web-based resource with catalogues, description, images and associated learning materials on the theme of maritime history”. This line of investigation reflects TWAS’ management’s feeling that the numerous websites and web-based projects that already exist do not really meet their aspiration to provide a one-stop shop for those interested in shipbuilding archives and related heritage resources. In the course of the consultation exercise TASC identified and investigated several existing websites which might be seen as contributing to this role.

The Glasgow Story (<http://www.theglasgowstory.com/index.php>)

“TheGlasgowStory tells the story of Glasgow in words and pictures. You can begin by reading our introductions to six historical periods ... and following the links to read about the themes and topics that interest you most. Alternatively you can explore the subjects and images of Glasgow history that intrigue you - simply type a word or phrase into the Quicksearch box, or see a few suggested image searches. You can search for images from a specific neighbourhood from a wide choice of Glasgow placenames, or search for images of famous Glasgow personalities.”

The site includes a set of pages detailing the history of the Glasgow shipbuilding industry (<http://www.theglasgowstory.com/story.php?id=IGSFE07> gives from the 1950s). It is a good example of how to make digital images of archives available on the web and how to integrate specific subject matter (eg shipbuilding) into other historical themes and context. This is not an example of something that ARK could slot into. Neither is it a national maritime heritage network, although some of its pages would be useful links from such a website.

PortCities UK (<http://www.portcities.org.uk/>)

This is a site which is the product of a NOF funded project. It contains text, oral history, useful lists (of shipbuilders for example) and digital images around the theme of port cities. “PortCities explores the impact of ... maritime world on UK culture. It tells the stories of the people who lived and worked in the port communities, the key events that shaped their lives, and the trades, industries and leisure activities that grew up around these busy commercial centres. PortCities contains previously unseen digitised source material and personal stories from the maritime collections of our museums, libraries and archives.”

The Hartlepool material is of particular relevance to TWAS shipbuilding collections as there is a lot on shipbuilding history and archives. The Hartlepool pages state: “Discover an exciting digitised learning resource based on maritime source material from the collections of Hartlepool's libraries, museums and archives, including the records of the key shipbuilding firm of William Gray and Company.”

The sections are:

- Ships and shipping
- Owning ships
- Building ships
- Marine trades
- Wrecks and accidents
- Maritime archaeology
- Port and town
- Growth and development
- Docks and buildings
- Trade and industry
- Transport Councils and planning
- People
- People in Hartlepool
- Health and education
- Religion
- Sport and leisure
- Traditions and folklore
- Hartlepool at war
- World War One
- World War Two

This is another good example of making digital images of archives available on the internet. It is possible that a consortium of Newcastle partners could develop a Newcastle sub-website. The PortCities website states that the “collection will grow as other museums, libraries and archives add their own port histories, giving a truly national picture of the UK's colourful maritime past.” It could be built on to develop into a national maritime heritage network. However, expressions of interest by TWAS and an enquiry as to its development status have not been answered so the conclusion is that the site is static, and it does not fill the role of a national maritime heritage network.

SeaBritain 2005 (<http://www.seabritain2005.com/server.php?show=nav.00400n>)

SeaBritain 2005 is a website which promotes leisure use of a wide range of maritime facilities – from water sports to museums. The SeaBritain 2005 team is based in the National Maritime Museum, Greenwich and is working in close partnership with VisitBritain, The National Trust, Sea Vision UK, the Royal Yachting Association, Trinity House and many other organisations.

The team's role is to:

- brief and encourage organisations to participate in SeaBritain 2005
- develop and maintain information on this website
- encourage the promotion of water-based sport and recreation to give opportunities to those with little or no experience of the sea
- develop and facilitate use of the SeaBritain 2005 brand for participating organisations

- brief the tourism industry about SeaBritain 2005 and opportunities for tourism, marketing and promotion

It is not clear whether SeaBritain will continue beyond 2005. If it does, it would be a good opportunity for ARK to advertise its products and promote visits to the Tyne and Wear Archives. It is not however a substitute for or already existent maritime heritage network.

Maritime Britain (<http://maritimebritain.org.uk/>)

The Maritime Britain website acts as the gateway to a portfolio of Maritime Britain websites showcasing many maritime attractions. It focuses more on museum artefacts than archives, although it does aim to be inclusive. The site has a page devoted to a campaign “A Future for Our Maritime Heritage?” which opens a debate on following best practice and how to go forward: “Britain has a great maritime history and mostly due to the efforts of volunteers has a rich diversity of maritime attractions spread across the UK, as can be seen from this website with over 500 attractions listed. However if this is to be sustained in the long term with the quality, diversity and scale that is currently enjoyed, we believe that there is an overwhelming need for things to change soon in the next 5 or 10 years.”

The UK Maritime Collections Strategy (www.ukmcs.org.uk) is one of the Maritime Britain initiatives. “In 1998 HRH The Duke of York launched an initiative to survey and examine the maritime collections of the UK. Since that time, maritime curators have held a series of meetings, in a spirit of cooperation, to discover the size and scope of the British maritime collection as a whole, and to consider the potential for coordinating collecting policies and sharing expertise. The intention is to create a national network, based on regional centres, to allow all maritime museums and related organisations to share expertise and information. A series of Lead Museums have been designated to develop this strategy. The aims of the strategy are:

- to exchange collecting policies and work towards coordinating them, developing “spheres of interest” for key museums, and making those collecting policies more widely known.
- to facilitate long term loans for permanent displays and loans for short term exhibitions.
- to participate in joint ventures to increase public access to collections, particularly including using information and communications technology.
- to develop policies for sharing and exchange of maritime expertise, and promote the growth of expertise in core subjects.
- to agree to exchange or transfer collections to other museums and institutions, where this is in the best interest of public access and the promotion of collections.
- to actively explore opportunities for the sharing of resources and expertise and making those resources accessible to smaller museums and like organisations.”

Tomorrows History

Tomorrow's History is not a resource for maritime history per se but it does have some material relevant to the history of shipbuilding, in particular the Shipbuilding in Monkwearmouth pages at <http://www.tomorrows-history.com/CommunityProjects/PG0100010001/shipbuilding.htm>

Many people consulted during the consultation process referred to the website, which represents a major two-year Heritage Lottery Fund and Millennium Festival Fund project which ran from April 2000 to March 2002. The project has produced a major, web-based regional local studies resource for North East England through work with libraries, museums, archives and records offices and local and community groups to digitise and improve access to local studies resources. The site states that additional material will be added to the site by partners after April 2002.

Naval and Maritime Libraries and Archives Group

The Naval and Maritime Libraries and Archives Group was formed in 1999 with the objective to improve public access to the naval and maritime material held by a variety of organisations. Members of the group range from public and museum libraries to naval establishments and record offices. There does not seem to be a website, the group meets periodically and forms a live network.

International Commission for Maritime History

The International Commission for Maritime History (<http://www.icmh.org.uk/>) was founded in 1960 and is an international organisation affiliated with the International Committee of Historical Sciences. The objectives of the Commission are to encourage and co-ordinate research by maritime historians in a spirit of international understanding. This is primarily a user group organisation but would be a useful stakeholder to have supporting any initiative to make shipbuilding records more accessible.

Conclusion

On examination, none of networks and websites appears to precisely embody the original NMHN concept as described in the ARK documentation. The Glasgow Story is purely Glaswegian in focus, although it would be important to offer links to it from any national maritime network. PortCities only covers the five ports of the original partnership and although the possibility that new port cities could join is mentioned on the site, this does not seem to have happened⁶. Maritime Britain, particularly the Maritime Collections Strategy, has a lot of potential but it does seem to be very museum-centric – although it should be noted that the Discovery Museum/Tyne and Wear Museums is one of the Director's Group of lead museums. The SeaBritain website covers a wider remit than the heritage sector, including cultural domains such as leisure, sport and tourism – it also seems to be an annual initiative. Whilst it would be important for any NMHN to refer to and be a link from or feed into SeaBritain, it is not really the appropriate place for archival resources to be showcased. The Tomorrows History website is similar to PortCities in that it is the

⁶ an email sent to the contact address given on the website on 9 August has not been answered

product of a funding stream that has finished but the site states that additions may be made. The scope of this site is much broader than shipbuilding and maritime heritage but again, it would be a good site for the NMHN to include in links as appropriate. The Naval and Maritime Libraries and Archives Group, whilst not a website or IT based network is clearly a key stakeholder group that needs to be involved in any NMHN development that goes on. Similarly, the International Commission for Maritime History should also be included.

There is very real potential for a National Maritime Heritage Network and many stakeholders. Twelve of the fifteen returns from archives and repositories with similar holdings stated that they would welcome and/or support such an initiative. It should also be noted that one response indicated a concern that museums would dominate and the National Maritime Museum is committed to the Maritime Collections Strategy.

Recommendation 41

Tyne and Wear Archives Service should continue to develop its ideas on the establishment of a National Maritime Heritage Network that does justice to archival resources for the history of shipping, shipbuilding, sailing and maritime history.

Any plans for a National Maritime Heritage Network would need to work with the existing networks and sites detailed in this section and be an over-arching portal which included links to and from the other sites as appropriate.

Recommendation 42

Any concrete plans or proposals for a National Maritime Heritage Network should give a clear indication of how it would relate to the various existing websites.

Thought needs to be given to on-going maintenance of the site to ensure it is kept up to date and a living resource that truly reflects the heritage it seeks to make accessible to all.

Recommendation 43

Any concrete plan to develop a National Maritime Heritage Network must include a viable strategy for the indefinite maintenance of the site and related resources. This should include the addition of new material.

9. Options and Strategies for ARK

The ARK Project has provided a degree of information about the shipbuilding collections held by TWAS that has not previously been known about. This information will allow management and stakeholders to assess the value, priorities and potential not only of all the shipbuilding archives as a whole but also individually. Moreover, the stakeholder survey part of the ARK project has revealed that there are many organisations and individuals who can provide models which are useful in deciding how to develop the ARK collections and who can provide potential partnerships in a range of ways. The classic next step, if sufficient funding were available, would be to implement a large scale project to catalogue, preserve, develop access materials as well as to promote and market the shipbuilding collections. However, at the same time as writing funding proposals, TWAS has many other options for working on the materials, either alone or in partnership with other stakeholders, which would represent smaller or larger steps towards the ultimate goal of unlocking this unique and important archive. This section of the report explores the options for TWAS that TASC has identified. Appendix B provides a summary list of possible next steps.

Whilst recognising that cataloguing, together with the production of other finding aids, is not in itself attractive to funders, it is clear that without finding aids the true value and full potential of the TWAS shipbuilding collections will never be realised. Firstly, unless properly qualified staff evaluate, organise and catalogue the material any use of the material will depend upon chance in finding material relevant to specific enquiries and lines of research (by both staff developing access via learning packages and external users). Secondly the full potential of the records will only be realised once all the collections can be viewed and assessed in their joint context – that is to say that the sum of the collections will almost definitely reveal sets of records and documentation across the board that will enable greater use and exploitation than just one shipbuilder's archive could possibly do. Although this project has found that pre-packaged material based on the ARK records is in some ways more attractive to users, especially those new to archives, good finding aids are essential to enable developers of such packages in accessing the material themselves.

Recommendation 44

TWAS must make cataloguing the ARK material a priority in any future project to develop the shipbuilding collections. (See also Recommendations 19, 23 and 26)

In the course of this project, a flourishing network of contacts, joint projects and stakeholders has been revealed which spreads beyond the initial confines of shipbuilding archives in the north east to maritime heritage resources in the UK, links between shipbuilding holdings and other industries (such as mining) to innovative use of heritage resources for all sectors of society.

Recommendation 45

TWAS should take steps to develop, maintain and strengthen the network of contacts that has been activated as a result of the ARK project. (See also Recommendation 21)

TWAS has submitted an application to the MLA Designation Scheme based on its collections relating to shipbuilding, marine engineering and maritime trade in the Tyne & Wear area. Whilst the ARK project was more narrowly confined to the uncatalogued shipbuilding archives, it seems logical to broaden its scope not only to map to the designation scheme bid, but also to map more closely to the maritime heritage network aspiration. Such a broadened scope should also include developing links with heritage resources that arise from related industries such as mining.

Recommendation 46

TWAS should consider formally broadening the scope of the ARK project to include related areas such as marine engineering and maritime commerce. TWAS should further consider how links between the maritime industries and the mining and steel industries should be approached.

TWAS has an existing arrangement with the Northern Region Film and Television Archive. With respect to the shipbuilding archives, the arrangement is that the film material (mostly from the Swan Hunter archive) has been deposited in Middlesbrough. In practice it seems that the operation of the film archive responds mainly to film makers' demands.

Recommendation 47

Any future phase of the ARK project should build upon the partnership with NRFTA to ensure that film footage is assessed, catalogued and otherwise processed for access purposes as a matter of priority.

The ARK holdings are not used by schools and learners except for a few iconic documents. There is great scope to raise awareness and foster interest in learners of all ages from schoolchildren to pensioners about the heritage of the area, in particular shipbuilding, and both how the region used to be and how it has changed.

Recommendation 48

TWAS must have a strategy for fostering use of the ARK materials by learners of all ages.

TWAS currently has the equipment and staff skills to digitise photographs. TWAS does not have equipment or trained/experienced staff to scan ships plans. However, the ships' plans have great potential if they were to be digitised. They could be used by learners, as static objects but more particularly as part of learning packages which

could even be inter-active. There is also considerable scope to sell these images to researchers – both as complete plans or sets of plans and, for some of the prettier ones, as cards, posters or even themed souvenirs. Any further development of the ARK project should include proposals and budget to acquire equipment and skills to digitise and process large items such as ships plans into learning materials and packages.

Recommendation 49

TWAS should carefully consider the merits of and best way to develop the potentially popular collections of images in the ARK materials: in particular TWAS should weight up the cost of developing and maintaining a bank of digital copies against the security/preservation benefits, possible revenue generation and potential increased access it might afford. (See also Recommendation 37)

The ARK project has identified more opportunities than could have been envisaged when the project was first scoped. The quantity of shipbuilding material involved is more than was anticipated and the material encompassed should in any case be expanded to include ship engineering and maritime trade. There are a large number of diverse but enthusiastic potential partners with excellent complementary skills and resources to offer. The task of promoting the collections as well as developing ways of commercial exploitation is clearly a large and important aspect of any follow-up work. There is great scope for the development of learning materials and packages, which will require planning, strategy and management. A final example of the breadth of this endeavour is the large number of stakeholders that should be kept informed and also consulted for opinions and ideas. Existing TWAS resources do not have the capacity to manage such a large, challenging and diverse project. The project would need to be managed by one person with excellent project management skills, who would not do the detailed work but would liaise, facilitate, supervise and move the projects various aims to successful delivery. Part of the job deliverables should be to embed new skills in staff, partners and volunteers and to transfer skills in line with HLF's training plan policy. The post should run for at least three years and a person specification and job description is available in Appendix S.

Recommendation 50

The continuation of the ARK project should include contracting a Maritime Heritage Advocate (at a senior level with appropriate remuneration) to manage progress and delivery.

List of Recommendations

Recommendation 1 TWAS should review the draft retention list for shipbuilding collections produced during this consultancy, using external models and guidance as appropriate, to finalise an appraisal policy and guidelines, including de-accessioning arrangements, to use in processing the ARK collections. The guidelines must be robust enough to apply over the considerable time period required to process the shipbuilding records.

Recommendation 2 TWAS should build on the work of the ARK survey to:

1. Enter new cataloguing details as appropriate into CALM
2. Update TWAS user guide 5
3. Identify locations for records in the detailed lists so these series can be accessed by the public

Recommendation 3 The first priority in arranging the ARK material is that TWAS uses the clarified fonds and accession details in the survey findings profile to rigorously assign appropriate fonds identifications. This will result in all the records created by a company being linked and catalogued according to archival description standards.

Recommendation 4 TWAS should develop and document cataloguing guidelines and a schema to provide support and ensure consistency in cataloguing the shipbuilding records.

Recommendation 5 TWAS continues to make shipbuilding records (and records of related industries as appropriate) the subject of special projects and fundraising activities in which the production of appropriate catalogues and finding aids is a recognised goal.

Recommendation 6 TWAS should prioritise the smaller shipbuilding collections so that they are catalogued first.

Recommendation 7 TWAS should utilise the priorities flagged during the survey process when assigning cataloguing projects for both staff and volunteers.

Recommendation 8 TWAS should prioritise the identification and cataloguing of material that lends itself to use in learning packages, exhibitions and other promotional activities.

Recommendation 9 Cataloguing of the TWAS shipbuilding collections should be done by pairs or teams.

Recommendation 10 TWAS should seriously consider organising some staff/volunteer workshops to:

1. Provide staff with skills and knowledge about the shipbuilding collections which they do not already have
2. Extract and document as much information about the collections which is currently only available as individual's knowledge

Recommendation 11 Tyne and Wear Archive Service should use the findings documented in this report to develop a long-term cataloguing strategy for the shipbuilding archives so that measurable progress can be made towards total access to the ARK collections.

Recommendation 12 Any project that aims to catalogue, promote use of and provide greater access to the shipbuilding records held by Tyne and Wear Archive Service must involve a strategy which will allow and measure access to previously inaccessible material at an early stage.

Recommendation 13 TWAS needs to identify additional finding aids that can be easily generated which have the potential to greatly enhance access to and use of the ARK collections.

Recommendation 14 TWAS conservation staff should use the ARK survey data to estimate the time scale and cost of boxing and packaging all items that require it.

Recommendation 15 TWAS conservation staff must work closely with ARK project staff to develop a strategy, costing and programme for conservation work on the ARK collections which takes into account the probable deaccessioning of a proportion of the material.

Recommendation 16 TWAS conservation staff should develop a strategy, plan and costing for preservation and conservation work on the photographic materials in the ARK collections. This must take into consideration the possibility that they may be digitised and also that a good proportion of the images may need to be de-accessioned.

Recommendation 17 TWAS should use the ARK survey findings, together with its own general conservation survey, to develop a comprehensive conservation and preservation strategy for the shipbuilding collections which is integrated into any overall plan to process and give access to the material.

Recommendation 18 TWAS should ensure that the shipbuilding records are promoted as widely as possible.

Recommendation 19 The stakeholder survey data suggests that TWAS should make the production of new and/or improved finding aids a priority. TWAS should therefore make cataloguing a priority for the ARK project and highlight the stakeholder feedback in any funding bid. (See also Recommendations 23 and 26)

Recommendation 20 TWAS should use the survey data to follow up with individual stakeholders to further research specific projects (eg digitisation) and to explore the potential of partnership arrangements.

Recommendation 21 TWAS should follow up not only on the archives and similar holdings stakeholder survey, but also on the stakeholder survey as a whole, by regularly contacting the stakeholders with updates and information about ARK and maritime heritage projects and resources to maintain the network of stakeholders and potential partners that has been generated by the ARK project. (See also Recommendation 45)

Recommendation 22 TWAS should use the user profile data from the ARK users and researchers stakeholder survey to develop a strategy to attract new audiences and to retain existing users.

Recommendation 23 TWAS should prioritise cataloguing of the ARK collections whilst developing additional finding aids that will meet existing researchers' needs and make the material easier to use for new users. (See also Recommendations 19 and 26)

Recommendation 24 TWAS' strategy for publishing information about the ARK holdings should continue to include hard copy, as well as exploiting internet opportunities. The stakeholder feedback will provide a good checklist to ensure all avenues are explored.

Recommendation 25 TWAS must develop a promotional campaign not only to advertise the shipbuilding collections to non-users but also to help these new users by introducing them to archives and suggesting ways of using the materials.

Recommendation 26 TWAS must make cataloguing the cornerstone of any strategy to process and provide access to the ARK collections. (See also Recommendations 19 and 23)

Recommendation 27 TWAS should build on and extend the successful volunteer mentoring scheme to include work on the ARK collections using the findings of this project to identify suitable material, themes and priorities.

Recommendation 28 TWAS should contact Mr Lind of the Ballast Trust to see if there is the possibility of collaborating over volunteer work and/or to see if there are any lessons to be learned from the Trust's practices and experience.

Recommendation 29 TWAS should use the findings of the ARK project to develop strategies that result in more use of the collections by more diverse audiences.

Recommendation 30 As a matter of priority, TWAS should consider developing a strategy to broaden its production of finding aids and "activity packages", in particular by exploiting modern technology, to meet consumer demands in line with the findings of the ARK stakeholder consultation.

Recommendation 31 TWAS should scope a project to set up a few webpages that provide links not only to its own maritime heritage holdings but also to collections held elsewhere and other related projects which can be identified from this report.

Recommendation 32 TWAS should review stakeholder suggestions with respect to income generation and scope the feasibility with a view to realising the commercial potential of the collections which could be ploughed back in to the project to support cataloguing and preservation.

Recommendation 33 As part of any future project, TWAS should systematically contact all owners and depositors of ARK material in order to keep them informed and to clarify copyright as appropriate. Where contact has genuinely been lost, this should be properly documented.

Recommendation 34 TWAS needs to review its relationship with the Discovery Museum and the other Tyne and Wear museums generally to ensure that cross domain working potential is realised and maximised.

Recommendation 35 TWAS should develop a strategy to promote the ARK material to users, develop audiences and designing products that attract a wide range of users.

Recommendation 36 TWAS should carry out some market research prior to embarking on any scheme to generate income from the sale of copies of records.

Recommendation 37 TWAS should carry out a feasibility study with respect to any proposed digitisation project to ensure that all benefits and pitfalls have been reviewed. (See also Recommendation 49)

Recommendation 38 TWAS must take into account the long term costs of maintaining a library of digital images of items in the ARK collections. It must on no account be viewed as an alternative to maintaining the original records.

Recommendation 39 TWAS should give careful consideration to the marketing and development ideas given in this report, in particular those detailed in *Summary Lists Generated by the Policy and Strategy Stakeholder Survey* (Appendix R) to assess whether any of them are feasible.

Recommendation 40 TWAS should continue to foster its already good relationship with the local press to get articles and information about the ARK project into the local newspapers.

Recommendation 41 Tyne and Wear Archives Service should continue to develop its ideas on the establishment of a National Maritime Heritage Network that does justice to archival resources for the history of shipping, shipbuilding, sailing and maritime history.

Recommendation 42 Any concrete plans or proposals for a National Maritime Heritage Network should give a clear indication of how it would relate to the various existing websites.

Recommendation 43 Any concrete plan to develop a National Maritime Heritage Network must include a viable strategy for the indefinite maintenance of the site and related resources. This should include the addition of new material.

Recommendation 44 TWAS must make cataloguing the ARK material a priority in any future project to develop the shipbuilding collections. (See also Recommendations 19, 23 and 26)

Recommendation 45 TWAS should take steps to develop, maintain and strengthen the network of contacts that has been activated as a result of the ARK project. (See also Recommendation 21)

Recommendation 46 TWAS should consider formally broadening the scope of the ARK project to include related areas such as marine engineering and maritime commerce. TWAS should further consider how links between the maritime industries and the mining and steel industries should be approached.

Recommendation 47 Any future phase of the ARK project should build upon the partnership with NRFTA to ensure that film footage is assessed, catalogued and otherwise processed for access purposes as a matter of priority.

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Recommendation 49 TWAS should carefully consider the merits of and best way to develop the potentially popular collections of images in the ARK materials: in particular TWAS should weight up the cost of developing and maintaining a bank of digital copies against the security/preservation benefits, possible revenue generation and potential increased access it might afford. (See also Recommendation 37)

Recommendation 50 The continuation of the ARK project should include contracting a Maritime Heritage Advocate (at a senior level with appropriate remuneration) to manage progress and delivery.

Next Steps for the ARK Project

As a result of the current ARK project it is not possible to recommend a definitive action plan. On the one hand there is scope for a concerted funding bid to realise resources to catalogue and provide access to the shipbuilding collections: on the other hand there is also a myriad of diverse but interrelated projects to maximise the impact of this project, harness interest groups into volunteer projects, develop partnerships that could generate resources to develop activity and learning materials for more diverse audiences. The real challenge is developing an effective strategy to move towards an overall goal of unlocking the potential of the ARK holdings whilst achieving measurable and discernable milestones in the meantime that stakeholders can benefit from progress at an early stage. Therefore, rather than map out a project plan, TASC has developed a list of activities that should be considered as next steps in the ARK project. The list should not be considered as a linear progression, rather as a pick list of measures that TWAS can consider and implement in the context of both the ARK project and its broader mission.

- A high level decision must be made as to whether the scope of the ARK project should be broadened to include all aspects of maritime heritage: if the decision is made to do this, this needs to be advertised and incorporated into any information or promotional material produced about the project
- TWAS should advertise the successful conclusion of the first ARK project, together with the main findings, to all stakeholders and as widely as possible, inviting expressions of interest and suggestions
- TWAS should commission suitable experts to undertake research to write a detailed audience development strategy
- All description and finding aids to the ARK collections should now be reviewed and rationalised so that the data can be input to the CALM system and other archive management tools, including A2A. This includes any knowledge or information currently undocumented that resides in staff's heads.
- The smaller ARK collections should be prioritised for listing
- TWAS should identify suitable projects for volunteers to work on processing, listing, packaging and providing access to the ARK collections
- Managers at TWAS should review the potential partners identified in this report and develop a strategy to harness support, resources and funding possibilities
- TWAS should develop relations with the Northern Grid for Learning which is keen to initiate a joint project in the near future as a pilot to test impact and take-up

- The TWAS conservation team should use the ARK report findings to identify more fragile material in need of detailed conservation attention.
- TWAS User Guide 5 on Shipbuilding, Outfitting, Registration and Repair, should be updated and made available in both hard and digital formats.
- TWAS should set up some dedicated ARK pages on its website. These should include: as much detail about TWAS' own shipbuilding collections as possible, with links as appropriate; links to other shipbuilding collections; information about and links to maritime heritage networks. This would in effect be a prototype Maritime Heritage Network, a one-stop-shop for any user's needs.
- TWAS should finalise the shipbuilding suggested retention guidelines (Appendix G) and use them to identify material that can be destroyed.
- TWAS should assign an archivist to "own" the shipbuilding collections and to coordinate any ARK-related activity as an interim measure whilst scoping a maritime heritage advocate post.
- Team working should be initiated with respect to cataloguing the ARK material, teams could include a combination of archivist, archives assistant and volunteer(s)
- The ARK report should be used by TWAS Outreach and other staff to identify any material that can immediately be used by diverse audiences
- TWAS management should use the ARK report to identify any material that can be used in promotional work to advertise both ARK and TWAS.

Record Groups Removed from ARK List

The following record groups were dropped from the ARK list:

- **DF & A Black:** this organisation did not build ships but rather collected items relating to shipbuilding
- **Brigham & Cowan Ltd:** this company was a ship repairers and never built a new ship
- **GW & WJ Hall:** this collection contains very little shipbuilding information and is mainly concerned with a pottery business and family financial affairs
- **Rendel Papers:** The Rendel material is not primarily concerned with shipbuilding
- **Wallsend Slipway & Engineering:** This is a ship repair company

ARK Record Survey Data Categories

(*Asterisk denotes field must be completed)

***Fonds name**

***Accession details**

List accession numbers and attach the accessions record

***General description**

Give general description or scope and content

***Quantity**

Give quantity and unit of measurement

***Covering dates**

***Main record series**

List each record group with its series

Administrative History

Note anything that is known about the organisational history, mergers etc

***Media**

List all the different media comprised in the fonds

***Conservation requirements**

Note any special conservation needs

Access issues

Is there any particular hindrance to access?

***Potential users**

Note any other potential users

- Enthusiasts
- Schoolchildren
- Genealogists
- Life-long learners
- Historians
- Shipping engineers
- Ship salvage operators
- Model makers
- Academics

***Significance of the record fonds:**

Note any other known significance of the fonds eg particular ships or incidents connected with the history of the creator

- Local
- Regional
- National
- International
- Potential for exhibit
- Potential for educational use
- Closure issues (Data Protection)
- Technical
- Innovative
- Social
- Political
- Economic
- Historic

***Key records within the collection**

Note any records that are of special significance or have potential to attract users or interest in the material

Published information

Note any published information about the organisation or records

***Existing finding aids**

Note any other finding aids or details that already exist

- Accession record
- Box list
- Catalogue
- Nothing

Related records held elsewhere

Note any related records that are not held in the TWAS

***Weeding notes**

Note items/series that might be destroyed and why

Definitions of Importance Criteria

Local: where the fonds has great local significance or potential impact on local communities

Regional: where the fonds has great importance as a record of the region

National: where the fonds is of national importance

International: where the fonds has an international aspect or dimension

Potential for exhibit: if the fonds contains items which lend themselves to being exhibited

Potential for educational use: if the fonds could be used by education groups

Closure issues (Data Protection): make a note of there are records with personal data on people still living

Technical: Where records document a use, implementation or advance that proved to be progressive eg the Doxford use of the opposing piston engines, mass production of SD14 ships, Great Lake steamers

Innovative: Where records give evidence of inventions that represent significant progress eg Parson's marine steam turbine, Doxfords' turret self-trimming (saved employing people to level off or balance cargoes of wheat etc)

Social: Records which reflect social groupings and history of population and movements eg Swan built liners for Italians to transport immigrants to US, Mitchells' missionary ship which operated cruise in South Seas to convert natives

Political: Records documenting significant political events or events/products that had great impact on politics eg Armstrong's Japanese warships

Economic: Records representing significant economic impact, change or events eg selling icebreakers and train ferries to Russians which opened up Siberia and Swan's steamers for Great Lakes which revolutionised the grain trade (more economic cargo handling)

Historic: of importance purely because common knowledge eg Mauretania

Table Summarising Key Findings for Each Collection

Collection	Size (linear metres)	Record Series	Format	Physical Condition
1. Armstrong Whitworth/ Vickers Armstrong	165.43	c75 (plus photographs and plans)	500 Volumes 105 Files/bundles 54 Booklets 14763 Plans, 700 photo negatives 1 album and 18 Photographs	On the whole in reasonable condition but need refolding/repackaging and volumes are dirty and require re-binding
2. Austin & Pickersgill	45.9	c100	71 Volumes 2113 Papers 288 Files/bundles 649 Booklets 488 Plans Photographs	Mostly good condition but plans and papers need flattening, photographs need to be sleeved and some volumes have red rot, paper clips and fasteners need to be removed
3. Bartram & Sons	96.2	33	163 Volumes 93 Files/bundles 108 Booklets 5397 Plans	Booklets are OK, plans in poor condition, files and bundles need cleaning and some rebinding of volumes required
4. British Shipbuilders	15	15	24 Volumes 27 Files 260 Booklets 1052 Plans 38 Papers 15 Boxes Microfilm Videos – transferred to NRFTA but still in TWAS Store A	Generally average to good condition: Kalamazoo binders need replacing and sellotape damage redressed; files need reboxing; plans rolled together need separating; papers need repackaging; Videos need boxing

Collection	Size (linear metres)	Record Series	Format	Physical Condition
5. Clelands Shipbuilding Co	16.79	9	35 Volumes including 27 photo albums 245 Booklets of which 99% are ship specifications 1140 Plans 1874 Photographs 16 Files 52 Papers	All formats are in good condition and all material, except the files which need refolding, has been repackaged.
6. John Crown & Sons	1.26	1 (ships plans)	110 plans	Although boxed plans are in poor condition, grubby and crumpled
7. William Doxford & Sons	19.2	46	149 Volumes 55 Files/bundles 5 Papers 84 Booklets 268 Plans 37 Photographs	All the material is generally in good condition; the photographs are in archive quality sleeves
8. Sir James Laing & Sons Ltd	0.02	1	4 Plan	Plans in average condition, require repackaging
9. North East Shipbuilders	15.89	87	196 Volumes 47 Papers 12 Files/bundles 194 Booklets 210 Plans 9 drawers Cards	Some volumes need rebinding; lever-arch files should be replaced; press cuttings need attention. Rest in reasonable condition but needs repackaging
10. Palmers Shipbuilding & Iron Co	3.5	8	3 Volumes 7 Files/folders 27 Papers 26 Plans 12 Photographs/negative	All material in good condition: some plans need refolding; photographs need re-sleeving

Collection	Size (linear metres)	Record Series	Format	Physical Condition
11. J Readhead & Sons	21.72	25	397 Volumes 80 Plans 3 boxes + 4 loose items photographs/sketches	Generally good condition: some volumes have metal fastenings; some plans show damage at the ends
12. Short Bros	3.28	25	31 Volumes 3 Booklets 11 Files 56 Papers & 3 bundles 575 Plans	All material needs cleaning and most need repackaging, some is very fragile but plans are in good condition
13. Smiths Dock	2.72	14 of which 9 comprise 1 item	22 volumes 6 boxes of papers 2 photograph albums	Mixed condition: some volumes very fragile; boxes of papers overfull although papers have been superficially repackaged; photograph albums inappropriately boxed with other material
14. Sunderland Shipbuilders	38.35	2	484 Volumes 152 Papers 102 Files/bundles 19 Booklets 14 Plans 45 vols & 785 single Photographs	Generally good condition but papers need refolding and plans folded so need to be flattened if frequently accessed; some older photo albums fragile
15. Swan Hunter	199.1	Several 100s	495 vols 100 bundles 3,541 papers 541 files 253 journals/booklets 28 boxes medical record cards 5780 plans (ship and yard) + 759 negatives of ship plans 12,747 photographs (albums, files) 3,303 photo film negs 7,743 glass plate negs	Generally good condition: volumes varying and Kalamazoo and ring binders need replacing; bundles, photographs and glass negatives need repackaging; plans in reasonable condition but damage to ends of rolls

Collection	Size (linear metres)	Record Series	Format	Physical Condition
16. J L Thompson & Sons	5.69	12	280 Volumes 503 Plans	Generally average condition: some volumes have fragile papers attached with corroded staples and clips; box-files need repackaging; plans are rolled
17. Robert Thompson	0.02	2, each comprising 1 item	1 volume 1 plan	Generally good condition

Suggested Retention Guidelines for Shipbuilding Archives

Ship Plans

The following is a suggested minimum for each vessel (given in the order of importance to enthusiasts, model makers etc.):

- General Arrangement (s)
- Line Plans
- Midship Section
- Capacity Plan
- Deck Plan
- Rigging Plan
- Machinery Plan
- Accommodation Plan

In addition the following plans should also be kept:

- All plans for any vessel deemed to be of particular historical interest.
- All plans of naval vessels.
- Plans detailing wartime modifications to merchant ships.
- All plans for first and subsequent designs for series of ships

There is no need to keep:

- Dyeline prints and blueprints where the originals survive
- Scantling plans, i.e. plans of small parts, plate plans or sub-contractors' plans
- Sample launch plans

Photographs/Negatives

Retain all if possible, unless irreparably damaged (eg negatives "welded" together through water soaking), modern copies of an original photographs or excessive silvering of plate negatives. Photographic albums should be repaired as soon as possible, where necessary, as they form the basis of the superb photographic collection.

Particulars/ Costs Books

These give the final account of actual building and all should be retained as they contain an accurate account of the construction of a ship as opposed to the specification books which give the projected costs.

Specification Books

Retain as many as possible. (The minimum would be a representative collection covering different types of ship). Look for signed copies which are probably with shipbuilders' records. Some annotations may be important.

Enquiries, Quotations, Contracts etc

Retain all if possible. (the minimum would be a representative collection covering different types of vessel)

Printed Matter

Retain one copy of each magazine, brochure etc, plus a copy for reference use when available. In particular the yard magazines can be a great source of information.

Financial records, Minutes of Meetings etc

Retain in accordance with normal practice for other fonds.

Duplicates

Throughout the collections there are many duplications which will of course be weeded out.

Summary of Findings on Physical Condition and Conservation Requirements

Collection	Physical Condition
1. Armstrong Whitworth/ Vickers Armstrong	Volumes: most are filthy with very poor bindings Files/bundles: need refolding Booklets: average condition Plans: reasonable condition Photographs: need repackaging
2. Austin & Pickersgill	Volumes: reasonable condition but some red rot, paper clips and fasteners Papers: reasonable condition but some rusty fasteners, also some papers need flattening Files/bundles: repackaging needed Booklets: generally good condition Plans: mostly good condition but rolled 19 albums; 2695 Photographs: need to be repackaged in archive quality sleeves
3. Bartram & Sons	Volumes: generally good but some rebinding needed Files/bundles: some files are so dirty they could not be produced Booklets: generally in good condition Plans: poor condition
4. British Shipbuilders	Volumes: generally good condition but some are Kalamazoo folders and some have sellotape Files: in boxes which are not the correct size so crumpled Booklets: good condition Plans: will need separating as many are rolled together; condition is average Papers/boxes: some papers (e.g. voyage accounts in Acc2388) are tied with string in bundles Microfilm: good condition Videos: not boxed and at risk as currently stored
5. Clelands Shipbuilding Co	All formats are in good condition and all material, except the files which need refolding, has been repackaged.
6. John Crown & Sons	Plans are boxed but in poor condition: very grubby and crumpled
7. William Doxford & Sons	All the material is generally in good condition; the photographs are in archive quality sleeves
8. Sir James Laing & Sons Ltd	Plans are folded in a box and in average condition; repackaging required as a minimum
9. North East Shipbuilders	Volumes: some are in very bad condition needing rebinding; others are lever-arch binders containing press cuttings which are bent and need attention Papers, Files, Booklets: need refolding, many stored in plastic wallets Plans: reasonable condition but folded and need boxing Cards: good condition
10. Palmers Shipbuilding & Iron Co	Volumes: good condition (NB includes an early filofax "Lefax", 1911) Files: good condition Papers: have been refolded, good condition Plans: have been refolded but not all folders are large enough to accommodate the plans Photographs: negatives (11) are in polythene sleeve; need repackaging

Collection	Physical Condition
11. J Readhead & Sons	Volumes: generally good although some have metal fastenings Plans: generally good although some of the rolls show damage at the ends Photographs: good
12. Short Bros	Volumes: some fragile (e.g. letterbooks); some very dirty (e.g. bills payable) Booklets: some have been foldered but smaller booklets are very dusty Files, Papers & bundles: some fragile, some repackaged Plans: good
13. Smiths Dock	Volumes: some very fragile especially the builders certificates Boxes of papers: overfull; the papers have been superficially repackaged. Photograph albums: in good condition but inappropriately boxed with other material
14. <i>Sunderland Shipbuilders</i>	Volumes: generally good Papers: generally good but need refolding Files: generally good Plans: generally good but folded in wallets which will create a risk if they are frequently accessed Photographs: generally good but some older volumes are fragile
15. Swan Hunter	Volumes: varying condition with some Kalamazoo and ring binders Files, papers: good condition, some repackaging Bundles: some tied with string; need repackaging Plans: reasonable condition but damage to ends of rolls Photographs: some prints in modern plastic albums, need repackaging; glass negatives are at risk and need repackaging
16. J L Thompson & Sons	Volumes: average condition but some have fragile papers attached with corroded staples and clips; also some "volumes" are box-files so repackaging is required Plans: average condition; rolled
17. Robert Thompson	Volume: good condition Plan: reasonable condition; boxed

Stakeholder Consultation Questions

All stakeholder consultation covered the following background to the project:

We are carrying out a stakeholder consultation exercise to inform interested parties about the ARK project, to find out more about complementary holdings and to canvass views and opinions to inform the final report.

The ARK project is an HLF funded project which is carrying out a thorough assessment of the access, conservation and cataloguing requirements of the shipbuilding collections housed at Tyne and Wear Archives.

We also collected the following information for each person/organisation/group consulted:

- Date of consultation
- Name
- Contact name
- Contact details

There were 4 main categories of stakeholders, although for reporting purposes we were able to reduce them to three:

- Neighbouring Archives and Repositories with Similar Holdings
- Users
- Strategy Development Stakeholders

Neighbouring Archives and Repositories with Similar Holdings

Details of relevant collections; catalogued yes/no; to what level

Details of the cataloguing strategy or plan

Are there other finding aids such as indexes, general guides etc?

Who uses the collections? How and why?

Are the collections promoted to user groups or users generally?

Website details:

Catalogues on the website?

Catalogues on A2A or similar?

Digital images of collections?

Do you refer your users to TWAS shipbuilding collections?

Would better on-line finding aids to the TWAS collections assist in helping your users?

Any other comments

Are you interested in any potential partners (joint funding bids etc)?

Do you support the idea of a maritime heritage network?

Regarding TWAS shipbuilding collections, do you or would you potentially use them? And if so:

- How?
- Why?
- What kind of finding aids would be useful
- Which records would be most useful/relevant?

Users (Users and Researchers together with Local History Groups)

Gender:

Age range (under 18; 18-24; 25-34; 35-49; 50-65; 65+)

Experience of using archives

Education level

Occupation (s)

Do you use the TWAS shipbuilding collections?

If yes:

How and why do you use the collections?

How could the finding aids be improved?

Which records are used?

Which collections are used?

Are records from other repositories relevant?

If not, why not?

Do you prefer to use web-based finding aids?

Do you use the web in general to find research material?

What other methods do you use to find out about potential research material?

What is your preferred method of finding out about relevant archive collections?

Any other comments:

Strategy Development Stakeholders

Do you know about the TWAS shipbuilding collections?

Does the TWAS material have potential to be used to meet current policy trends in the Heritage Sector?

If no, why not?

If yes, in what way?

What are the potential audiences?

Which aspects of the collections would be attractive?

What types of current processing projects are likely to be funded?

[Volunteer, job-seekers, life-long learning]

Can you see any potential for partnership initiatives?

[community archives]

Do you support the idea of a maritime heritage network?

[cross-sectoral web-based resource with catalogues, description, images and associated learning materials on the theme of maritime history]

Any other comments

Text Sent to Stakeholder Publications

Tyne and Wear Archives Service is currently engaged in a Heritage Lottery funded project to carry out a thorough assessment of the access, conservation and cataloguing requirements of its shipbuilding collections. This is with a view to raising awareness of this valuable resource and to make it more accessible to more people. The project team want to consult with stakeholders in maritime history and expertise and invites readers to contact the project team with any views and opinions that may help to inform the final report. We are interested in the following issues:

- Whether you have used the TWAS shipbuilding collections and what for
- Which records you used
- Which collections you used
- If you've used or are interested in related archives from other repositories
- Whether you prefer to use web-based finding aids
- If you use the web in general to find research material
- What other methods you use to find out about potential research material
- How you prefer to find out about relevant archive collections

If you could also give us some information about yourself (age, gender, education, occupation, experience of using archives and research materials etc.), that would be helpful. Responses should be sent to:

Margaret Crockett
The Archive-Skills Consultancy
38 Lyttelton Court
Lyttelton Road
London N2 0EB

020 8209 1613
margaret@archive-skills.com

For more information about Tyne and Wear Archives Service's shipbuilding records see: <http://www.thenortheast.com/archives/index.html>

Stakeholders Consulted: Archives & Similar Holdings

✓ = responded

✗ = no response

Stakeholder	Contact	Response
Sunderland Maritime Heritage Centre	Meeting	✓
South Hylton Local History Society	Questionnaire	✓
Lloyds Register: historian/archivist	Questionnaire	✓
Sunderland Local Studies Library	Questionnaire	✓
Durham University Special Collections	Meeting	✓
Teesside Record Office	Meeting	✓
Northumberland Record Office	Meeting	✓
Newcastle University Special Collections	Meeting	✓
Living History North East	Meeting	✓
Keepers of Maritime History at the Museum	Meeting	✓
Glasgow University & Glasgow City Archives (at Mitchell Library)	Meeting	✓
South Shields Local Studies	Questionnaire	✓
Durham Record Office	Meeting	✓
National Maritime Museum Greenwich	Questionnaire	✓
Naval and Maritime Libraries and Archives Group Secretary: Allison Wareham library@royal.naval.museum.org	Questionnaire circulated to members via email	✓
Portsmouth City Council	Questionnaire	✓
Northern Region Film and Television Archive	Questionnaire	✓
Gateshead Local Studies Library	Questionnaire (arrived after deadline)	✓
National Maritime Museum Liverpool	Questionnaire (arrived after deadline)	✓
Lancaster Maritime Museum	Questionnaire (arrived after deadline)	✓
National Museums and Galleries of Wales	Questionnaire (arrived after deadline)	✓

Stakeholder	Contact	Response
UK Hydrographic Office	Questionnaire (arrived after deadline)	✓
Isle of Wight Libraries	Questionnaire (arrived after deadline)	✓
Imperial War Museum	email + questionnaire	✗
Newcastle Local Studies	email + questionnaire	✗
North Shields Local Studies Library	Letter + questionnaire	✗
Scottish Maritime History Museum	Not on original list – recommend including	✗

Summary Details of Similar and/or Complementary Collections & Holdings

Repository	Details of relevant collections	Catalogued yes/no	to what level
Lloyds Register	Ship plans & Reports of ships classed by Lloyd's Register 1834 to c.1970, now on permanent loan to National Maritime Museum Greenwich. The collection is of the ship plans that have survived three major culls by Lloyd's Register and should not be taken to be a collection of every ship ever classed. Even so the collection runs into many thousands of documents.	Yes	Basic index with ship identifiers ie build year and associated report number
Lloyds Register	<i>Lloyd's Register of Ships</i> and associated reference books, documents and material, dating from 1764 to date	Yes	Filemaker Pro database, basic details of books within the collection, more detail on associated papers, cuttings, ephemera etc. 35,000 items presently within database and added to on daily basis
Lloyds Register	Lloyd's Register Archive of Committee Minute books 1833 to 40 years previous, other material covering Lloyd's Registers work, staff etc	Yes	Filemaker Pro catalogue giving basic entry for each item, still be added to on daily basis, 1500 entries so far
Lloyds Register	British Corporation, another British classification society amalgamated with Lloyd's Register in 1949, Collection of Committee Minute books, staff books, ship hull and machinery certificate books and associated material dating from 1890 to 1949	No	
Sunderland Local Studies	General local history including some maritime material	Yes	Individual books
Sunderland Local Studies	Bob Mason Collection, non local maritime material(extensive)	No	
Durham University Special Collections	No major collections Wills of local shipbuilders to 1858 Clergy visitation returns, 1920s-30s Pictures in print pre-1860		
Teesside Archives	Smiths Dock Company (sent plans to Greenwich)	Yes	Item
Teesside Archives	Furness Shipbuilding Company Haverton Hill Yard	Yes	Item
Teesside Archives	Port Authority records	Yes	Item
Northumberland Record Office	Estates records with landowners who owned ships; private deposits; public records relating to ports; colliery material; Society of Antiquities has photographs of shipbuilding	Yes	Only Antiquaries is on CALM
Newcastle University Special Collections	Runciman papers (Lord Runciman of Doxford) mainly correspondence and press cuttings	Yes – also conserved	HMC catalogue 1973

Repository	Details of relevant collections	Catalogued yes/no	to what level
Newcastle University Special Collections	Bell-White (John and Thomas Bell) about 50 items including port of Tyne	?card index	
Living History NE	N Tyneside shipyard "Cranes, Boats and Trains" edited to 50 minute DVD	Yes (copy provided)	Item – basic
Living History NE	Otherwise incidental working life experience	Yes	Item – basic
Living History NE	Merchant navy – 6 interviews	No	Item – basic
Discovery Museum	c 150 ship models relevant to TWAS collections Doxford engine Turbinia vessel Machine and other tools Shipyard models including Hawthorne Leslie Reference library includes runs of journals and shipbuilding companies' ephemera – catalogued as objects	Use Modes to catalogue	
South Tyneside Council Local Studies Library	Photographs Shipbuilders Ships	Indexed	On card
	Publications e.g. Smiths Dock Journal	Indexed	On card
	Published books on various companies	Yes – on card	
	Lloyds Registers		
Portsmouth City Council Libraries	Naval & Lily Lambert McCarthy Collections	Yes	Books: individual copies (Some books in more than one volume are not on catalogue; some Lily Lambert McCarthy books are not on catalogue.) Pamphlets, illustrations are indexed in card index; likewise articles in some naval periodicals, e.g. Navy News, Brassey's Naval Annual.
Durham Record Office	Austin and Pickersgill, Sunderland	Yes (copy provided)	Item
Durham Record Office	Ropner and Co, Hartlepool Shipping Co	Yes (copy provided)	Item
Glasgow University Archives/Mitchell Library	Upper Clyde Shipbuilders Other smaller collections eg Rolleston photographers – worked for shipyards Univ 4 full shelving bays of records & 1 bay of plans = 20% of entire holdings Mitchell: c10% of holdings are shipbuilding records NB Films with Scottish Film Archive	Yes (copy provided)	Full

Repository	Details of relevant collections	Catalogued yes/no	to what level
National Maritime Museum	<p>COMMERCIAL</p> <p>River Thames Shipbuilders and Repairers</p> <p>Shipbuilders and Repairers National Association</p> <p>Shaw Savill & Albion & subsidiaries</p> <p>James Pollock & Sons</p> <p>Denny, William and Bros –ships plans</p> <p>John I Thorneycroft & Co Ltd – ships plans</p> <p>Vosper & Co Ltd – ships plans</p> <p>Lloyds Register of Shipping - survey reports, wreck reports</p> <p>John Cowl & Son, Padstow</p> <p>Green of Blackwall</p> <p>Some shipbuilding papers also present in the following collections:</p> <p>P&O</p> <p>General Steam Navigation Co</p> <p>NAVAL</p> <p>Dockyard records – Chatham; Portsmouth</p> <p>Naval ships covers</p> <p>Board of Admiralty in-letters</p> <p>Navy Board in-letters</p> <p>Lillicrap, Director of Naval Construction – personal collection 1887-1956</p> <p>D'Eyncourt, Director of Naval Construction – personal collection 1868-1951</p> <p>Chatfield, master shipwright, fl1820-60</p>	<p>No</p> <p>Yes</p> <p>Part</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p></p> <p>Yes</p> <p>Yes</p> <p></p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p></p> <p>Collection level entry only</p> <p>Item level – where catalogued</p> <p></p> <p>Item level</p> <p>Item level</p> <p></p> <p>Item level</p> <p>Item level</p> <p>Item level</p> <p></p> <p>Item level</p> <p>Item level</p> <p>Item level</p> <p>Item level</p> <p>Item level</p> <p>Item level</p>
Northern Region Film and Television Archive	A number of shipbuilding related films from the TWAS collection are held	Yes	Details held on an Access database, collections are not 'catalogued' as such as we do not have software but as much information about the films as possible is entered onto the database, there are also paper-based records within TWAS

Expressions of Interest in Partnership with ARK Project

Name	Contact Details	Interests
Glasgow University Archive Services/Mitchell Library	Glasgow University Archive Services 13 Thurso Street Glasgow G11 6PE dutyarch@archives.gla.ac.uk 0141 330 5515 The Mitchell Library 210 North Street Glasgow G3 7DN archives@cls.glasgow.gov.uk 0141 287 2910	Engine makers and decline of the industry
South Tyneside Council Local Studies Library	Hildred Whale, Anne Sharp, Keith Bardwell localstudies.library@southtyneside.gov.uk , Local Studies Library, South Tyneside Council, Central Library, South Shields Tyne and Wear NE34 8DT	
Discovery Museum	Ian Whitehead and John Clayson	Supportive of archive projects
Living History NE	Janette Hilton Living History NE, Riverview, West Wear Street, Sunderland SR1 1DX	Already partners
Newcastle University Special Collections	Melanie Wood 0191 222 5146	
Teesside Archives	David Tyrell Teesside Archives, Exchange House 6, Marton Road, Middlesbrough, TS1 1DB 01642 248321 teessidearchives@middlesbrough.gov.uk	Access and audience development, also re plans and appraisal criteria
National Maritime Museum	Daphne Knott Contact details: dknott@nmm.ac.uk ; tel: 020 8312 6750	
Gateshead AIRS	Karen Hannah karenhannah@gateshead.gov.uk	

Additional Expressions of Interest

Reference Library, Scarborough Library and Information Centre

Scarborough Reference Library holds complementary material to TWAS shipbuilding collections. Jon Webster expressed interest in hearing more about the project.

Contact

Jon Webster
Reference Library, Scarborough Library and Information Centre
Vernon Road
Scarborough
North Yorkshire YO11 2NN
Tel: 01723 383 400
Fax: 01723 353 893
Email: jon.webster@northyorks.gov.uk

HMS Cossack Association

The Honorary Archivist for the HMS Cossack Association is interested in any information on the ship which was built on the Tyne. He could also provide TWAS with information on the ship if required.

Contact

Keith Batchelor
Batchelor Associates
Records Management & Health and Safety
Keith@beaconroad.freeserve.co.uk
<http://surf.to/keith.batchelor>

Harbour Museum, Derry

The archivist at the Harbour Museum in Derry is interested in the ARK project as the museum holds quite a collection of drawings relating to the port and the ship building of the city. The majority is uncatalogued and she is looking at various opportunities to digitise the collection and make it more accessible.

Contact

Bernadette Walsh, Archivist
Harbour Museum
Harbour Square
Derry BT48 6AF
Tel: 028 71377331
Fax: 028 71377633
email: bernadette.walsh@derrycity.gov.uk

Hull University Archives/Hull History Centre

The University Archivist emailed to express an interest in the TWAS project. Hull has complementary holdings, split over 4 repositories, although at the moment no plans for major projects which involve them. A list was attached with brief details. The largest set of material is at the Maritime Museum, however if a current HLF bid is successful these will be re-housed, with the rest of Hull's archives, in the new History Centre.

They are interested to know how TWAS plans develop - and if there is a prospect of them developing into a project encompassing shipbuilding across the north/north-east, in which case they might be interested in getting involved.

Contact

Judy Burg
j.burg@hull.ac.uk

Glamorgan Record Office

The Principal Archivist has already been in touch with TWAS (in 2003) because she thinks there were strong maritime links between the North East and south Wales that are reflected in the two repositories' collections. From about 1870 to 1920, the time when Cardiff was the coal capital of the world, roughly 2/3 of the ships registered in Cardiff were built in the North East and equipped with boilers and engines from firms there. She directed us to the Glamorgan Record Office website (www.glamro.gov.uk) for more information on their holdings.

The Glamorgan RO currently has a project, which might be of interest, with the Glamorgan Family History Society to transcribe and index the crew lists, initially for the census years only. This project could reveal the figures for the migration of sailors and their families from the North East to Wales for which we only have anecdotal evidence at the moment.

She would be interested in exploring links with any project undertaken by TWAS with the shipbuilding collections.

Contact

Charlotte Hodgson, Principal Archivist
Glamorgan Record Office
The Glamorgan Building
Cathays Park
Cardiff
CF10 3 NE
029 2078 0282
029 2078 0284
GlamRO@cardiff.ac.uk

London Borough of Barking & Dagenham

The Archivist at the London Borough of Barking and Dagenham is seeking a way of getting a small remnant -with an enormous number of photographs - of the Samuel Williams & Sons archive (an information sheet was attached). This was a fascinating company - the battleship Thunderer was fitted out in 1911 at their dock because it was the deepest dock available for this big vessel. She is hunting for help to get this archive catalogued and should be very interested in finding out whether there is any way this could be seen as forming a partnership arrangement with ARK.

Contact

Judith Etherton, Borough Archivist
London Borough of Barking & Dagenham
Valence House Museum
Becontree Avenue
Dagenham
RM8 3HT
020 8227 5296
020 8270 6868
judith.etherton@lbbd.gov.uk

Archives 4 All programme

Monica Halpin contacted TASC to express interest the ARK project which she felt would fit in with the some of the goals of the Archives 4 All programme being run by the A2A team at The National Archives.

Contact

Monica.Halpin@nationalarchives.gov.uk

Maritime Discovery Days

Maritime Discovery Days is a North of England Civic Trust project to raise awareness of the region's maritime heritage. It is being run to coincide with the Year of the Sea in 2005 and encourages local groups to run special events to celebrate the region's (which included North Yorkshire and Cumbria as well as the North East) links with the sea. The project manager expressed interest in liaising about shipbuilding and maritime archives.

Contact

Naomi Atherton
North of England Civic Trust
0191 232 9279
nect@lineone.net

Ian Christie-Miller/Touch and Turn

TASC was contacted by Ian Christie-Miller⁷, at the suggestion of someone at Leeds University who had seen the Archives nra-listserve message inviting potential partners and other interested parties to contact TASC about the ARK project. He directed us to a website demonstrating the efficacy of backlit imaging technology to reveal hidden markings on manuscripts (see <http://homepage.ntlworld.com/earlypaper/BEATOblurb.html>).

More relevant to the ARK project is the Touch and Turn (T&T) software (<http://www.touchandturn.com/about.htm>) that Mr Christie-Miller drew our attention to. T&T is a Swedish company based in Stockholm. Amongst other things the company delivers software solutions for virtual browsing and digital publishing of rare books. In connection with a Swedish museum, the founders of T&T had the idea for an application that, with the help of a touch screen, would imitate the movement of a hand turning pages in digitised books. T&T works in close cooperation with prominent libraries, museums, and archives, as well as their smaller counterparts, around the world. Mr Christie-Miller suggested that this technology had great potential for providing access to the ARK archives by physically and sensory impaired users.

⁷ Phone number: 01273 502494

Stakeholders Consulted: Users & Researchers

✓ = responded

✗ = no response

Stakeholder	Contact	Response
Regular users of TWAS shipbuilding archives ("Wednesday Boys")	Meeting	✓
Doxford Engine Friends Assoc.	Meeting	✓
AHRB Centre for North East History (amalgamation of 5 Regional History Departments)	Meeting	✓
Ian Buxton	Meeting	✓
Newcastle University Marine Science School	Meeting	✓
Northumberland and Durham Family History Society	Questionnaire	✓
Southampton University Naval Architecture dept	Questionnaire	✓
Roy Fenton	Questionnaire	✓
Durham County Local History Society	Meeting	✓
North East Labour History Group	Meeting	✓
World Ship Society & Maritime Information Forum	Article in newsletter	✓
Diving community: Diver Magazine	Article in newsletter	✓
Jarrow & Hebburn Local History Society	Questionnaire (arrived after deadline)	✓
Model Boats	Article in magazine September 2005	✓
Sport Diver editor@sportdiver.com	email with article	✗
Shipyard workers' unions and retirement clubs – informed that all associations disbanded	Unable to identify any	✗
Wallsend Local History Society johnstephist22@btopen	Email + questionnaire 8 June & 3 August	✗

Stakeholder	Contact	Response
Northumberland County Local History Society Association of Northumberland Local History Societies Black Gate Newcastle upon Tyne NE1 1RQ E: mail@anlhs.org.uk	Email + questionnaire 8 June	x
Nautical Archaeological Society nas@nasportsmouth.org.uk	email + article 12 May	x
South Tyneside College (Marine Engineering) Bob Smith nmeng@stc.ac.uk, Robert.smith@stc.ac.uk, Bob.smith@stc.ac.uk	email + questionnaire 10 June	x
Plymouth University 01752 305300	Unable to find appropriate contact	x
Glasgow University Naval Architecture dept	Lesley Richmond advised that they say archive resources not relevant	x

Stakeholders Consulted: Strategy and Policy Development

Stakeholder	Contact	Response
NEMLAC	Meeting	✓
Gateshead AIRS	Meeting	✓
National Grid for Learning (NE)	Meeting	✓
Gateshead Grid for Learning	Meeting	✓
Tyne and Wear Outreach	Meeting	✓
TWAS searchroom staff	Meeting	✓
TWAS staff: senior management	Meeting	✓
TWAS staff: Education and schools	Meeting	✓
TWAS staff: Cultural Diversity	Meeting	✓
TWAS staff: Volunteer Mentoring	Meeting	✓
NE Museums Hub Access Officer	Email and phone calls	✗

Discovery Museum Shipbuilding Records Awareness Survey

Introduction

Tyne and Wear Archives holds more than 22 collections of shipbuilding records, documenting the history of all the main North East shipyards. The ARK project is an HLF funded project which is carrying out a thorough assessment of access, conservation and cataloguing requirements. The aim of the project is to make these important archives more widely known, accessible and used by more sections of the community. We are surveying Discovery Museum users to gather data on current levels of awareness and use.

About You

Date

Gender

Age range (under 18; 18-24; 25-34; 35-49; 50-65; 65+)

Experience of using archives (never uses archives; first time user; only used TWAS archives; uses other archives on a regular basis)

Education level

Occupation

What you know about the TWAS Shipbuilding Records

1. Did you know that TWAS has such rich shipbuilding record collections? (Yes or no - if no, on to question 12)
2. Have you used the TWAS shipbuilding collections? (circle)
Yes or no - if no, on to question 12.
3. How and why did you use the collections?
4. Which collections did you use?
5. In general, do you use web-based finding aids?
6. What other methods do you use to find out about potential research material?
7. Would you like to know more about the TWAS shipbuilding archives?
8. What would interest you? (labour history, genealogy, local/regional history, shipbuilding technology & history, maritime history, military history, social history)
9. Would you like to see digital images of some of the materials on the internet?
10. If you answered yes to question 9, please give details of what images you would like
11. Any other comments:

Summary Lists Generated by Strategy and Policy Stakeholder Survey

Users and Potential Users of the ARK Collections

- Modelmakers
- Family historians
- Old shipmates (reunions)
- People who used to work in the industry
- Divers (ship wreck identification)
- Economic historians
- Adult learners,
- Communities of interest
- “Silver surfers”
- Schools/school students
- FE/HE students,
- PhD students
- Teachers

Types of Material that would be of Interest

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Drawings ▪ Maps ▪ Plans ▪ Photographs ▪ Images ▪ Audio-visual material ▪ Records of everyday life ▪ Records of individuals/human interest/personal records ▪ Jobs and work/working life ▪ Material that tells a story (key items that represent or document historical events) ▪ International and commercial heritage of the area ▪ Health ▪ Records providing evidence of diversity ▪ Records that document and support inclusion | <ul style="list-style-type: none"> ▪ Community identity (for the whole region as well as smaller communities) ▪ Citizenship ▪ Local history ▪ Science and technology ▪ The industrial revolution ▪ Land use and changes in land use ▪ 1901 census ▪ Areas, locality ▪ Transport ▪ Business studies (financial records) ▪ Rivers, mouth to source, changing land use ▪ Mining ▪ Shipbuilding ▪ Farming ▪ Overseas yards dismantling ships ▪ Ships built for overseas navies |
|--|--|

Ideas and Suggestions for Uses of the ARK Collections

- The tactile map technology that AIRS has been using could be utilised to produce items such as ships plans in activity packs for the visually impaired
- Plans can be used with computer technology to show how the design becomes a ship in a “morphing” programme
- A loans collection programme which might include a shipbuilding box and a jobs and leisure box
- Inter-generational learning: ex-shipyard workers with school age grandchildren might work together on projects initiated by either school work or grandparents’ leisure pursuits
- Learning journeys or stories: the life of a ship from design and build through launch, voyages, crew details and other events to where it ended – eg shipwreck
- Greater response to events in the community and region, for example a presence at the Tall Ships event or activities to mark the anniversary of the abolition of the slave trade in 2007
- Emulate Glasgow poster series (subjects include: genealogy/local history for Govan, industrial archaeology, maritime archaeology, Japan and shipbuilding, shipbuilding and war studies)
- Education pack on how to build a ship (based on successful Glasgow CD product)
- Use of duplicates of plans and photographs that could be used for loan packs and other hands-on learning and activity packs for a variety of audiences
- Shipbuilding workshops in partnership with Tyne and Wear museums

Maritime Heritage Advocate Person Specification and Job Description

Job Description

The Maritime Heritage Advocate will report directly to the Chief Archivist.

Responsibilities include:

Overseeing all aspects of TWAS shipbuilding and maritime collections development including: cataloguing, description and finding aid production; preservation; and access

Promotion of TWAS shipbuilding and maritime collections within TWAS, within funding authorities, to stakeholders including existing and potential users and audiences, complementary archive and heritage collections, the wider archives and heritage community

Identifying organisations, networks and individuals for potential partnerships

Identification of tasks and projects for partnership collaboration

Implementation and management of partnership projects for TWAS

Development of strategies for and planning implementation and delivery of projects to catalogue the TWAS shipbuilding and maritime collections

Working closely with TWAS conservation staff to develop preservation strategy for TWAS shipbuilding and maritime collections

Working closely with TWAS Outreach staff to identify and develop new audiences and new uses of the TWAS shipbuilding and maritime collections and to ensure the collection management is answering the needs of Outreach staff

Liaison with TWAS Volunteer Mentoring Scheme facilitator to identify projects that volunteers and jobseekers can undertake and help recruit volunteers with skills needed to fill the gap in existing staff and volunteer expertise where required

Oversee and develop commercial potential of TWAS shipbuilding and maritime collections

Planning and managing the development of learning materials and packages using the TWAS shipbuilding and maritime collections, as well as other activity packs and resources for a wide range of audiences

Reporting regularly to TWAS management as necessary, both verbally and in written form, on progress of project

Communications with stakeholders including publishing and/or mailing information and reports and also consultation and gathering feedback

Managing benchmarking, target setting and meeting goals of ARK project

Monitoring press, subject relevant and community/regional networks, professional networks and generally being aware of current policy trends, funding strands etc that could be leveraged in favour of the ARK project

Managing the Maritime Heritage Network including supervision of any contractual design and development staff

Person Specification

Professional qualification in heritage sector work (eg archives, libraries, museums or equivalent)

Demonstrated knowledge of and/or interest in maritime heritage

Experience in managing cataloguing, preservation and access to heritage collections

Ability to promote materials and manage development and marketing of products

Excellent project management skills,

Excellent oral and written communication

High level of IT literacy

Ability to deliver goals and meet deadlines

Supervisory experience

Knowledge or experience of delivery of staff and volunteer training and development plans