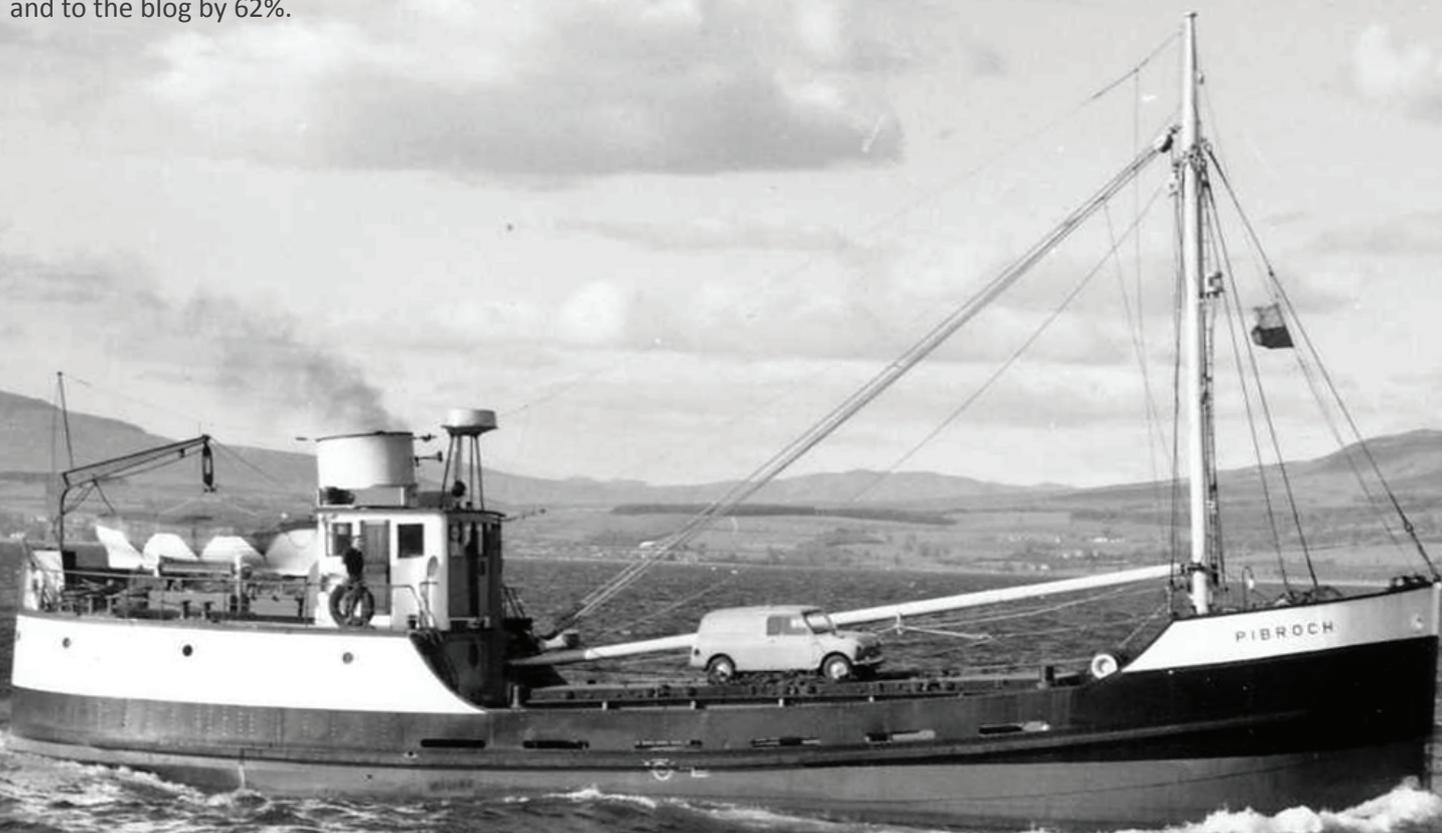


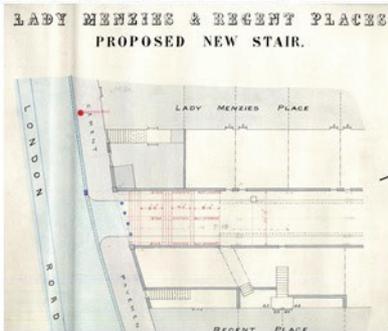
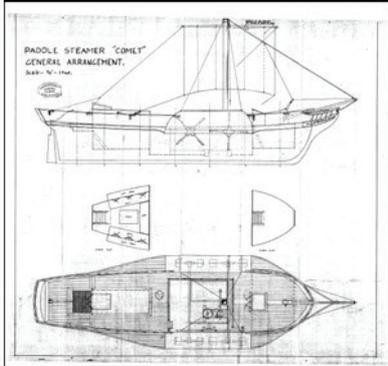
business engineering heritage industry railway shipbuilding
Ballast Trust
archives history

Annual Report
2010-2011

Key achievements in 2010/11

- Launch of National Strategy for Business Archives in Scotland at Museum on the Mound in January.
- All staff and new volunteers cataloguing collections using Archivists' Toolkit database.
- Visitors to the website increased by 11% and to the blog by 62%.





Contents

Directors Report	4
About Us	5
Collections Management	6
Operational Management	7
Volunteers	8
Enquiries and Visits	9
Awareness Raising	10
Projects	12

Directors Report

Management and Staffing

It is a matter of considerable satisfaction that the Director can report that the transfer of day to day operational responsibility for the Ballast Trust to the Archivist, Kiara King, has been successfully accomplished. This report covers the first full year of the new arrangement which is working well. The regular management meetings between the Director and Archivist, and the similar meetings with the staff, have encouraged a relaxed and constructive working relationship, and a sense of staff ownership of the Ballast Trust. Kiara King is to be warmly congratulated in cultivating this outcome. It is however with sadness that we report the unexpected death of our friend and colleague, Graham Robinson. Graham was a stalwart among our volunteers, and is sorely missed.

On a happier note the Ballast Trust has been successful in developing some placements of short term volunteers to undertake cataloguing projects and it is planned to expand this development. The other volunteers continue to support the day to day work of the Trust, and their valuable contribution is detailed in the Report. Delaine Colquhoun and Duncan Winning continue as the full time staff, though Mr Winning has reduced his hours to enable him to meet other obligations.

Achievements and Prospects

The Report details the considerable progress and achievements of the Ballast Trust in the past year. Notable among these has been the active involvement of Kiara King in the development of a National Strategy for Business Archives in Scotland. This promises to be a template for cooperation and coordination among Scotland's archives, museums and libraries in the ongoing effort to save and protect our rich local and national business and commercial heritage. Participation in this has drawn the Ballast Trust firmly within the archive community, and has considerably enhanced our reputation.

One of the ambitions of the strategy's implementation group is for a comprehensive survey of all known business archive collections in Scotland to be carried out. This would be a first step to improving awareness and encouraging more research and publication in business history. The only attempt at such an overview came at the birth of the Business Archives Council of Scotland when Professor Peter Payne produced and edited the 1967 publication "Studies in Scottish Business History". A successor to this pioneering publication is long overdue.

Working Environment

It is pleasing to report that considerable progress has been made in stabilising the physical condition of the outstore, and in improving the access and car parking arrangements. A regular survey of buildings and equipment has also been introduced with the intention of improving and maintaining the facilities. The Report notes a growing concern with the heating arrangements in the main work room and offices, especially with the escalating heating charges. The present hot air-blower heating system is not capable of maintaining a comfortable working temperature in the main work area as the heat dissipates quickly. Some investigation of alternatives seems necessary. In addition, the installation of additional shelving bays has provided more storage space, allowing for the transfer of material from the outstore for processing in the main workroom.

Outreach

In addition to the website, blog and other online publicity for the Ballast Trust, an effort has been initiated to make contact with local historical associations. There is keen curiosity in Johnstone as to what goes on in the Ballast Trust. We are consequently participating in the annual doors open day for Renfrewshire when the Ballast Trust premises will be open to visitors on Sunday 11 September. If this proves a success it could develop into a regular community outreach initiative.

In conclusion the Director wishes to thank the Trustees for their unstinting support and encouragement. The Director also wishes to record his appreciation of the work and support of the staff and volunteers, their active support and participation guarantees the continuing success and development of the Ballast Trust.

Professor A Slaven
Director, The Ballast Trust
May 2011

Collections Management

Collections

British Rail (NAS) BT.X.004

The drawings for 3 out of the 5 pre-grouping companies have been completed (Caledonian Railway, Highland Railway and Great North of Scotland Railway). Work on the remaining two continues (North British Railway and Glasgow and South Western Railway).

British Rail negatives and slides (NAS) BT.X.004

The listing of the 35,000 items in this collection is complete. NAS reference numbers to be applied.

Edinburgh City Engineers' Office

Three short-term volunteer placements have worked on this collection, cataloguing 300 items.

Montague Smith (NAS) BT.X.021

Half of the collection has been rolled and numbered and 1500 handwritten descriptions entered into the Archivists' Toolkit database. The next stage is to prepare this catalogue for import to the NAS database and repeat the number, packaging and data entry process for the remaining half of the collection.

Penman's Boiler Makers (GCA) BT.X.001

27 Boxes of this collection have been box listed, representing 10% of the total collection.

Scott Lithgow (GUAS/NAS) BT.X.002

The box listing of this collection was completed comprising 58 boxes (27 Im).

William Lind (BT/GUAS) BT.X.016

The cataloguing of William Lind's 39 correspondence files was begun in February and 25% has been completed.

Returns and deaccessions

- Assorted objects from John G Kincaid & Co Ltd and Scotts' Shipbuilding & Engineering Co Ltd, including trophies, ships badges and calculating instruments were donated to the Mclean Museum.
- T-CN14 Clyde Port Authority (16 Im) returned to Glasgow City Archives
- TD265 Barclay Curle (4 Im) returned to Glasgow City Archives
- T-CN46 Clyde Pilotage Authority (1 Im) returned to Glasgow City Archives

Three collections belonging to Glasgow City Archives remain at the Ballast Trust completed and ready for collection.

- GD1326 Fairfields/Kavaerner/BAE
- TD 1347 McAlister
- TD 1306 Fairhurst

Deposits and accessions

- McGrouthers Yard and McKellers' Slipway (7 Im) - private collection
- Edinburgh City Engineers' Office (60 Im) - Edinburgh City Archives collection
- UK Railways photographs (2 Im) - Cody Images

The Ballast Trust is in discussions with the owners of the following collections to arrange for their transfer to the Ballast Trust for storage and processing.

- McGruer's yacht builders of Clynder
- Harvey's Sugar Machine Manufacturing

Dear Iain,

In haste and at the kitchen table - Meo Colquhoun is off to Las Vegas for the best part of a month.

Thank you for your letter of 7th October and the various enclosures. I return your text for the Journal of The Highland Railway Society with some minor adjustments which accurately put out the pawcs of the prints

Operational Management

Policies and Procedures

A Ballast Trust Manual has been created to assist with the daily running of the Ballast Trust, the management and processing of collections and the training of staff and volunteers. This contains 22 policy and procedure documents and will be added to as required. In addition a series of policy documents have been developed and approved by the Trustees and published on our website. These provide the Ballast Trust with an appropriate framework to take forward our relationships with client repositories and volunteers on a professional basis.

Maintenance

Extensive building work was undertaken in December and January to fit steel straps to support the corner wall of the outstore building. To ensure future maintenance of the buildings, an annual spring inspection will be take place to allow us to plan, prioritise and carry out maintenance work over the summer months.

Space management

In June 16 bays of additional shelving were installed in the workroom, this has provided 80 linear metres (1m) of storage.

Two skips were ordered in April and June to clear material in the outstore building. This will be repeated in late summer 2011 to clear items following the installation of additional shelving in the outstore building and the re-structuring of this space. This will provide more flexibility when working with collections and ensure that we can improve the turnover of collections. As a result there will be extra space in the workroom area to bring across collections awaiting processing for action. This will be of particular benefit in the winter months when conditions in the outstore are difficult to work in.

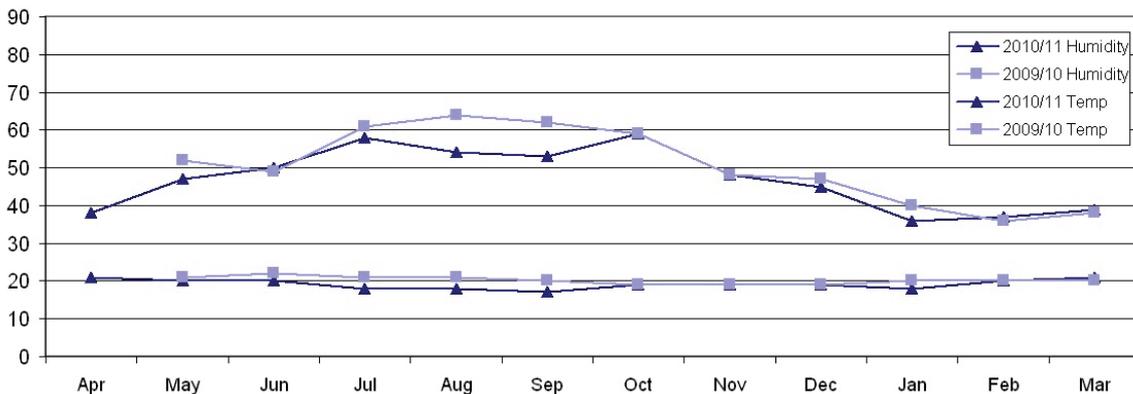
Temperature and humidity

The Ballast Trust monitors the temperature and relative humidity of our storage and workroom areas. BS5454:2000 recommends a temperature range 16-19°C and a relative humidity level between 45-60% for archival storage.

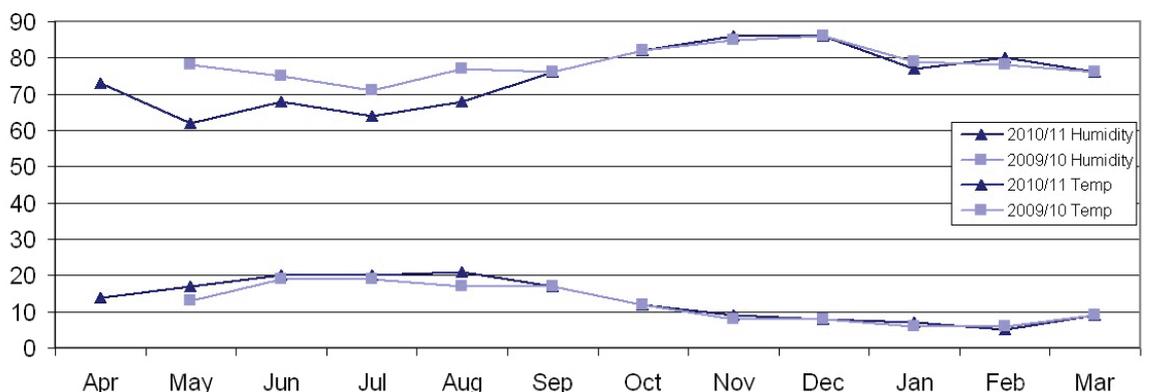
We recognise that the conditions in our storeroom fall below this and make every effort to carefully monitor collections. However collections are deposited at the Ballast Trust on a temporary basis and therefore their storage in these conditions will always only be for short-term periods to minimise environmental damage.

The graphs below compare monthly averages for 2010/11 with those of 2009/10 and show a fall in temperature and humidity to improved levels for the workroom and some improvements in the humidity of the storeroom.

Workroom Averages (Temperature & Humidity)



Storeroom Averages (Temperature & Humidity)



Volunteers

Throughout 2010/11 we have been fortunate in the continued support we receive from our excellent volunteers. The Ballast Trust relies on the work of knowledgeable, enthusiastic and dedicated volunteers. Without them we would not be able to understand collections and catalogue them to the same level of detail. Increased awareness of the Ballast Trust has led to new short-term volunteer placements which we hope to continue to support.

Andrew Swan

Cataloguing the collection of pre-1923 railway drawings for the National Archives of Scotland.

Campbell Cornwall

Cataloguing part of the collection of pre-1923 railway drawings (relating to Highland Railway and Great North of Scotland Railway locomotives) for the National Archives of Scotland. Cataloguing St Rollox locomotive drawing lists for the Caledonian Railway Association. Listing a photographic collection for Cody Images.

Graham Robinson

Cataloguing the British Rail negative and slide collection for the National Archives of Scotland.

Stacey Kerfoot

Cataloguing technical and architectural drawings in the Edinburgh City Engineers' Office collection for Edinburgh City Archives.

Naomi Crerar

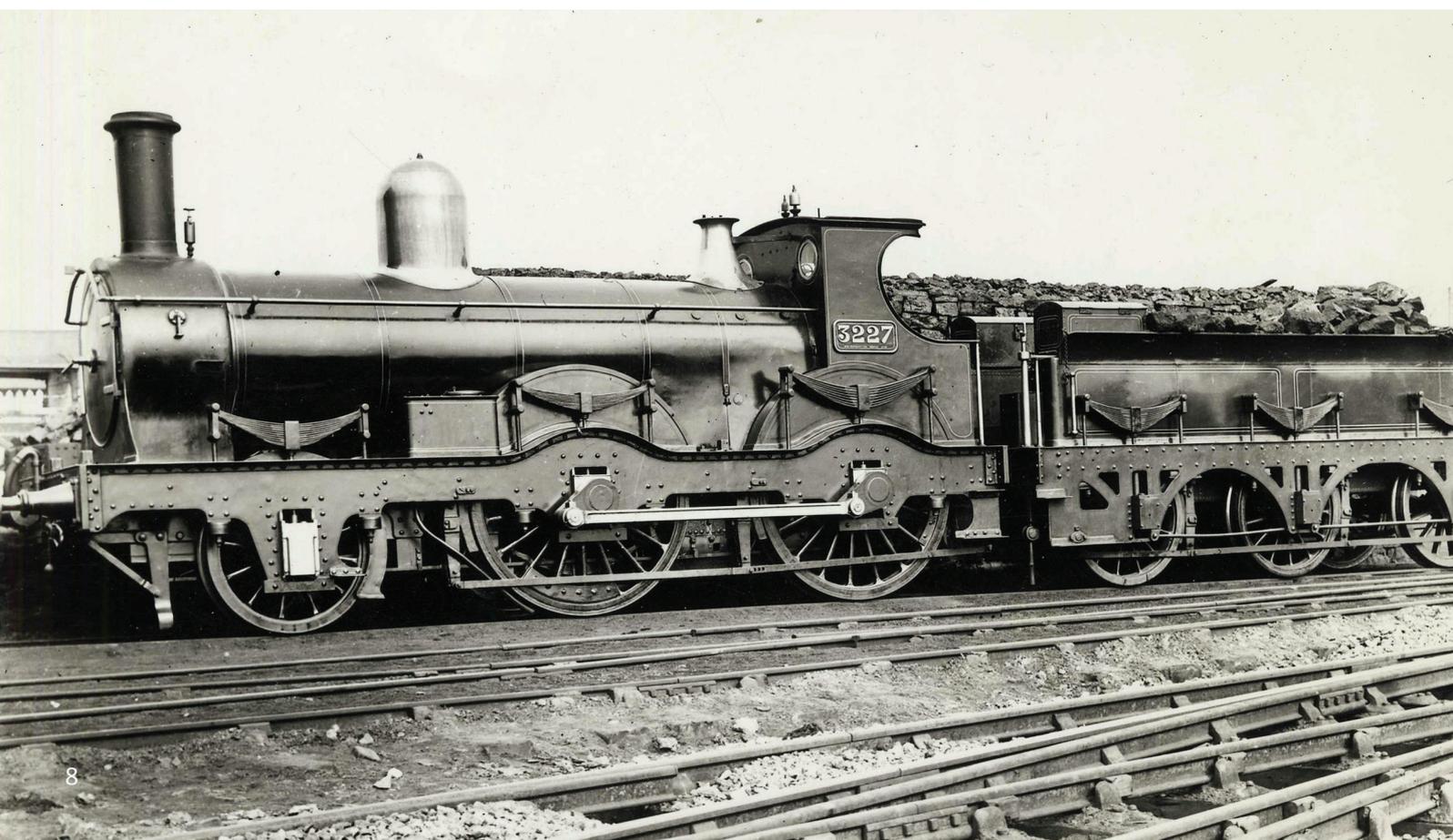
Cataloguing technical and architectural drawings in the Edinburgh City Engineers' Office collection for Edinburgh City Archives. Data Entry of the Montague Smith catalogue for the National Archives of Scotland. Naomi has successfully secured a place on the University of Glasgow's MSc Information and Management Preservation for 2011/12.

Lorna Gibson

A MSc Information and Management Preservation placement from the University of Glasgow to catalogue technical and architectural drawings in the Edinburgh City Engineers' Office collection for Edinburgh City Archives.

Stephanie Cattigan

A Club 21 placement from the University of Glasgow to reference a collection of drawings for the Caledonian Railway Association.



Enquiries and Visits

We have continued to receive a steady number of enquiries, most are received by email, with many related to items viewed on flickr.

- 36 requests for information
 - 63% for personal research
 - 16% from academics
 - 16% for commercial purposes or from businesses.
- 80% of requests are ship related.

The Ballast Trust has also received visitors for a variety of purposes, some of which have resulted in interesting projects and useful relationships for other aspects of our work. These are noted below.

BAE Systems

A member of BAE Systems' Data Management team visited the Ballast Trust to discuss and receive advice on retention guidelines for their shipbuilding records.

G. L. Watson

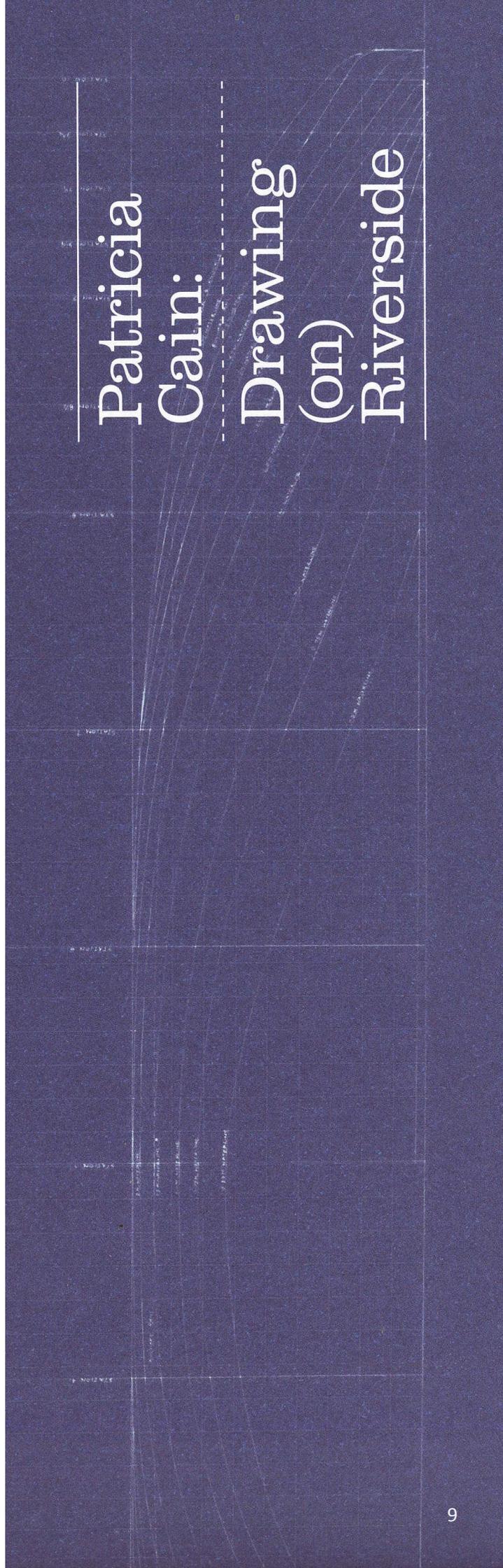
In 2009 the Ballast Trust assisted the firm of naval architects G. L. Watson & Co. Ltd with some research and established a good relationship with the firm. This year we have had a visit from their Director who has offered advice on processing yacht building collections.

They also contributed a case study about the firm's business archives demonstrating the importance of investing in your archives for the launch of the National Strategy for Business Archives in Scotland.

Patricia Cain

Patricia Cain is a Glasgow-based artist who has produced detailed studies of the construction of Glasgow's Riverside Museum. As part of her preparations for the exhibition Drawing (on) Riverside, on display at Kelvingrove Museum from April until August 2011, she contacted the Ballast Trust.

Patricia visited the Ballast Trust from September 2010 onwards to view and research technical drawings based on some of the collections held here and to discuss and understand the processes of technical drawing within shipyard and engineering offices based on staff knowledge of these practices.



Patricia
Cain:
Drawing
(on)
Riverside

Awareness Raising

The profile of the Ballast Trust has been improved with increased online visits to the website, blog and flickr, leading participation in the high-profile National Strategy for Business Archives in Scotland and working to publicise our volunteer opportunities and services. Other actions to raise awareness include:

- Adding details of volunteering opportunities to Archives and Records Association list.
- Designing publicity leaflets and poster about the Ballast Trust.
- Distributing publicity materials about Ballast Trust at the European Business Historians conference.
- Being added to list of autumn cataloguing placements for MSc Information Management and Preservation students at the University of Glasgow.
- Article on National Strategy for Business Archives in Scotland for ARC.
- Giving a talk on using business records for family history in Stirling.
- Article for Scottish Council on Archives newsletter Broadsheet.
- Being accepted as volunteer placement for Project Scotland.

Online Presence

Both the website and blog have seen an increase in visits, increasing by 11% for the website and 62% for the blog. They continue to serve different, complementary purposes and get different levels of visitors as shown by the statistics for the period 1 April 2010 to 31 March 2011.

Ballast Trust Website

- 578 visits (385 unique visitors)
- 2.7 pages viewed per visit
- 61% new visitors
- Visitors from 32 countries - Top 5: UK, USA, Russia, Brazil and Ireland
- Top 5 pages: Home, About us, Current projects, Our collections and Contact us

heritage industry railway shipbuilding
business engineering **Ballast Trust** archives history

Home Contact us Blog

Welcome

Welcome to the website of the Ballast Trust.

The Ballast Trust is a charitable foundation that provides a rescue, sorting and cataloguing service for business archives with an emphasis on technical records such as shipbuilding, railway and engineering plans, drawings and photographs.

Since its establishment in 1987 it has processed technical records on behalf of national and local archive repositories and museums.

BALLAST TRUST

About us
History
Contact us
News
Blog

INFORMATION ABOUT

How we work
Current projects
Volunteering
Our collections
Resources

PARTNER ORGANISATIONS

Business Archives Council of Scotland
Glasgow City Archives
Glasgow University Archive Services
National Archives of Scotland

INFORMATION FOR

Archivists
Business
Researchers

SEARCH

SEARCH

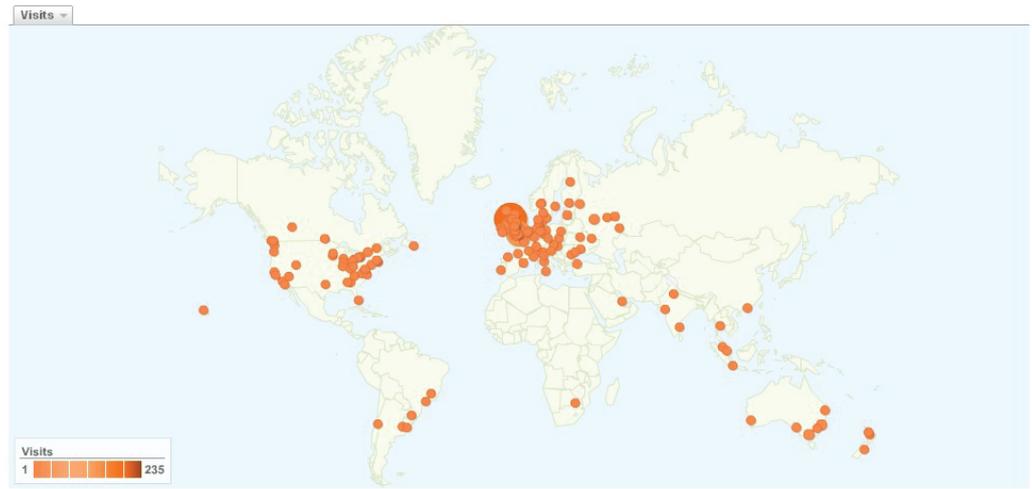
THE BALLAST TRUST ON FLICKR

ballastrust's Photostream

The Ballast Trust, 18-20 Walkinshaw Street, Johnstone, PA5 8AB
tel: +44 (0)1505 328488
email: ballastrust@gmail.com

Ballast Trust Blog

- 1,637 visits (1,300 unique visitors)
- 2.2 pages viewed per visit
- 69% new visitors
- Visitors from 68 countries - Top 5: UK, USA, Canada, Australia and Netherlands
- Top 5 pages:
Home
July 2010 Archive
Friday photo - Crane Loco
Connections: G L Watsons
Friday photo - Archibald Russell



1,637 visits came from 632 cities

Flickr

In the last year we have upgraded our account to a ‘pro’ account to allow us to upload more photographs. Each month we uploaded new photos from the Dan McDonald collection, working through the print collection alphabetically. These images are regularly ‘favourited’ by other users or added to personal galleries. Furthermore, information on 15 images has been received allowing us to update our descriptions.

The Ballast Trust has participated in the flickr group created by the Scottish Council on Archives for Scottish Archives. We have found flickr to be an effective way of sharing images and have seen an increase of 65% in total views of our photostream compared to the previous years figures.

What	2009/10	2010/11	Increase	Current Figure
Uploaded images	145	170	15%	321
Photostream views	2,345	6,795	65%	9,140
Contacts	6	5		11
Favourited images	20	70	71%	90



Projects

The Ballast Trust has taken a lead role in the launch and implementation of the National Strategy for Business Archives in Scotland throughout 2010/11. We have continued work on electronic cataloguing and knowledge capture projects and completed the PS Comet project. We have also developed our involvement with STICK (Scottish Transport and Industrial Collections Knowledge network) and its projects.

National Strategy for Business Archives in Scotland

In 2010, we worked with the Surveying Officer of the Business Archives Council of Scotland, to develop a National Strategy for Business Archives in Scotland which was published in August.

The strategy aims to make business archives in Scotland valued, representative of economic activity and innovation and accessible to all in order to ensure the survival of the nation's important business records and industrial heritage.

The Archivist created case studies, website content and updated the strategy blog ahead of the launch. She is also the strategy's Implementation Group Secretary. This group first met in October 2010 and has quarterly meetings to monitor the progress of the strategy's action plan and implementation.

In January 2011 the strategy was formally launched by George Mackenzie, Keeper of the Records of Scotland at an event at the Museum on the Mound that featured archive film footage of Scottish businesses, provided by the Scottish Screen Archive, and case studies from a number of business archives from the drinks, energy, financial, maritime and heritage sectors. These included a case study on the Ballast Trust and its early work to process the records of Scott Lithgow.

Working on the strategy and its implementation has been an excellent opportunity for the Ballast Trust to work with partner organisations, define its role within the business archives sector in Scotland and make a contribution to strategic thinking about how the sector can best work together to preserve business archives. In the future an extensive data mapping project is planned which aims to create a single consistent and clarified dataset for business archive collections in Scotland that will provide improved and flexible online information for creators, custodians and users of business archives.

Business Archives | A National Strategy for
Business Assets | Business Archives in Scotland

“ If Bill Lind and the Trust had not undertaken this work to the extent that they have done in recent years, much that has been saved might have been lost or at best neglected for many years. ”

National Archives of Scotland

www.ballasttrust.org.uk

Find out about the Ballast Trust's unique service which has helped to preserve records relating to business and industry for over 20 years.
Read case studies demonstrating how to make the most of business archives at: www.scoarch.org.uk/businessarchives

Processing Scott Lithgow records on site | 1989

© Ballast Trust

STICK – Old Tools New Uses

STICK has run a project since June 2010 called Old Tools, New Uses. The Ballast Trust has been a member of the project group and participated in workshops, meetings and the creation of a blog for STICK to publicise the project. This project has identified the treasures and duplicates of tools and domestic technology in Scottish museums. An education resource will be available along with a master catalogue created by an independent specialist advisor and selected items were disposed of to artisan communities in Africa in partnership with two charities.

In March 2011, our links with STICK were strengthened by the Archivist taking on the steering committee role of Digital Content Manager.

Comet Project

The Ballast Trust has catalogued and scanned the set of plans for the replica PS Comet located at the McLean Museum in Greenock and copies have been provided to the Comet Project team at Inverclyde Council as well as the National Maritime Museum in Greenwich and Glasgow City Archive who had been unable to trace their copies of the drawings.

Electronic cataloguing

Our implementation of the Archivists' Toolkit has been strengthened this year with three new volunteers and all staff using it to catalogue several collections.

- The Edinburgh City Archive collection by two volunteers and a placement student
- The William Lind Correspondence collection by Delaine Colquhoun
- The PS Comet Drawings by Duncan Winning

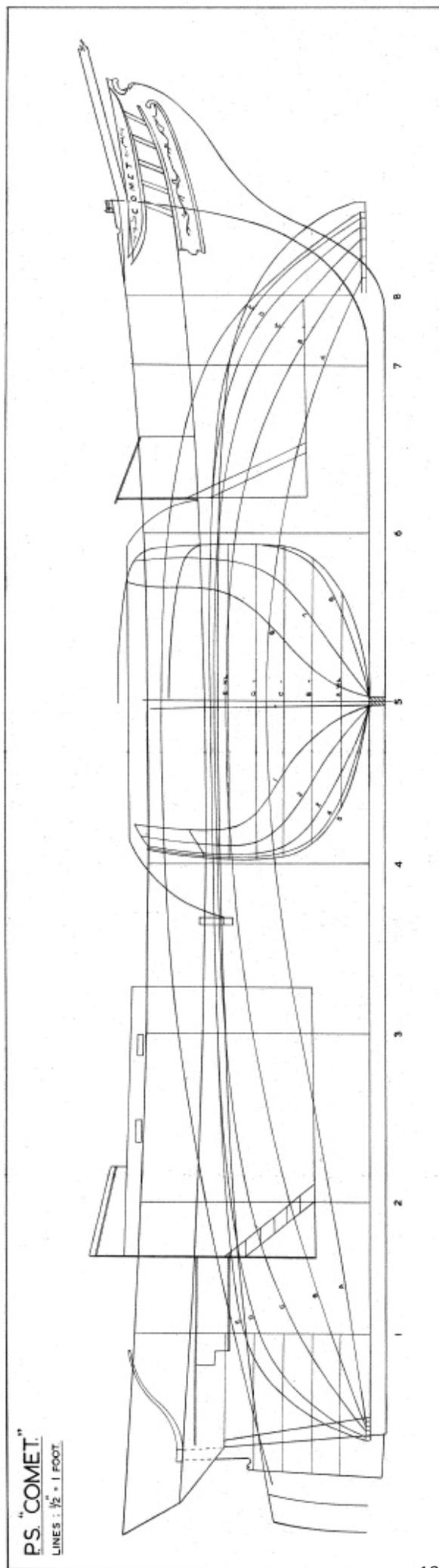
The data entry stage of the original pilot project for the Archives Pace Setter Scheme to create an electronic catalogue using the hand written lists for the Montague Smith collection has been successfully completed. We now have 1500 entries in electronic format and once changes to our style-sheet for the database have been made we will arrange for transfer of this data to the NAS database.

Knowledge capture

This project acknowledges that the working practices of the Ballast Trust are unique and rely heavily on the skills and depth of knowledge of staff and volunteers. Extensive discussions about the knowledge capture process took place between staff and volunteers in April and May 2010 and contacts were made with external organisations working on similar guidance. The Ballast Trust intends to create 4 guidance documents to record how technical records are processed. These will be:

- A general guide to processing collections at the Ballast Trust (in draft)
- A guide to processing shipbuilding records (in draft)
- A guide to processing engineering records
- A guide to processing railway records

Additionally, detailed guidance was prepared to assist with the processing of the Edinburgh City Archives collection of technical and architectural drawings which will be incorporated into these Ballast Trust guidance documents.



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