

Ulster University Finance & Information Services Directorate

Archive Annual Report 2013-2014

Overview of the year /Work Completed

The University Archive was established in 2002 and, at that time, was part of the Department of Information Services. During the 2012–2013 academic year the Archive came under the management of the University Library within the Archives and Business Support function of the service. Before the establishment of the Archive in 2002 there had been an attempt made to list the archival holdings of the University and some, but not all, of the oldest material was deposited in the Public Record Office of Northern Ireland (PRONI). There are two deposits of material held at PRONI **D/4327** University of Ulster and **NUU** New University of Ulster.

A considerable backlog of unsorted material was inherited when the Archive came under the management of the University Library (approximately 470 boxes, 235 linear metres).

During the year a computerised accession register was set up for the Archive, using Microsoft Excel. This has allowed Archive staff to accession new material as it arrives and to work on retrospective accessioning of material in the backlog.

Archives staff have sourced boxes from Clark's Archive Storage Ltd of the correct size to fit on the mobile shelves of the Archive. Previous boxes purchased have been too large therefore not allowing the mobile shelves to operate correctly. As a result Archive staff have been working on the re-boxing of material.

During the year 3 ISBNs (International Standard Book Numbers) were issued for University publications.

In order to gain experience of best practice Sarah O'Deorain, Archives and Business Support Co-ordinator, and Fiona Clyde, Record and Archivist Assistant, visited PRONI and met with staff there. Sarah O'Deorain completed a distance learning course for continuing professional development "Archive Management: Principles and Practice" with the University of Dundee.

Enquiries

Due to the confidential nature of some of the deposits, and because the material is stored in archive boxes on mobile shelves which has health and safety implications, browsing of the archive is not permitted. Material is retrieved for users on request.

26 files were retrieved from material deposited by University Departments. 1 box of records was transferred from the Archive back to the originating Department on request.

23 enquiries were received. One of which was made to the University under the Freedom of Information Act 2000.

5 enquiries related to family history/ ancestral connections with Magee College. Many of the records relating to Magee are now in the care of the Public Record Office of Northern Ireland (PRONI), and so we have less in the way of college archives than some of our enquirers expect. However some information relating to former students could be provided as the College Album, which records the details of all students admitted from October 1865 until the 1960s, is held in the Campus Library at Magee. In addition the Archive holds an incomplete set of the Magee College Calendars which are a useful source of information on former members of College Staff. Enquirers we were unable to assist were referred on to PRONI, and the Archive & Genealogy Service of Derry City Council, as appropriate, for further information.

9 enquiries were received from departments within the University. This included the supply of old photographs of the University Campuses, the classrooms and facilities, graduation booklets, and the first issue of UU News.

9 enquiries were received from individuals outside the University, although 4 of these were referred on through departments of the University. The information sought included photographs of staff and campuses, also copies of logos used by the Ulster Polytechnic.

Accessions

In total the archive received 136 boxes of material, approximately 70 linear metres.

Material received can be divided into two categories

- University Material received from departments, usually on a regular basis due to the Records Retention and Disposal Schedule
- Donations from individuals.

University Material

119 boxes of records were received, approximately 60 linear metres.

The **Research Office** made deposits from Coleraine (64 boxes) and Jordanstown (14 boxes).

E-Learning deposited 10 boxes.

Quality Management and Audit Unit deposited 14 boxes.

The **School of Nursing** deposited 16 boxes.

The **Department of Marketing, Entrepreneurship and Strategy** deposited 1 box.

Destruction of time expired records

Under the terms of the Records Retention and Disposal Schedule 2.0

<https://secure.ulster.ac.uk/isd/policies/Policies/Approved/Records%20Retention%20and%20Disposal%20Schedule%20Draft%2020120604.pdf>

41 boxes, approximately 21 linear metres, of material deposited in previous years came to the end of their specified retention period and were securely destroyed.

Donations from Individuals

The Vice Chancellor's Office

Willis, David (2012) *Yellow Fever: A Prospect of the history and culture of daffodils* Book on CD - Published by the author (Accession no 2013/2)

Miss Pim's family via Christopher Taylor, St Davids Bookshop

Festschrift to **Miss Oonah Pim**. An A4 paper size book, ring bound with black board covers, titled *Reminiscences*. Presented on her retirement in 1972. Contains tributes from former colleagues and photographs some coloured and some black and white. (Accession no 2013/1)

Miss Pim was Principal of the Ulster College of Physical Education from 1953 until her retirement in 1972. In 1972 the College became part of the Ulster Polytechnic which, in 1984, merged with the New University of Ulster to form the University of Ulster.

Mairead Lavery

A former student of the New University of Ulster 1980 – 1984 donated the following material to the Archive. (Accession no 2014/22)

4 items of correspondence on The New University of Ulster headed paper:

- from the University Physician – T.D. Mairs, M.D.
- notice of Tuition Fees and Students' Council Fees for 1980/81
- from the Lodgings Officer – D.A.S. Murphy
- letter of introduction from the Roman Catholic Chaplain – Anthony J. Farquhar

1 copy of the New University of Ulster *Students Handbook 1980-81*

A typed copy of welcome and list of entertainment events arranged for "Freshers' week '80" - from Francis Quinn, Acting Social Secretary, at the time.

3 issues of "bulletin":

- Vol. 12, No 3, dated 14/10/80
- Vol. 12, No 4, dated 21/10/80
- Special Edition dated 26/03/82 The Future of Higher Education in the Province – about the press conference on the outcome of the Chilver Committee findings; enclosed was a copy of the resolution adopted by the Students' Council at their Open Meeting on 25/03/82 – Bob Curran Student President at that time.

1 University Club membership card

4 tickets to various discos/dances

1 programme for the Students' Council May Ball 1984

1 programme for entertainment arranged by the soccer club

2 programmes – Soccer and Gaelic Football teams

Paul Quinn

Who donated:-

Student Newsletters from the New University of Ulster.

- *Scribe* vol 1 no 4, 29 November 1979.
- *Satyr* nos 15, 20-22, 24, 27, 29, 33-34, 42-44, 46½, 47, two undated issues. (1973 – 1976)
- *Invoice* nos 16, 19, 21, 22-25. (1979 – 1980)

A copy of Magee University College Londonderry *Calendar* 1967-68.

A copy of Holmes, R. F. G (1965) *Magee 1865 – 1965: The Evolution of the Magee Colleges* Belfast: BNI Printing Co.

(Accession no 2015/13)

Noel Wilson

Sixteen boxes comprising a comprehensive suite of project folders primarily associated with work undertaken, from the early 1970s, by the Computer Services department of the Ulster Polytechnic. A major focus of the Computer Services department was that of proactively working with academic staff to develop their interests in computing, and especially in its application within a wider range of subject areas. (Accession no 2014/14).

Donations Appeal

We would like to appeal to any readers who have material relating to the University, particularly its history, to consider donating this to the Archive.

Archive Contacts

Contact details for the archive team appear below, but if you have an archive enquiry, email the whole team on archive@library.ulster.ac.uk

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| Archive Statistics | |
|----------------------------|-----------|
| | 2013-2014 |
| Acquisitions | |
| Number | 24 |
| Extent: boxes | 136 |
| Extent: linear metres | 70 |
| | |
| Transfers to Departments | 1 |
| | |
| Secure Destructions Number | 6 |
| Extent: boxes | 41 |
| Extent: linear metres | 21 |
| | |
| Files Retrieved | 26 |
| Enquiries | 23 |