UEL OLlve Course: Workshop on Library and Archive Resources

By Paul V. Dudman
Archivist
Workshop Overview
My Name is Paul Dudman and I am the Archivist here at the University of East London
Aims of this Session

The aim of this OLIVE Workshop will be to focus on available Library, Archive and Information Resources:

- Access to UEL Libraries and Archives
- Archive Resources / Tour and Events
- Library Resources and Membership
- Public Libraries in Newham
- Online Resources
Discussion Questions:

- What would you consider the role of a library to be?
- What would encourage you to use a library?
- What resources should a library offer?
Library Resources
The University of East London has two physical Libraries:

University of East London Stratford Campus Library:

- Address:
  - UEL Stratford Campus
  - Water Lane
  - Stratford
  - E15 4LZ

- Note: This is on the main Stratford Campus, not here at USS.
The University of East London has two physical Libraries:

University of East London Docklands Campus Library:

- Address:
  - UEL Docklands Campus
  - 4–6 University Way
  - London
  - E16 2RD
Both our libraries contain books, journals, DVDs and Archives on a range of subjects, including at Stratford:

- Law
- Business Studies
- Psychology
- Education and Teacher Training Courses
- Theatre Studies and Performing Arts
- Health and Biosciences
- Research Methods Materials
Both our libraries contain books, journals, DVDs and Archives on a range of subjects, including at Stratford:

- Social Sciences
- Sports Studies / Sports Science
- Architecture; Computing and Engineering
- Art
- Heritage; Narratives and Refugee Studies
- Research Methods Materials
UEL Library Opening Hours

- **Monday–Friday**
  - Library Opened for self-service: 24 hours
  - Staffed service available: 9am to 9pm

- **Saturday–Sunday**
  - Library opened for self-service: 24 hours
  - Staffed service available: 12pm to 5pm
Contacting UEL Libraries

- General Library Enquiries
  - library@uel.ac.uk Your email will be answered within one working day.

Docklands Campus Library
Docklands Campus
University Way
London E16 2RD

Stratford Campus Library
Water Lane
London E15 4LZ
Tel: 0208 223 4646

- I would also be happy to help with any enquiries that you may have. My details are: Paul Dudman: p.v.dudman@uel.ac.uk / 020 8223 7676 (direct line)
UEL Library Access and Tour

- We are pleased to say that participants on the OLlve course will have Reference Access to the UEL Libraries.
- Our Stratford Campus Library may be the easier of the two for you to access.
- We have spoken to Library colleagues and we are happy to arrange a tour of the Stratford Campus Library.
  - We will circulate a form for you to complete so that you can express interest in attending the tour and also your choice of day.
Stratford Public Library

- Stratford Public Library: 3 The Grove, Stratford, London, E15 1EL
- Website: https://www.newham.gov.uk/Pages/ServiceChild/Stratford-Library.aspx
- Opening Hours: Monday to Saturday 9.30am – 8pm; Sunday 1pm – 5pm.
- Resources Include: Free Wi-fi Internet; Access to Computers; Library Activities and Events and much more.
Stratford Public Library and Tour

- Similar public library resources will also be available at public libraries near to where you live.

- We have spoken to Library colleagues and we are happy to arrange a tour of the Stratford Campus Library.
  - We will circulate a form for you to complete so that you can express interest in attending the tour and also your choice of day.
Library Tour Forms

- Forms for both Library Tours will be available at the table on the Front here.
- Please feel free to sign up and complete as required.
- We can take a 5–10 break now.
Online Resources

- UEL Library Website: https://www.uel.ac.uk/discover/library
- UEL Library Catalogue – called “Library Search”
- InfoSkills – https://www.uel.ac.uk/discover/library/info-skills
UEL Refugee Mental Health and Wellbeing Portal

- UEL Refugee Mental Health and Wellbeing Portal
  - Link: https://www.uel.ac.uk/Schools/Psychology/Research/Refugee-Mental-Health-and-Wellbeing-Portal

- The online resource is designed to give mental health practitioners, community organisations, third sector organisations and refugees and asylum seekers access to a wealth of relevant information, tools, resources and articles.
UEL Refugee Mental Health and Wellbeing Portal

- Resources:
  - Mental Health Resources in English
  - Translated Mental Health Resources
  - Guides & Downloads on Mental Health and Social Care of Refugees & Asylum Seekers
  - Audio and Video Resources
  - Relaxation Techniques and Exercise Audios
  - Psychosocial Interventions links on Refugees & Asylum Seekers
  - Presentations & Teachings on Working with Refugees & Migrants
  - Personal Experiences & Stories of Young Refugees & Asylum Seekers
  - Directory of Services and Organisations for Refugees & Asylum Seekers
  - References on Mental Health of Refugees, Asylum Seekers & Migrants
OLIve Website and Information Hub for London

- Link: https://www.uel.ac.uk/schools/social-sciences/olive

- Civic Engagement Project: Supporting Refugees into Higher Education: A Research Hub for London

- The aim of this project first and foremost will be to support the work of these weekend courses by developing a Research Hub in London for refugees and migrants. This will act as an online hub for refugees and asylum seekers living in the UK and provide peer reviewed; current and relevant materials for refugees and asylum seekers who wish to seek higher education opportunities within the UK.
Examples of the kind of materials the portal may include are a directory of Open Access Journal and free to access academics resources for refugees; details of Higher Education Scholarships and Funding opportunities; News; and training resources (e.g. English Language).

We also hope this will act as a space to bring current higher education students and refugees together as a hub to exchange knowledge, experience, narratives and information.

The portal will also aim to bring together teaching resources utilised as part of the Olive programme to enable refugees too be able to continue to access these resources once they have attended the workshops.
Information Hub Breakout Session

- Your turn now!

- Ask Participants to split into 4–5 Groups of about 10 people.

- Questions:
  - What resources would you like to see included on the Information Hub?
  - How can we further develop the Hub and in what areas?
  - What kinds of resources can we from the UEL Library and Archives offer participants on the OLlve course?
The purpose of this session is to:

- Top introduce the Archival collections held here in the University of East London and to begin to consider and examine ways in which the Archives may be useful for your own academic research projects.

- The session will consist of an introduction to the Archives followed by a hands on practical session.
Practical Matters

- Printed copies of this handout are available and it will also be made available online via Moodle and the Archive website.
- My contact details are available at the end of this handout along with details of how and where to find further information.
- UEL Campus Archives are located at both Docklands and Stratford Libraries
- ID Card – needed to access both Archive reading rooms
- Reference only
First of all, What Are Archives?

- Definitions from the Oxford English Dictionary:

  - Archive:
  - (noun – A) A place in which collected public or corporate records are kept, a repository of documents.
  - (noun – B) Records so kept.
  - (verb) To place or store in an archive.
Primary and Secondary Sources

- An Archive will normally consist of primary source materials; namely records which are written at the time of the events they describe and which normally provide a first-hand account of the events being witnessed. Examples would include letters, diaries, minutes of meetings and account books. These materials are often created by individuals or institutions in the course of undertaking their daily work or private affairs, often without an awareness that they will eventually be stored within an Archive. In essence, these are unpublished materials.

- Libraries, by contrast, will usually consist of Secondary source materials, like books and journals for example. These are normally written after the event and utilise the existing primary I materials in order to make observations and to draw conclusions. are not based on direct observation, and are usually written after the event. They often use primary sources in order to make observations and conclusions. Typical secondary sources include articles and books. These materials are often written with the intention they will be read by external readers. In contrast to the Archive, this material is often written specifically for publication.
What are the differences therefore between an archive and a library?

Library collections normally contain published materials, (books, journals, DVDs) with material available for loan and browsable on open shelves.

An Archive will normally hold original, unpublished materials, which are normally only for reference and not available on open shelves but in secure storage. Archives will often also hold books, periodical and supporting materials of an historic nature to complement the collections held.
Details on archival collections held at other institutions can be found by searching the various pages below:

- UEL Archives on the Archives Hub: [archiveshub.ac.uk/contributors/universityofeastlondon.html](http://archiveshub.ac.uk/contributors/universityofeastlondon.html)
- UEL Archives on the Archives Portal Europe: [https://www.archivesportaleurope.net/directory/-/dir/ai/code/GB-00000000891](https://www.archivesportaleurope.net/directory/-/dir/ai/code/GB-00000000891)
- UEL Archives on the United Nations History Project: [unhistoryproject.org/research/physical_archives-regional.html](http://unhistoryproject.org/research/physical_archives-regional.html)
- UEL Archives on AIM25: [www.aim25.ac.uk/cgi-bin/frames/browse1?inst_id=47](http://www.aim25.ac.uk/cgi-bin/frames/browse1?inst_id=47)
Finding Aids and Library Search

- Items included in the Refugee Council Archive are available on the Library Search catalogue.
- All Archive items are reference only,
- Library Search can be accessed both on and off campus at:
  - http://primo.uel.ac.uk/
- Archival Finding Aids for all our collections can also be found on the Archives Hub at:
  - http://archiveshub.ac.uk/contributors/universityofeastlondon.html
Accessing the Archives

- The Archives will normally only be open during the advertised Staffed Hours, (Mon–Fri 1pm–6pm).
- Our aim is for the Archives to be open on a drop-in basis during the advertised opening hours, (Mon–Fri 1pm–6pm).
- However, we would still recommend that you make an appointment if you need to use the Archive on a certain day/time. (e.g. mornings)
- To make an appointment, contact Paul Dudman on p.v.dudman@uel.ac.uk
Physical Collections Held

Docklands Campus
- Refugee Archive Collections
  - Inc. Refugee Council Archive; Northern Refugee Centre Archive, & UNHCR Audio–Visual Collection, CARA Archive.
  - British Olympic Association Archive & Library
  - Eastside Community Heritage Oral History Collection
  - UEL Institutional Archive

Stratford Campus
- Hackney Empire Theatre Archive
Digital Collections

- Online Theatre Histories Archives
  - Available at: [www.otha.org.uk/](http://www.otha.org.uk/)

- East London Theatre Archive Project
  - Available at: [www.elta-project.org/home.html](http://www.elta-project.org/home.html)

- East London Legacy 2012
  - Available at: [www.uel.ac.uk/ell2012/](http://www.uel.ac.uk/ell2012/)

- ROAR – UEL’s Institutional Repository
  - Available at: [http://roar.uel.ac.uk/](http://roar.uel.ac.uk/)
Refugee Council Archive

What Does the Refugee Archive Contain:

- Refugee Council Institutional Archive
- Books
- Journals, Newsletters and magazines
- Research Reports
- Grey Literature, e.g. conference papers, reports and unpublished materials.
- DVDs (published & off-air recordings)
- Audio–visual materials
- Press Cuttings
Refugee Council Official Archive

- A second donation of materials from the Refugee Council.
- Includes the official Archive of the Refugee Council as an organisation.
- Cataloguing is ongoing for this material and it includes:
  - Minutes of Meetings
  - Administrative Files
  - Correspondence
  - Case Files
  - Annual Reports
  - Financial Records
  - Publicity
The Refugee Council Archive therefore includes both an organically created selection of primary resource materials created during the course of the organisation’s work, as well as an artificial special collection of thematic materials.

The earliest materials in the collection date from the 1951 onwards when the forerunners of the current organisation were established.
Refugee Council Archive

- The Refugee Council Archive at the University of East London represents one of the largest collections of materials relating to the study of forced migration and the refugee. It is a source of information and analysis on displacement, flight and exile; on legal, political and social issues; and on refugee community life.

- The Archive contains materials on refugees in all parts of the world, with special emphasis on Britain. It was originally housed at the Refugee Council, the lead organization in Britain on refugee issues. For over 30 years the Refugee Council collected official and unofficial reports, books and journals, newsletters, conference proceedings, research documents, field reports, informal data, and working papers. It also developed an extensive library of press cuttings. In addition to this Special Collection, the Archive also contains archival material recording the history of the Refugee Council as an organisation.
Your turn now!

Ask Participants to split into 4–5 Groups of about 10 people.

Questions:
Hands On Session 1

Rather than spend the whole of this session listening to me and falling asleep in the corner, I thought it would be useful to have a hands-on practical session in order to get an idea of the types of material that can be found in the Archive and to consider the positives and negatives associated with undertaking archival research.

I have created a selection of questions which I thought would be useful to consider when looking at the material. If you would like to split into groups and take one question per group, we will hopefully have time at the end to briefly consider how the Archives here relate to these questions?
Group Questions:

Group 1: Find a document or a selection of documents and consider their context as a source of historical evidence. Consider when was the document written and for whom and if there any agendas or biases evident in the document?

Group 2: Looking at these documents, how could they be used as part of a coursework or dissertation research project?

Group 3: Does the Refugee Archive at UEL adequately document the refugee experience? Are we collecting the right materials and what should we be collecting?

Group 4: Should we collect refugee archives? By attempting to preserve the voice of the refugee, are we in danger of speaking for them and reinforcing their refugee-ness within the archival record? Do Archives have the power to both privilege and marginalise?

Group 5: Institutional Repositories verses Community Archives? (or Official Records verses the Communities’ Living Archive?). Do traditional archives collecting official and scholarly publications adequately reflect the needs of refugee communities, or should they be encouraged to record and preserve their own histories?
Further Information & Additional Reading
The remaining slides in this handout provide some background information, including:

- Information on referencing and citing archives.
- Web references and online tools created by Archive staff in relation to the Archive.
- A selection of references and further reading.
Archives are often perceived to be dusty old manuscripts stored in a forgotten basement! However, Archives can consist of records of any age, from ancient manuscripts right through to contemporary digital records and can be in any format. Archives act as our cultural and social memory, recording our personal, social, economic and political activities throughout history, and they provide the primary evidence on which our history is based.

Archives are primary source materials that have been created by individuals, groups or organisations during the course of their life or work and deemed to be worth keeping permanently for the purposes of research.
The term Archive can therefore be used as both a noun and a verb to describe both:

- The act of storing or keeping records as well as describing the buildings or rooms in which these records are kept.

- The act of archiving can also be seen as a professional practice in relation to managing and preserving these records in a professional manner.
What Are Archives 3

- Within the archival profession, Archivists will use the term `Archive’ to refer to:

- Material created by individual or organisations created as a consequence of their daily work (naturally) and preserved as evidence of these activities or as a result of the information they contain. Sometimes the term `manuscripts’ is used to describe individual or family records to distinguish from `archives’ referring to the records of businesses or organisations.

- Material that has been brought together (artificially) about a subject and has been selected and managed as a collection.

- The building (and room) used to store the collections. Sometimes referred to as a record office or repository.
Archivists will often refer to the Material located within an Archive collection as being Records. What are records and what do they refer to?

The traditional archival definition of a collection will refer to materials which have a common Provenance. Provenance is important as it provides a source of evidential value.

Provenance plays an important role in relation to the Archive, as it enables an evidential value to be placed on surviving archival collections. Provenance records the origins and history of something over time. Archival materials which share a common provenance were created or brought together by an individual or an organisation over time, and were deemed important enough to be kept and stored, so they now share a common provenance, or history.

This sense of history gives the surviving material an important evidential value. The collection of materials provides first-hand evidence of someone's life or work, or how a particular business or organisation was organised and managed. The voices of real people are documented in real time, without the benefit of hindsight, providing evidence of how they felt and what they thought!
What, therefore, makes an archive collection 2

- A second definition of an Archival collection can refer to materials that have been brought together artificially, but do not have a common origin.
- These `artificial’ collections are often created on thematic lines as they bring together materials on a particular theme or subject in order to help facilitate research, however, they do not have a common history or provenance.
How do I make a start in researching archives, they all seem so daunting?

In order to make the best use of researching archives, an important first step is to have a good understanding of your own research project. If you know your subject area, e.g. researching racism with Jamaican refugees in London, this can make it easier to frame your research questions and facilitate the search for primary sources.
When undertaking research with primary materials held within archival collections, it is important to be always asking questions of the material you are looking at. It will be important to try and contextualise the source materials you are researching.

There are a number of questions you might want to consider when researching primary source materials, which may include:
Basic Questions:

- What types of materials am I looking at?
- By whom was it written and when was it written?
- Why was the document written and who was it written for? Is there an agenda associated with this document?
- What does the document say and how does it relate to the topic I am researching?
- Why was this document considered important enough to be preserved in the Archive?
- Always consider the context, when was the document written and for whom. Are there any agendas or biases evident in the document?
There are now a number of online tools available to help with undertaking research to find and locate potential archives of interest.

When searching for Archives, it is always important to remember that archives relevant to your research will often not be located in one institution, so be prepared to keep an open mind and consider a range of options including local and specialist archive services, University archives and public record offices as well as archives of charities and local institutions.

It is good to start with a broad search and gradually to focus in on the archive collections which will be of most use for your research.
Good places to look to when trying to find archival collections:

- **Archives Hub**: The Archives Hub is a searchable online database containing collection-level archival descriptions from over 250 higher educational institutions. Link: [http://www.archiveshub.ac.uk/](http://www.archiveshub.ac.uk/)

- **Aim 25**: Like the Archives Hub, Aim 25 provides access to online collection-level descriptions to a number of archives held by higher education institutions and societies located within the Greater London region. Link: [http://www.aim25.ac.uk/](http://www.aim25.ac.uk/)

- **ARCHON**: The ARCHON Directory includes a currently maintained register for all archive and record repositories in the United Kingdom, providing relevant web links and contact details for these institutions, with reference to the indexes located in the National Register of Archives, detailed in the National Archives review below. Link: [http://apps.nationalarchives.gov.uk/archon/](http://apps.nationalarchives.gov.uk/archon/)

- **The National Archives (TNA)**: The National Archives is the official archive and publisher for the UK government, and for England and Wales and provides an excellent starting point for finding out about archives within the UK. The TNA provides a number of informative research guides and has recently published its new Discovery online database, which holds more than 32 million descriptions of records held by The National Archives and more than 2,500 descriptions from archives across the country. The Discovery database now also includes the Access 2 Archives database of archival holdings and the National Register of Archives, which provides important information on the nature and location of archives relating to the study of British history. Link: [www.nationalarchives.gov.uk/](http://www.nationalarchives.gov.uk/)
Based on Harvard Referencing

Details on how to cite archival documents can be found in Cite Them Right, where they are listed as Manuscripts

Cite Them Right online – Cite Them Right – Manuscripts:  http://www.citethemrightonline.com/books/more-books/manuscripts

Hard Copies available at: 808.027 PEA (ST & DL Libraries)
Citing Archives 2

- Citation order:
  - Author
  - Year (in round brackets)
  - Title of manuscript (in italics)
  - Date (if available)
  - Name of collection containing manuscript and reference number
  - Location of manuscript in archive or repository
As a result, the final citation will be:

- Surname, Initial. (Year) *Title of manuscript, Date*. Name of collection containing manuscript and reference number, Location of manuscript in archive or repository.


- For Example, in–text citation: (Sondh, 1984).
UEL Archives Portal and Twitter

A new UEL Archives Portal
- Available at: uelarchivesportal.wordpress.com/

UEL Archives Twitter Feed:
- Available at: @ArchivesUEL

Please Subscribe/Follow to be kept up-to-date with the latest news in relation to all of our Archival collections
Refugee Archives on Twitter

Refugee Archives Twitter Feed:
- Available at: @refugee_archive
Refugee Archives on Facebook:
- [www.facebook.com/RefugeeCouncilArchive](http://www.facebook.com/RefugeeCouncilArchive)
Refugee Research Jiscmail List

For further information and updates, you might also wish to subscribe to our Refugee–Research Jiscmail email service.

To subscribe, please visit:

- Link: [www.jiscmail.ac.uk/cgi-bin/webadmin?A0=REFUGEE–RESEARCH](http://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=REFUGEE–RESEARCH)
Further online resources include:

- Refugee Research Network:  
  - [www.refugeeresearch.net/](http://www.refugeeresearch.net/)

- ReliefWeb:  
  - [http://reliefweb.int/](http://reliefweb.int/)

- Forced Migration Online:  
  - [www.forcedmigration.org/](http://www.forcedmigration.org/)

- Refugee Council:  
  - [www.refugeecouncil.org.uk/](http://www.refugeecouncil.org.uk/)
Web References and Online Resources 2

- Using Archives: A Guide for the Inexperienced (Archives Hub):
  - http://www.archiveshub.ac.uk/guides/usingarchives/

- London Metropolitan Archives:
  - http://bit.ly/1iWkJtj

- Black Cultural Archives:
  - http://bcaheritage.org.uk/

- The Black History Collection at the Institute of Race Relations:
  - www.irr.org.uk/resources/bhc/
References

- **QU9.2 BAS**: Community archives: the shaping of memory. By Jeannette Allis Bastian; Ben Alexander.
- **QU9.2 HAM**: Refugee archives: theory and practice. By Anthony Grenville; Andrea Hammel; Sharon Krummel.
- **QU9.2 HIL**: The future of archives and recordkeeping: a reader. By Jennie Hill.
- **QU9.2 MIL**: Archives: Principles and Practice. By Laura Millar.