

GARY COLLINS

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Introduction and current employment

I am a qualified archivist with over 20 years experience in the private, higher education, business, and local government sectors. My work has involved cataloguing, records surveys, digitisation projects, online services and websites.

Until August 2012 I am working on the **British Black Archives** project. I am also a member of the Archives & Records Association editorial team for the *ARC* newsletter.

Previous employment

Royal College of General Practitioners (September – October 2011)

Temporary Records Manager & Archivist:

- Reviewed archive policies & procedures
- Updated archive, appraisal, collecting & disposal policies, and classification scheme
- Performed usual archival duties until a permanent archivist was appointed

The Children's Society (November 2010 – August 2011, November 2011)

Temporary Archivist:

- Created and edited text and images for Hidden Lives Revealed website (www.hiddenlives.org.uk) – added over 120 new entries for children's homes
- Advised on appraisal, deposit and survey procedures
- Surveyed audio visual records
- Voluntary work – listing un-catalogued material

British Cartoon Archive, University of Kent (July 2007 - Sept 2009)

Archivist cataloguing the papers of cartoonist Carl Giles as part of a digitisation project:

- Material included artwork, cartoons, correspondence, photographs, reference files, objects and audio visual items
- Selected items for digitisation – helped choose 5,000 non-cartoon items
- Purchased cataloguing software and conservation equipment & supplies – recommended CALM software based on previous experience

Self-employed (June 2006 – June 2007, October 2009 – November 2010)

Work included the following:

- Cycling Touring & Countryside Trust – started survey of locations of cycling archives
- Birmingham Archdiocesan Archives - catalogued items, edited & imported data into CALM software in preparation for online catalogues
- National Brewery Centre - surveyed archives and advised on future care of collections
- Institution of Chemical Engineers - surveyed archives and made recommendations concerning archives & records management
- Voluntary work: Northampton Diocesan Archives, Motor Neurone Disease Association, Rugby Theatre Trust, Community Archives website

Access to Mineral Heritage Project (January 2004 – June 2006)

Project Officer for Coal Authority-funded website giving access to descriptions of UK mining material in archives, libraries, museums & elsewhere:

- Identified and incorporated material into project databases
- Visited participants to survey & identify material
- Researched, created and edited online content – text, images, audio files
- Wrote news updates and prepared publicity material

Mersey Gateway Project (January 2002 – December 2003)

Research Team Manager for project to digitise 20,000 images for website on the history of Liverpool:

- Managed team of four researchers and research timetable, and selected project themes
- Wrote and edited website narratives and image descriptions/metadata
- Selected items for digitisation via survey work at participants

Unilever PLC (April 1993 – December 2001)

Archivist at worldwide foods to detergents business:

- Appraised, listed & weeded corporate and subsidiary company records
- Administered Unilever Worldwide Information Managers database
- Rationalised Unilever archive film stock

Society of Archivists (December 2000 – June 2001)

Secondment as Co-Project Officer for the 'Missing Link' Project, a survey of specialist repositories in England:

- Sent out and processed returned questionnaires
- Compiled statistics & reported to the project board
- Provided input for the survey report

Hereford Record Office (November 1988 – April 1993)

Archivist:

- Appraised, listed & weeded records
- Provided outreach work via talks, exhibitions & publications
- Set up a Herefordshire business archives survey

Leicestershire Record Office (July – November 1988)

Contract Archivist cataloguing papers of Noel family/Duke of Gainsborough of Exton, Rutland:

- Appraised and listed the first 60 boxes of a large collection

The Centre For Kentish Studies (December 1985 – September 1987)

Business Archives Survey Officer for survey of businesses in Kent:

- Sorted and listed records identified by the survey
- Also carried out archives assistant duties

Additional information

- Registered member of the Archives & Records Association; and member of the Museums Association and the Information & Records Management Society
- Former editor of the Business Archives Council of the North, and the Society of Archivists Specialist Repositories Group newsletter
- Personal interests include cricket, photography, architecture, design, and Apple Macs