

Ulster University Finance & Information Services Directorate

Archive Annual Report 2014 - 2015

Overview of the year /Work Completed

This year 2014-15 marked a consolidation of the activities outlined in the 2013-14 annual report. That period saw the establishment of a computerised accession register, allowing Archive staff to accession new material as it arrives and work on the retrospective accessioning of material in the backlog. The acquisition of correctly sized boxes to fit on the archive store shelves, and a survey of the backlog of unsorted material inherited when the Archive came under the management of the University Library, has allowed Archive staff to work on re-boxing material already received and the sorting and boxing of new material.

Progress on the ongoing work in the Archive has been slower than anticipated at the beginning of 2014-15 due to long term sickness absence of a member of staff.

ISBNs for University Publications

During the year 4 ISBNs (International Standard Book Numbers) were issued for University publications.

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.

25 files and 6 boxes of material were retrieved on request from material deposited by University Departments.

10 enquiries were received.

3 enquiries were received from departments within the University. This included material for the 150 year anniversary of Magee, material for Alumni reunions, photographs of staff, and New University of Ulster Calendars.

5 enquiries were received from individuals outside the University, although 2 of these were referred on through departments of the University. One enquiry was related to family history/ ancestral connections with Magee College. Some information relating to former students can 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. Other information sought related to photographs taken of graduation ceremonies, and obtaining a copy of a university publication.

Accessions

In total the archive received 214 boxes of material, approximately 107 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

211 boxes of records were received, approximately 106 linear metres.

The **Research Office** made deposits from Coleraine (70 boxes) and Jordanstown (4 boxes).

E-Learning deposited 15 boxes.

Quality Management and Audit Unit deposited 15 boxes.

The **School of Nursing** deposited 25 boxes.

The **Faculty of Arts** deposited 66 boxes.

Employability and Marketing deposited 2 boxes.

School of Biomedical Sciences deposited 14 boxes

Donations from Individuals

The Vice Chancellor's Office

1 box file (Accession no 2014/27) Commemorative album of photographs recording Sir Richard Nichols time as Chancellor, University of Ulster 2002-2010.

Emeritus Professor Faith Gibson

1 box file (covering dates 1969-2007/8) (Accession no 2014/25) containing New University of Ulster and University of Ulster Charters and Statutes; early copies of Prospectus; Bulletin – special edition. Material which belonged to Emeritus Professor Norman Gibson (1931-2014).

Mrs Patricia Rebbeck via Liz Johnston FOI Manager Belfast Education and Library Board

1 portrait (Accession no 2014/26) of Dr James Stuart Hawnt C.B.E., M.Sc., Ph.D., L.L.D. who was a member of the Academic Planning Board of the New University of Ulster 1965-1970 and Pro-Chancellor of the New University of Ulster 1970-1975. Dr Hawnt was formerly Director of Education for Belfast. The painting is signed by the artist John Turner (1916-2006) who was a lecturer at Belfast College of Art and Design.

Frank Reynolds – Sub-Librarian

1 box file (Accession no 2015/13) covering dates 1961-1998, relating to the foundation of a new university in Armagh. Contains letters, documents and press cuttings.

Pearl Platt – Faculty of Arts

Donation of 18 University publications (Accession no 2015/28) covering dates 2003-2015. Includes Prospectus, Charter, Statutes and Ordinances; Annual Review

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.

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>

26 boxes, approximately 13 linear metres, of material deposited in previous years came to the end of their specified retention period and were securely destroyed.

In addition, 877 folders were securely destroyed.

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

Sarah O'Deorain

Archives and Business Support Co-ordinator

Telephone: 028 701 24671

Email: s.odeorain@ulster.ac.uk

Fiona Clyde

Record and Archivist Executive Assistant

Telephone: 028 701 24062

Email: f.clyde@ulster.ac.uk

Archive Statistics	
	2014-15
Acquisitions	
Number	31
Extent: boxes	214 plus 1 portrait
Extent: linear metres	107
Secure Destructions	
Number	8
Extent: boxes and files	26 boxes; 877 files
Extent: linear metres	13
Files and boxes retrieved	25 files; 6 boxes
Enquiries	10