



**Meeting of the Association of Pall Mall Libraries  
held at the Geological Society  
on Thursday 20 April 2017 at 10.30am**

**MINUTES**

**In attendance:**

Binni Brynolf, *Chair*  
Adam Waterton  
Gill Briggs  
Gill Turner  
Trevor Dunmore  
Karen Syrett  
Kay Walters  
Mary Duffy  
Sian Prosser  
Lynsey Hawker  
Wendy Cawthorne  
Jane Branfield  
Tony Pilmer  
Renaë Satterley  
Moira Goff

Royal Institute of International Affairs  
Royal Academy of Arts  
Royal Horticultural Society  
London Library  
Royal Automobile Club  
British Academy  
Athenaeum  
Army & Navy Club  
Royal Astronomical Society  
The Kings' Fund  
Geological Society  
Army and Navy Club  
Royal Aeronautical Society  
Middle Temple  
Garrick Club

**Apologies for absence:**

Jane Holmes  
Laura Beduz  
Simon Blundell  
Jane Trodd  
Jane Harrison  
Huw Williams  
Jan Coughtrie  
Sheila Markham  
Mark Hayward  
Jacqui Granger

Royal Automobile Club  
Royal Automobile Club  
Reform Club  
East India Club  
Royal Institution  
Oxford & Cambridge Club  
Caledonian Club  
Travellers Club  
Savage Club  
RUSI

**1) Introductions**

Members introduced themselves.

**2) Apologies**

Apologies for absence were noted.

### **3) Talk on Asset Management for Digital Images by Paul Mulvee (Asset Bank) and Vaughan Archer (Todd White Art Photography)**

The speakers described a recent project to digitise and make available online the art collection of Beecroft Art Gallery.

The main aims of the project were to preserve the artwork and associated metadata; to increase accessibility to the collection; and to improve workflow so that users could find more effectively what they were looking for.

Photographs of the artwork were taken in the designated studio and metadata was collected. This information was then linked into the Gallery's collection management software. Access was designed for a range of different devices (computer, iPad, smart phone). All data was saved in the cloud and backed up. Data fields were configured to control which fields were made publically available and which were only accessible by the system's administrators.

The Asset Bank system provides for a wide range of features and functionality. The client always owns the copyright and controls the data. Images can be branded and the resolution controlled to protect copyright. Images can be shared widely through features such as e-cards and links to Facebook; indexing enables images to be found easily via Google searches. The system also allows for high resolution images to be shared quickly and efficiently. Encryption helps to guard against hacking.

The project took about 3 months to complete (digitisation took 2.5 weeks for c.1,000 artworks). More artwork will be added over time.

### **4) Minutes of the meeting on 19 January 2017**

The minutes were approved.

Matters arising: Gill Turner noted that she was still hoping to find a book binder that members could visit. Binni Brynolf reminded members about 'a day in the life' blogs for the website and thanked those who had already contributed to the series.

### **5) Training sub-group update**

Sian Prosser reported as follows:

#### **Training**

- *Copyright Training* led by Naomi Korn –Sian had received very good feedback on this well attended course
- *Applying for Funding: Know your Audience* – this will take place on 10 August at the Royal Astronomical Society. A few places are still available.

#### **Visits**

- *Visit to the Rambert Dance Archive* -This will probably take place in June. Sian will send round an email to confirm.

Sian invited members to suggest ideas for further training sessions and speakers. The following suggestions were made:

- Basic/refresher training in library cataloguing
- Wikipedia training
- Library subject headings: philosophy, usefulness and the perfect number

Sian noted that the Training Sub-Group would benefit from more people on the committee. Members agreed that people from user groups outside APML should be invited to join the committee.

#### **6) Archives sub-group update**

Karen Syrett spoke about the meeting held on 22 February 2017. Members had discussed: the benefits of various CPD courses; the Archives Hub; issues related to storage, preservation and conservation; and volunteers (a fuller report can be found on the APML website). The next meeting will be in June when a paper conservator will join the group to discuss the differences in approach by bookbinders and conservators and how to spot a bookbinder pretending to be a conservator (she's got quite strong opinions about this and feels it would be good for people to know). She will then hold a surgery to discuss any particular items that members may be concerned about. Karen will circulate details of the meeting shortly.

#### **7) APML Bank Account**

Binni Brynolf reported that an APML bank account with Metrobank had now been set up and that an account had also been opened with PayPal. This should make organising events easier in the future.

#### **8) Any Other Business**

- Members were asked whether they held any film in their archives. It transpired that several organisations held film in all sorts of formats but no one seemed to have a conservation strategy in place. It was felt that this would be a good topic for a future speaker.
- Members were also asked about examples of co-operation between the various clubs. It was noted that the four Inns of Court had been discussing this recently with regard to purchase agreements. Mention was also made of reciprocal arrangements in case of a disaster.
- The retirement of founding member, Mary Duffy, was announced. Mary was presented with a bunch of flowers and warmly thanked for all hard work and support over the years.

#### **9) Date of the next meeting:**

Thursday 13 July 2017 at Chatham House.