

GARY COLLINS

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Introduction and current employment

I am a qualified archivist with over 35 years experience. My work has involved cataloguing, records surveys, digitization projects, online services and websites. Currently working as Archivist at Coventry University and as Assistant Archivist at Rugby School.

Previous employment

Warwickshire County Record Office (August 2013 – August 2017)

Project Archivist for the Donald Healey Motor Company and 'Boaters & Bright Sparks' (engineering records of the Willans Works, Rugby) projects:

Sorted & catalogued records and transferred material to other archives where relevant;

Publicized the projects via articles, blogs, tweets, and events;

Supervised volunteers and experts (including work on oral history interviews);

Received records donated as a result of the projects.

Birmingham Repertory Theatre (August 2012 – July 2013)

Project Archivist working on The Rep archives held at Library of Birmingham:

Helped select 3,000 items for digitization or exhibition;

Catalogued and sorted unlisted material to incorporate with already listed items;

Wrote archives, collecting and records management policies for The Rep.

State of Emergency Ltd (December 2011 – July 2012)

Archivist for Black Dance Archives project:

Met potential depositors to assess state and format of material;

Wrote scoping report in support of application for second round of HLF funding;

Suggested collecting policies and wrote archives classification scheme.

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.

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

Temporary Archivist:

Created and edited text and images for the society's Hidden Lives Revealed website;

Surveyed audio-visual records and listed 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 digitization project:

Material included artwork, correspondence, photographs, files, objects, film, video;

Selected items for digitization – helped choose 5,000 non-cartoon items.

The Coal Authority (January 2004 – June 2006)

Project Officer for Access to Mineral Heritage website collating 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.

Liverpool Record Office (January 2002 – December 2003)

Research Team Manager for Mersey Gateway project to digitize 20,000 images for history of Liverpool website:

Managed team of researchers and research timetable, and selected project themes;
Wrote and edited website narratives and image descriptions/metadata;
Selected items for digitization 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;
Rationalized Unilever archive film stock.

Archives & Records Association (December 2000 – June 2001)

Secondment on 'Missing Link' Project, a survey of specialist repositories in England:

Sent out and processed returned questionnaires;
Compiled statistics, reported to project board, and provided input for the survey report.

Herefordshire 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.

Record Office for Leicestershire, Leicester & Rutland (July – November 1988)

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

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

Kent History & Library Centre (December 1985 – September 1987)

Business Archives Survey Officer for survey of businesses in Kent:

Sorted and listed records identified by the survey and acted as archives assistant.

Self-employed and voluntary work; other information

Institute of Advanced Legal Studies - Research Associate on a legal records pilot project;

Cycling Touring & Countryside Trust – started survey of locations of cycling archives;

Birmingham Archdiocesan Archives - catalogued items, edited & imported data;

National Brewery Centre - surveyed archives and advised on future care of collections;

Institution of Chemical Engineers - surveyed archives and made recommendations;

Beacon Lodge Trust – sorted records for transfer to London Metropolitan Archives.

Voluntary work – Rugby Art Gallery & Museum; Coventry City Archives; Northampton Diocesan Archives; Rugby Theatre Trust; part of Community Archives website editorial team; member of Archives & Records Association's *ARC* Magazine editorial team.

I am a member of the Archives & Records Association and the Museums Association.