

# Written in the Landscape project evaluation

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## 1. Introduction

The Written in the Landscape project was set up to catalogue and conserve family and estate archives in the care of Argyll and Bute Council (ABC) Archives, later liveArgyll Archives (hereafter referred to as liveArgyll Archives in this report) and the Argyll Papers (AP), the family and estate archive of the Duke of Argyll at Inveraray Castle; to work with community heritage centres across Argyll; and to digitise a small selection of records of national importance and records of special importance to local and family history so that communities may hold copies locally to support their own, grass roots heritage projects.

Volunteers were to be involved in all aspects of the project, especially re-packaging, listing and digitising records. Open days, talks and exhibitions were planned to promote the archives to a wide audience. The archives were to be used as inspiration for community projects; to develop a local history training course and transcription and indexing projects. A training and mentoring scheme was also planned to support our community partners' curatorial responsibilities for their own collections.

The project had been developed following extensive consultation with heritage and community centres throughout Argyll. A survey was carried out through the Argyll and Bute Museums and Heritage Forum and there were ongoing detailed discussions between the archivists at liveArgyll and the Argyll Papers with potential community partners. The letters of support submitted with the application provided concrete evidence of local community priorities.

Genealogy and tracing the history of local people is at the heart of many community priorities and the importance of cataloguing collections to enable access was recognised. Cataloguing, *'important family papers will open up many new resources... for people researching their own family history,'* and, *'access to the Argyll Papers... has been invaluable in providing evidence of both the site and the people involved in its [Kilmun] history'.* There was recognition that access to the original material enabled inaccurate local traditions to be corrected and provided a new aspect to the history that the community is able to tell.

Investigating the landscape, its history and formation, is another priority for local community groups, and *'Other than the material evidence embodied in the buildings and landscape themselves, the [Argyll] estate papers have proved to be far and away the single richest source for detailed information that has helped us understand and present to the public the evolution and significances of Auchindrain.'*

The remoteness of certain parts of Argyll raises another priority for communities: *'We are only too aware of the peripherality of our historical centre. ... We therefore welcome the proposal in this project to strengthen the links between Argyll archives and museums and help us to professionalise our service.... and to be able to hold high-quality digital copies of all original documents of relevance would greatly add to the value of An Iodhlann's archive and to Argyll Estates.'* The logistics of travel throughout Argyll and the islands is a major factor inhibiting access to archives and digitisation of selected records will inevitably help to offset this.

The outputs and outcomes of the Project were therefore defined as in the following logic model:

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Approved purpose	Output	Outcomes
Appoint two project archivists	<ul style="list-style-type: none"> <li>• Two project archivists will be appointed to work full-time (or equivalent) for 18 months to catalogue the collections of family papers and to lead the volunteer and community activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Better catalogued collections of family papers</li> <li>• Volunteer and extended community engagement with the archives</li> <li>• Raised awareness and use of the archive collections, and of archives in general</li> <li>• Enhanced knowledge for local communities of their history</li> </ul>
Clean and repair the most fragile records in the Argyll Papers collection of maps and plans, and carry out select digitisation of these and other records in the project archives.	<ul style="list-style-type: none"> <li>• Conservation of the most fragile maps and plans in the Argyll Papers according to the planned schedule.</li> <li>• Digitisation of selected records according to conservation priorities and in consultation with community partners.</li> <li>• Cleaned and repackaged other maps and plans in the Argyll Papers.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased availability of information accessible to users, in person and digitally</li> <li>• Volunteers will have learned new skills in cleaning and repackaging maps and plans (can be re-applied to other archival material)</li> <li>• Enhanced well-being of volunteers who have been part of a team working together to benefit the archives</li> </ul>
Deliver a series of open days, tours, talks and exhibitions to promote the archives to a wide audience and deliver a local history training course.	<ul style="list-style-type: none"> <li>• Doors Open Day opening at the Argyll Papers and ABC Archives.</li> <li>• At least one talk by each project archivist about the collections they are working with.</li> <li>• Two exhibitions and other outreach events</li> <li>• A series of local history events promoting the project collections to communities around Argyll.</li> </ul>	<ul style="list-style-type: none"> <li>• Raised awareness of the specific collections of archives in the project and of archives in general to the public.</li> <li>• Understanding about how archives can be used to benefit local research.</li> <li>• New audiences reached through exhibitions and associated activities, particularly in remoter areas.</li> <li>• Enhanced presentation skills developed by the project archivists.</li> <li>• Increased well-being of communities coming together to learn about their history</li> <li>• Project activities will inspire ideas for future activities</li> </ul>
Deliver a training and mentoring scheme to support community heritage centres that curate their own archive and museum collections	<ul style="list-style-type: none"> <li>• Deliver a training course in archival skills for community partners.</li> <li>• Practical workshop teaching skills required for cleaning and repackaging maps and plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Community partners will have learned information and skills to enable them to manage their own collections of archives better</li> <li>• Volunteers and archivists will have learned practical skills for</li> </ul>

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	<ul style="list-style-type: none"> <li>• Provide mentoring support for community partners.</li> </ul>	<p>cleaning and repackaging archive material</p> <ul style="list-style-type: none"> <li>• All those involved in the training will have increased well-being through being involved in group learning with like-minded folk</li> <li>• Sustainable relationships will have been established between liveArgyll and AP archivists and community partners and between community partners for ongoing mentoring and mutual support</li> </ul>
<p>Create a leaflet and online guide to the family and estate archives of Argyll</p>	<ul style="list-style-type: none"> <li>• A project leaflet, available online and printed.</li> <li>• Create an online guide to the project archives.</li> <li>• Series of project updates using existing websites, social media accounts and relevant publications.</li> </ul>	<ul style="list-style-type: none"> <li>• The leaflet will have allowed people to understand and engage with the project</li> <li>• The guide to the collections will have enabled increased knowledge of and engagement with the collections during the project and sustainably beyond</li> <li>• Project updates will have kept community partners informed on activities and learning opportunities through the project</li> <li>• Communities partners will have increased well-being through being part of a wider network interested in and supporting the project</li> </ul>
<p>Assumptions</p> <ul style="list-style-type: none"> <li>• The archive collections at the heart of the project provide invaluable information about the families who created them and the lands that they owned and managed, and provide detailed information about the local history and heritage of communities living on those lands today</li> <li>• Increased knowledge of and access to the archives collections held by the project partners will benefit researchers: local, national and international</li> <li>• Community partners throughout Argyll wish to learn new skills re management of archives material and their conservation</li> <li>• Learning and participation in group activities increases well-being for those involved</li> </ul>		<p>External factors</p> <ul style="list-style-type: none"> <li>• Change of management structures and personnel in both partner organisations</li> <li>• Difficulties of recruiting suitably qualified staff to work in a remote part of Scotland on short-term contracts</li> <li>• Changing personnel in community and heritage centres and the predominance of a volunteer workforce</li> <li>• Budget changes imposed by external organisations who update fees and charges</li> <li>• Staff resources within external organisations</li> </ul>

### **Evaluation data**

Throughout the project we have taken a mixed method approach to data collection, including:

Event feedback forms: evaluation forms were created for each individual training event with high rate of returns. The information collected included quantitative and qualitative feedback.

For exhibitions, the numbers visiting were counted (as far as possible) and a visitors' book was provided for qualitative comments.

Less formal communication between project archivists and community partners invited a continual exchange of feedback on events and ideas for further activities.

A photographic record of events was made, as far as possible.

## 2. Cataloguing

The project plan was to recruit and appoint two full-time project archivists for eighteen months, one to work in the liveArgyll Archives in Lochgilphead and the other to work in the Argyll Papers at Inveraray. Additional cataloguing was undertaken by a team of volunteers.

### 2.1 Project archivists

The project archivists' primary role was to catalogue the archive collections identified as suitable for inclusion in the "Written in the Landscape" project to ISAD(G) and related standards; to engage with the public through exhibitions, talks, publications, and other innovative means; to deliver training to community groups; to identify records suitable for digitisation; and to assess conservation needs of records.

Recruitment was managed through Argyll and Bute Council, following their full recruitment procedures. The job description is included at Appendix 1.

The opportunities were promoted through [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk) where Council vacancies are standardly advertised. As the role required a professionally qualified archivist (or equivalent) an advert was also placed with the Archives and Records Association, the professional membership body for archivists, in their official recruitment publication, ARC Recruitment.

20 applications were received. These applications were considered in the light of the essential criteria for the post, from which a shortlist of the most appropriate was created. Eight candidates were invited to interview, one was not available on the interview date, five accepted the invitation and four candidates turned up for their interviews. The two who impressed most highly were offered the positions. Both accepted, starting work on 14 August 2017, one took up the full-time post offered; the other requested a part-time post, working three full days a week.

As the AP project archivist was working 0.6 FTE, there was additional budget in the salaries section of the project budget, which was used to extend both posts by an additional 3 months, to a finish date in May 2019. Before the end of the 3 month extension, the liveArgyll Project Archivist left to take up another post and the resulting salaries budget was used to retain the AP Project Archivist until July 2019 and to fund a student cataloguer during August and September 2019.

63 collections of family and estate papers had been identified for cataloguing during the project, 62 small collections held in the liveArgyll Archives and the 63rd collection was the Argyll Papers at Inveraray Castle. It was hoped that, during the project, all these collections would be catalogued to series level. This was achieved for the 62 small collections in the liveArgyll Archives but not for the Argyll Papers.

In the liveArgyll Archives the 62 small collections were all listed to at least series level (one to item level, to fit in with cataloguing that had already been undertaken), with clear guidelines left by the project archivist for where volunteers may in future expand the catalogues to item level and where other work (cleaning, putting photographs in archival sleeves) is needed. See summary list in Appendix 2. These catalogues will shortly be made available in PDF format on

the LiveArgyll website, with tentative plans being developed to work with the Scottish Council on Archives in their project to develop a new portal for accessing Scotland's online archive catalogues, including local authorities, universities and community archives. This project has huge potential to allow our community partners to share the catalogues that they have been creating or improving as part of this project, which will in turn help them to form closer links and networks.

For the Argyll Papers, a catalogue of the collection is now available at [www.argyll-papers.com](http://www.argyll-papers.com). It shows the structure and extent of the collection, with some series and item level descriptions. Given the size and extent of the collection (extending to approximately a 1/3 of a linear mile of records), the catalogue could not be in any sense 'completed' during the project. Due to the work of the project archivist, the student cataloguer, the archivist and a growing band of volunteers, substantial progress has been made. See summary list in Appendix 3. The online catalogue provides a visible presence for the Argyll Papers online, promoting the collection and inviting engagement with it, and will be sustained and enhanced beyond the project.

The project archivists also created the project leaflet, a guide to the project archives, led the *Inveraray, the Old Town and the New* volunteer project, created and delivered local history sessions and other sessions for the Tiree Roadshow, assisted with the community partners training programme, gave talks, assisted with open days and wrote updates for community partners.

### **What worked well**

Both project archivists proved themselves to be capable and efficient as well as very pleasant colleagues, and the project benefitted from having two project archivists with different and complementary skills.

### **What didn't work well**

The level of outreach and engagement to be delivered during the project impacted on both on the quantity of cataloguing achieved in the Argyll Papers and also on the time required to prepare for outreach events. There was insufficient time to catalogue before preparing and delivering outreach.

The fact that one project archivist chose to work part-time resulted in a loss of 0.4 FTE each week. A job share might have resolved this, but the remote location, short-term contract and limited hours of the job required a local qualified interest which didn't exist, so the decision was made to extend the project archivists' contracts rather than attempt to re-recruit.

We prioritised cataloguing to required standards in recruitment. In reality however, the project archivist with the Argyll Papers spent the majority of her time managing volunteers and preparing and delivering outreach. A more detailed analysis of what each project archivist would be delivering might have changed the emphasis of the recruitment.

The project archivist posts were managed by liveArgyll. In planning the project, we had not considered the implications of this. For example, Council security settings on laptop and

software meant that the project archivist and archivist at the Argyll Papers could not readily share or transfer files, and connectivity to the Council network was often difficult.

## **2.2 Student cataloguer**

A History student who had volunteered a couple of times with the Argyll Papers, was available to work in the archives for four weeks during August and September 2019. Given that little cataloguing had been achieved by archivist or project archivist during the project, we were delighted to invite the student to return and to be able to offer her an hourly rate for her work.

The student created 870 entries in the catalogue. See Appendix 3 for details.

### **What worked well**

The student was capable, very hardworking and efficient. Having volunteered in a number of different archives over the summer months, she was familiar with the basic principles of archival cataloguing and comfortable with using online archival software. This meant that she was able to input data directly into the catalogue, saving on the two stage process which results when catalogues are first created in manuscript or word documents.

Having established the relevant record series in the catalogue, the student was able to enter a huge amount of data and quickly learned to take advantage shortcuts within the system, to duplicate entries etc.

Although three generations younger than most of the volunteers in the archive, the student was willing and able to socialise with them.

### **What didn't work well**

Nothing to report.

## **2.3 Volunteers**

With a process for recruiting volunteers already established when the project started, the Argyll Papers was able to take full advantage of the opportunities the project brought to recruit more volunteers to work in person, cataloguing in the archives, and remotely, undertaking transcription from images.

At the start of the project there were 5 regular volunteers working with the Argyll Papers. At the end of the project there are now 15 regular volunteers (11 cataloguing and 4 cleaning & repackaging maps and plans), and 22 volunteering remotely.

Volunteers have been recruited following on positive experience of doing research in the archives, from project events and responding to advertisements on social media and email.

LiveArgyll commenced trading on 2nd October 2017, taking on the management of cultural and leisure services on behalf of Argyll and Bute Council. Being a new organisation, its policies and procedures have had to be developed effectively from scratch. A Volunteering Programme has always been one of the Trust's intended outcomes, but naturally priority was given to developing processes that underpinned the basic functioning of the organisation. Our

Volunteering Programme was launched in September 2019 and we have so far had five expressions of interest in addition to our existing, very long-standing remote volunteer.

Feedback from those who volunteer in person with the Argyll Papers has been included at Appendix 4.

### **What worked well**

The cataloguing that the volunteers undertake directly benefits users of the archives locally, nationally and internationally. It is at the heart of making the collection more accessible. As one volunteer has written, *'My expectation was that I would be a small cog in a large wheel, hoping to help in some way to share the contents of the archives with the wider public. I have enjoyed broadening my experience of the process and it has been very interesting to put transcribed documents on line for a world-wide audience.'*

The volunteers each bring their own knowledge, experience and interests to the archives and they have proved to be generous in sharing their knowledge with each other and with researchers and visitors to the archives. This creates a warm and welcoming atmosphere in the research room, where difficulties are shared and the 'hive mind' brought to bear on them, as well as providing researchers and visitors to the archive with more information than could ever be achieved from the archivist alone. As one volunteer writes, *'It was good to be part of an interesting and varied team of people from such a wide range of backgrounds, and I learned a lot of additional information about the history of the area just from the natural chat with others during the work.'*

Volunteering with the archives is a social experience for the volunteers as well as a day of work. Comments from their feedback include *'It has been a life enhancing experience'*; *'I enjoy the social interaction'* and the volunteers are frequently referred to as *'the anti-dementia group'*.

The recruitment of remote volunteers has been really positive and demonstrates the interest in the collection. The remote volunteers working currently are from elsewhere in Scotland as well international, and its fantastic to be able to attract international interest in the collection.

### **What didn't work well**

Although the volunteers are very capable of reading, understanding and cataloguing the archive material, their abilities in regard to IT are very varied. One volunteer is only comfortable cataloguing with pencil and paper, others are comfortable with creating word documents and a few are able to use Excel spreadsheets. Only two volunteers have been sufficiently comfortable to catalogue directly into the AtoM catalogue. On the plus side, however, volunteers assist each other: one volunteer will type up the manuscript pages into word documents and from these the details can be copied and pasted into the catalogue. Excel spreadsheets can be imported directly into the catalogue.

There is limited space in the archives so various groups have been established on different days of the week. It is a shame that everyone can't be together so we are trying to arrange social events, encouraging attendance at training events and conferences and there is, of course, the annual Christmas lunch. Supervision has, of course, been more of an issue as the number of

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volunteers has grown, particularly as there is only the archivist to organise work and answer queries.

Two remote transcription projects are now ongoing, but these took a while to set up. The time taken to select and sent out images and check transcripts meant that the archivist was becoming a bottle-neck. During the course of the project, a process has been set up which appears to successfully resolve this problem, with volunteers checking each others transcripts.

### **3. Conservation and digitisation**

The project set out to clean and repair the most fragile maps and plans in the Argyll Papers, and to carry out select digitisation of these and other records in the project archives. This output was met by three different aspects of work: conservation of selected maps and plans by a qualified conservator, a volunteer project to clean and repackage other maps and plans in the collection, and the digitisation of selected records.

#### **3.1 Conservation**

The Argyll Papers includes a collection of approximately 1500 manuscript and printed items, dating from the 18th century through to the present day. Many of the maps and plans have been damaged over time, by use and through the conditions in which they have been stored. Quotations for the conservation of a selection of these maps and plans were sought from three conservation services: Riley, Dunn and Wilson, the Carronvale Bindery and from Highlife Highland (HLH). The selection of Highlife Highland was made on the basis of their competitive estimate but most importantly, because there was a qualified paper conservator in charge of their facility.

373 flat, rolled and bound volumes of plans most in need of conservation intervention were identified and the costs for conserving these provided the financial basis for the conservation schedule. They included rolled plans (conservation and repackaging), bound volumes of plans (disbinding, conservation and repackaging) and folded, flat and framed plans (un-framing, conservation and repackaging). This total includes an additional volume of 196 bound plans (PV5) which was added to the schedule during the project.

Each conserved plan was returned from conservation with a detailed list of the treatments used and a record of the process in digital images. A full list of the maps and plans conserved can be found in Appendix 4.

#### **What worked well**

The work done by the conservator at HLH has been meticulous and beautiful, and the plans have been returned with revived colours, flattened and repaired, neatly packaged for ongoing preservation and available to researchers and visitors to the archives.

The conserved plans have played a central role in other project activities. In particular, the 1721 plan of Inveraray was a central feature of the Inveraray volunteer project culminating in the Inveraray the Old Town and the New exhibition and booklet, and the Turnbull survey of Tiree, 1768-9, was the centre piece of the Tiree Roadshow where its colour and detail inspired and delighted local audiences.

#### **What didn't work well**

There have been occasions during the project when staff resource in the HLH conservation studio in Inverness meant that conservation work has not been completed within the planned timescale. The need for additional time for conservation was one reason for the extended deadlines for the project.

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*James Turnbull's survey of Tiree, 1768-9, conserved by HLH Conservation studio in 2017*



*The conservator at the HLH conservation studio disbinds plans from PV5*

### 3.2 Volunteers' cleaning and repackaging project

Many of the maps and plans in the Argyll Papers were in need of cleaning and repackaging rather than requiring conservation intervention, and a programme to carry out this work was established during the project and will continue into the future.

On Monday 20 August 2018, Richard Aitken ACR, Senior Conservator, High Life Highland, led a practical workshop on cleaning of maps and plans and to explain the options for preservation packaging. There were 12 places available for this workshop – places were restricted due to available space and the practical nature of the activities. The training was targeted primarily at those who agreed to volunteer regularly between September 2018 and March 2019 to clean and re-package the maps and plans in the Argyll Papers. Those attending were asked to commit to delivering 10 days of cleaning following on the training.

All 12 places were taken very quickly and a team of volunteers established. The volunteers were mostly retired, but there was also one student and one volunteer in her 30s. They were mostly local (except for the student in termtime and one volunteer who travelled from Hamilton in Lanarkshire).

The cleaning and repackaging was organised by a rota over the next six months. The space in the archives only permitted two volunteers to work at a time during the week, but a few Saturdays were included in the rota when more space was available and up to four volunteers could work together.

Between September 2018 and March 2019, volunteers cleaned and repackaged maps and plans on 40 days, with 62 volunteer days contributed. 177 maps and plans from the collection were cleaned and repackaged.

As liveArgyll's Volunteer Programme had not yet launched, it was not possible for that Archives to benefit from the Training Day. Instead it is intended that the AP archivist will cascade the training to the liveArgyll archivist for the benefit of the volunteers who are currently being recruited. The liveArgyll project archivist ensured that the collections most in need of cleaning were highlighted so that this very necessary work could be progressed as part of the project's legacy.

#### What worked well

The training event was very well-received. Feedback from the participants confirmed that it *'was well structured, relevant and appropriately paced, and delivered in an accessible manner by friendly helpful staff'*. The day was also described as *'a very interesting and instructional day'* and *'a great workshop'*. Of the ten volunteers who actually attended the workshop, two were already regular volunteers with the Argyll Papers, so there were eight new volunteers who had not visited or volunteered with the Argyll Papers before.

The main reason given for getting involved was an interest in the local history and in archives, for example: *'Long held interest in archives, historical maps and plans and curatorial work coupled with a strong interest in the Argyll area'*.

Volunteers enjoyed the process of cleaning. Their feedback includes comments from the perspective of the work achieved, *'I found the varying conditions of the maps and plans useful in consolidating the cleaning techniques we had been taught and understanding their benefits in different situations. I also enjoyed being part of the whole process for each maps and seeing the work through to their repackaging/rehousing according to how it was best for them to be stored'*.

Feedback shows that the volunteers enjoyed the social aspect of meeting others who shared their interests, making new friendships and enjoying improved well-being, *'Very enjoyable, working in tandem with other team members'*, and *'I particularly enjoyed the opportunity to work with Alison and such a knowledgeable group of volunteers. The maps and plans themselves were hugely interesting to read, and it was a privilege to be involved in the Project and to be able to see and handle the work'*.

From the original cohort of ten volunteers who completed the training session, six are committed to continuing to clean and repackage maps and plans in the collection or to volunteer with the collection in other ways.

### **What didn't work well**

Most of the 62 volunteer days were contributed by six of the volunteers, with the remaining four giving between one and three days. Many of the volunteers, although enthusiastic, were unable to give as many days as they had hoped, for a variety of reasons from prior commitments (many also volunteered elsewhere) to ill-health.

The archivist needed to be present when the maps and plans were being cleaned, to identify items, to retrieve them, to advise on questions in regard to materials, damage and treatment, and to shelve them afterwards. This required the archivist to clear dates in her diary that were also suited to the volunteers, and this limited the number of days that could be dedicated to the cleaning and repackaging.

The limited space available in the archive for cleaning and repackaging large maps and plans alongside researchers and other volunteers meant that only two volunteers could clean at any one time. A few Saturdays were added into the timetable when no one else was working in the archives, but capacity was still limited to a maximum of four volunteers. The amount of cleaning required also varied enormously and volunteers worked at very different speeds, all of which affected the number of maps and plans cleaned and repackaged in each day.

Because of all the above challenges, there remain a large number of maps and plans still to be cleaned and repackaged. Volunteering is very much a seasonal activity in Argyll, with much greater availability in the winter months when there are fewer other available activities (gardening, sailing, holidays etc).

Cleaning and repackaging the maps and plans involved various skills from sponge cleaning to sewing tapes to the polyester rolls. Some volunteers found aspects of this process harder than others – particularly the sewing. Teaming the volunteers carefully so that different skills were available at each training session was the most successful way of dealing with this issue,

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although this could be difficult to achieve given the limitations on space and dates and volunteer availability.

For the future, cleaning partnerships have now been established among the volunteers which will make planning for mutual skills and dates easier, although the space restrictions will continue for the foreseeable future.

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*The maps and plans cleaning and repackaging workshop (above), volunteers at work (below)*



### 3.3 Selective digitisation

Selective digitisation was planned for both preservation purposes and to provide community partners with local copies of images relevant to them. Conserved maps and plans have been digitised, size permitting, either at the HLH conservation studio or on their return to the Argyll Papers.

From the outset of the project, community partners were invited to review the lists of the contents of the archives and request images of relevant records. Some partners requested images to retain and make available locally, others have requested temporary images which are then transcribed and the transcriptions retained locally rather than the images. Where transcripts have been made, copies of these have also been provided to liveArgyll Archives and the Argyll Papers.

In the initially project documentation, the plan was to move archives off-site to digitise them. An additional financial donation to the Argyll Papers, however, enabled the purchase of a flat-bed scanner which has enabled documents up to A0 size to be imaged in-house, thus avoiding excessive movement of original material. We have also been able to teach project archivists and volunteers to digitise archives, from careful instruction on numbering to using the scanner and filing the images afterwards. This equipment will also make digitisation possible beyond the end of the project.

Images are supplied free of charge for community partners to enable local access but they are not to be published online (without specific permission), due to the complex issues involved in clearing copyright and IPR in images of manuscripts. Requests to publish specific images online or in publications will be referred back to the Argyll Papers and liveArgyll Archives.

Community partner	Number of images provided during WITL	Intended use of images
Auchindrain Museum	10	Specific images requested to illustrate new exhibition panels
Cairndow: Here We Are	700	Minute books imaged to support ongoing research
Lismore Gaelic Heritage Centre	20	<ol style="list-style-type: none"> <li>1. Images of records relevant to project to restore lime kiln</li> <li>2. More general material in support of ongoing research</li> </ol>
Ross of Mull: Pennyghael Past	1042	Images of estate correspondence relating to estate management in the Ross of Mull in the 19th century and Tobermory Procurator Fiscal records. Supplied for transcription.
Oban: Rockfield Centre	91	Images of documents relating to the foundation and early development of Oban.
Tiree: An Iodhlann	2782	Selected archives relating to the management of Tiree as part of the Argyll estates, with Tiree Poor Law records up to 1919.

### What worked well

Once community partners identified records for which they would like copies to hold locally as part of the Written in the Landscape project, the images have been identified and supplied efficiently.

A number of the AP volunteers are now skilled and able to prepare for and capture images of the archives. They will be able to continue using these skills on behalf of the project archives and for any other projects with which they are involved in future. We will also be able to roll-out the training to liveArgyll volunteers.

Whilst permission to publish online cannot be given to bulk supplies of images due to the complex nature of copyright and IPR, individual requests will be dealt with as and when they are received by community partners and forwarded on to liveArgyll Archives and the Argyll Papers.

There is a team of transcribers working remotely on behalf of both archives to enhance access to the content. Because of the select digitisation undertaken, images are now readily available to supply volunteers. These projects, detailed in the table below, will continue beyond the end of the project.

Document images	No. volunteers	Description of volunteers' tasks
Ross of Mull estate correspondence & Tobermory Procurator Fiscal records	1	Transcribing Ross of Mull estates correspondence and Tobermory Procurator Fiscal records.
Tiree correspondence, 18th century	1	Transcribing earlier Tiree documents which require skill in reading 18th century secretary hand
Tiree documents, 19th century	13	Currently working on Tiree Instructions to Chamberlain, 1801-1802
18th century courtbooks	4	Transcribing 18th century court books secretary hand which require additional skills in reading 18th century secretary hand
Maclean stories	7	Transcribing the English translations of the Gaelic Dewar Manuscript stories
Maclean stories	1	Illustrating stories for publication as blog posts

### What didn't work well

Selecting images for digitisation would have been easier for community partners had there already been comprehensive catalogues of both collections. There was a tendency for community partners to request images of everything relevant (which was not feasible). This was resolved by partners visiting the archives to select material for themselves, through requests following the local history sessions (see 4.3 below) or through specific subject queries.

Discussion of selective digitisation with community partners clarified the lack of accurate knowledge and awareness of copyright and other intellectual property rights in images of archival material. The project addressed this lack of knowledge by organising a specific training day on copyright.

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Providing images of documents does not automatically make them accessible – researchers need to be able to read them which often requires palaeographical skills. The project followed up on this by offering palaeography training in the formal training course (see 5.1 below) and through additional training days (see 5.2 below).



*One of our younger volunteers who particularly enjoyed learning to digitise the archive material*

## 4. Promoting the archives

The project plan prescribed a series of open days, tours, talks and exhibitions to promote the archives to a wide audience and deliver a local history training course. These outputs will be grouped under (1) open days, tours and talks, (2) exhibitions and (3) local history training course.

### 4.1 Open days, tours and talks

During the project, both archives opened as part of the national Doors Open Day programme (Argyll Papers 2017 & liveArgyll Archives and Argyll Papers 2018) and for International Archives Day (liveArgyll Archives 2018). For open days, a display of documents was laid out in the relevant archive and, for Doors Open Days, ‘behind the scene’ tours of the stores were offered. As numbers for tours of the stores had to be limited, potential visitors were asked to book in advance.

The initial project plan required each project archivist to deliver a talk. In reality, a number of talks were delivered by project archivists and archivists to various audiences.

Date	Speaker	Audience numbers	Audience
06/03/2018	AP archivist	18	Inveraray Local History Society – with a high proportion of retired members
17/09/2018	liveArgyll project archivist	c.100	Oban High School, to 5 history classes, S1 to S6
14/12/2018	AP project archivist	8	Talk on the Inveraray volunteer project to family and friends of the volunteers
14/12/2018	AP archivist	19	Lorn Archaeological and Historical Society, Oban - with a high proportion of retired members
31/01/2019	AP archivist	9	Natural History and Antiquarian Society of Mid-Argyll in Lochgilphead - with a high proportion of retired members
13-17/05/2019	Both project archivists, liveArgyll archivist and AP archivist	Between 13 and 80	A series of talks on various subjects as part of the Tìree Roadshow

### What worked well

Following the disappointing number of visitors during Doors Open Day 2017, we took personal responsibility for advertising that we were open in 2018. This included a series of articles in the West Coast Review, all of which promoted the forthcoming opening and which were distributed online as well to houses in Argyll. Additionally, as this Doors Open Day coincided with the Inveraray the Old Town and the New exhibition, we were able to offer additional themed tours (see 4.2.2 below). We provided mutual support by highlighting the potential to visit two archives on the same day. The success of Doors Open Day 2018 has resulted in an ongoing initiative for liveArgyll Archives to offer ‘behind the scenes’ tours of the archives on specified days. Neither archive is open regularly at the weekend but the success of Doors Open

Day 2018 shows that this would potentially be worth doing, with suitable planning and advertising.

Both of the History teachers that the project archivist met at Oban High School were really engaged with her talks and seemed very interested in using the archives for lessons in the future and finding out more about what else is held that might be useful to them. In every class, there was at least one pupil who was willing to explain what archives were, although the confidence to contribute to general discussion varied considerably between the classes. The project archivist's report on the talks is included in full in Appendix 6.

### **What didn't work well**

Attendance at the open days varied considerably. In September 2017 attendance at the Argyll Papers open day was very disappointing, with only seven people visiting. Whilst the weather on this day was inclement, we felt that there was inadequate advertising by the Doors Open Day organisation in Argyll.

The liveArgyll Archives opened for International Archives Day on the 9 June 2018. Attendance was again disappointing, but the lack of Council social media support and physical signposting and a lack of awareness of 'International Archives Day' by the general public meant that there were only 5 visitors. Curiosity and an interest in genealogy were the main factors in encouraging the visitors to attend the open day. They enjoyed the exhibition and indicated that they had learned from their time in the archive; in particular, an '*understanding of what there is*'.

Only five people booked to attend Doors Open Day 2018 at liveArgyll Archives, with the addition of a "walk-in" who had noticed the advertising balloons at the entrance. While their comments were all very positive (and almost all intended to make their way directly to Inveraray to visit the Argyll Papers), everyone other than the walk-in already had an interest in archives. The decision by the Argyll Doors Open Day Team not to use banners for advance advertising most certainly had a negative effect on the opportunity for audience development and was instrumental in the decision by liveArgyll Archives not to participate in 2019. On a positive note, however, it did highlight to the Archives Team the importance of finding ways to publicise the Archives to people who are not actively looking for ways to engage with the facility, which was a useful learning point.

## **4.2 Exhibitions**

### **4.2.1. Mermaids and Muggles**

This exhibition was a collaborative project between Argyll Estates, liveArgyll Archives and Campbeltown Museum, with support from Friends of Campbeltown Museum, Campbeltown Library and the Scottish Council on Archives (SCA).

The exhibition featured the Anne Campbell Collection from Campbeltown in Kintyre, and included stories about the history of Kintyre and, particularly, sightings of a mermaid off the coast in 1811. There was also a direct family connection to the children's author, JK Rowling (hence the title of the exhibition). Items from the Anne Campbell Collection were supported

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with additional archive material from liveArgyll Archives and the Argyll Papers. The exhibition was in Campbeltown Library and ran from 17 October to 16 December 2017. It was open to the public, free of charge, during library opening hours.

The exhibition was developed by the archivists and the Campbeltown Museum curator with input from the Friends of Campbeltown Museum and from a volunteer with the Argyll Papers.

There was an accompanying leaflet ('exhibition catalogue') with additional information and suggestions for further reading, and a visitors' book to collect comments.

Alongside the exhibition the liveArgyll archivist and the Argyll Papers archivist offered a 'meet the archivist' opportunity at Campbeltown Library on Saturday 4 November. Six two-hour workshops for primary school pupils were created and led by the SCA Education Officer in the library between 7 and 10 November.

### What worked well

The exhibition was installed throughout the library for two months. During that time 7150 people visited the library and therefore had the opportunity to see and engage with the content. A visitors' book was available, but there were very few comments left. Those that were there were all positive: *'Fascinating! I hadn't realised the connection to Kintyre of JKR'; 'Amazing to find out JK Rowling's Kintyre connections'; 'v. interesting. Love the portraits'; 'Interesting links'*. The Librarian also confirmed that there were many positive comments from the public.

The volunteers involved in creating the exhibition learnt from their experience: *'I would be more assertive in the future were I to be involved in something like this again'*, and *'I could have helped develop a strategy to ensure potentially interested local groups were aware of the exhibition and encouraged to visit'*. Valuable insights to the creative process for both volunteers and archivists.

The school workshops were particularly successful: using drama activities, group interaction, discussion and research to explore the themes of the exhibition. The workshop content directly supported Curriculum for Excellence outcomes and experiences in using primary and secondary sources. It also provided an opportunity for the children to develop skills in observing and recording, exploring and evaluating sources, critical thinking, discussion and debate and developing an awareness of sequence and chronology.

A particular benefit of the Mermaids and Muggles exhibition was the partnership working between library, archive and museum professionals in Argyll and Bute. Drawing on the resources and expertise of all the partners enabled a rounder exhibition to be developed at minimal cost, as well as providing an opportunity for the professionals to develop new relationships.

Over 7000 people who visited the library potentially now have a greater awareness of what archives are and the value of the information contained within them. As the nearest archive to Campbeltown is Lochgilphead, over an hours drive away, it is likely that most of these people will be a 'new audience' for archives.

### What didn't work well

There was no feasible way of distinguishing those who were visiting the exhibition from those on a general visit to the library. And, given the lack of comments in the visitors' book (the librarian suggested that the inclusion of a column for 'email' in the visitors' book may have discouraged many from commenting at all) it is disappointing to have achieved so little feedback.

The volunteers commented that their own contribution to the process '*was fairly minimal*' and '*I was not sure what I could/should contribute to the working group*'. As organisers, we need to ensure that, in future, we prepare volunteers better. We can take this learning forward when organising similar events in future.

Although the library was an accessible venue, it also imposed its own limitations. In particular, feedback showed that the exhibition was fragmented by its location: '*I felt the display space was rather broken up. I know this could not be helped because of the computers and desks around the room*'; '*it is difficult to find the ideal venue to display materials*'.

There was disappointingly little interest in the "Meet the Archivists Day". The majority of the people who engaged with us were already archive regulars, and others largely just wanted to chat. This may have been due to our choosing to run this event on a Saturday (when the majority of the visitors to the library were mothers with young children), or it may have been down to insufficient advertising. Alternatively, it may simply have been that people just didn't understand what we were offering. For future events it would be worth considering a more wide-ranging advertising campaign, and utilising the volunteer network more effectively.

See Appendix 7 for the full evaluation of the Muggles and Mermaids exhibition.

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*The document display cabinet and one of the banners at the entrance to Campbeltown library (above) and a pupil giving evidence at the schools workshop (below).*



#### 4.2.2 Inveraray the Old Town and the New

The Inveraray the Old Town and the New was a volunteer project led by the project archivists. A team of four volunteers transcribed 25 rent records and 70 assorted administrative records and memorials. The transcribed data was used to pull together a re-imagined map of the old town of Inveraray with short descriptions of the buildings and their location. This formed the heart of an exhibition which was installed in Inveraray Castle, by kind permission of His Grace the Duke of Argyll, who also offered free access to the Castle for those visiting specifically to see the exhibition. As the relevant documents from the archives used in the exhibition were heavily text based, the content was broadened and made more visually attractive by the addition of artefacts from the Castle's own collections and from Campbeltown Museum. Alongside the exhibition, a short, illustrated publication was produced in which two academic contributors featured in two short essays.

A podcast was also produced, a discussion between volunteers and the academic contributors whilst walking the ground where the old town of Inveraray once stood. It was intended to appeal to a broader audience.

The exhibition and the archive more generally, was covered by a short news piece on BBC Alba 'An Là' at 8pm on Thursday 27th September, 2018. There were 15,759 visitors to the Castle in September and 7640 in October. Given that the exhibition was positioned in the final room of the standard Castle tour, we can assume that anyone visiting the castle will have seen the exhibition.

Once the exhibition in the Castle finished, the display panels were put up in the archives research room, providing ongoing free, access to members of the public. A celebratory event was also for the volunteers, their friends and families held in the archives in the December following. The exhibition report can be found in Appendix 8.

#### What worked well

This was a successful volunteer project. The four volunteers were recruited from the local history society. All were local, retired and had connections to Inveraray and a specific interest in local history. They wanted to increase their knowledge of the old town of Inveraray through research in the archival records, *'Being local I was interested in the old town of Inveraray and looked to doing some research on the subject'*.

They transcribed a large number of records, making them more accessible in the future, and enjoyed the process, *'It was good fun finding the old names and discovering what the people did – I really enjoyed it'*, but also the company, chat and cake that were all part of the experience.

Feedback on the exhibition, booklet and podcast were very positive, particularly about the 'map' of the old town that was created from the research and which was featured in both the

exhibition and the booklet. The booklets were available, free, to visitors to the exhibition and copies were sent to Friends of the Argyll Papers (supporters of the archives at the Castle) and interested parties throughout the world. LiveArgyll Archives and Mid Argyll Library (the nearest to Inveraray) also made copies available to customers and found that the supply was exhausted very quickly, so great was the interest. The Clan Campbell Education Foundation has suggested that they would be interested in assisting financially with a second edition of the booklet.

Volunteers appreciated the exhibition, *'The exhibition was very well presented and really interesting. The booklet was excellent and a great success'*, as well as the general public who left positive comments in the visitors' book: *'inspiring', 'impressive', 'very informative', 'hopefully permanent display'* (sadly one that we had to disappoint), *'beautiful display of history'* among many others.

Following the exhibition, two of the volunteers have continued to volunteer in the archives on a regular basis, moving onto new cataloguing and research projects. A third has expressed his interest in returning if there should be another research project of interest to him. Three of the volunteers also shared their knowledge by providing guided 'tours of the old town' for Doors Open Day 2018 (whilst the exhibition was still on display in the Castle) and for members of the Neil Munro Society in September 2019.

A secondary benefit from the exhibition was that the project archivist and archivist demonstrated to the Castle manager that it was possible to change a display in the Castle mid-season without disrupting the visitor experience.

### **What didn't work well**

There are no venues in Inveraray suitable for an exhibition other than the Castle and, unfortunately, the space available within the Castle was not accessible. Once the exhibition was taken out of the Castle, therefore, the display boards were put up in the Argyll Papers research room which is accessible to all.

The volunteers felt that the exhibition needed an invigilator permanently present who could have explained more about the research to visitors. There was insufficient resource to provide this, but further information could have been given to the Castle guides.

To date, the podcast has been played 62 times and 'followers' include BBC Highlands and Islands, In Our Time, National Museums Scotland and History Scotland. For the volunteers, the podcast was the least successful output because they do not on the whole spend much time online. It is disappointing that the podcast has not been played more times, but at c.60 mins long it is perhaps a little long for the casual listener.

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*Volunteers, historians and project archivist record the podcast about the old town of Inveraray*



*Volunteers guide members of the Neil Munro Society around the site of the Old Town of Inveraray*

### 4.2.3 Tiree Roadshow

The Tiree Archives Roadshow was intended to promote and facilitate access to the collections held in the Argyll Papers and liveArgyll Archives, to raise awareness of the existence of these collections and to engage the local community with content relevant to their heritage.

The Roadshow took place between 13 and 17 May 2019. It comprised an exhibition in An Iodhlann, the community heritage centre (display boards, pop-up banners and a display of original material); additional events in the An Talla community hall each evening, including displays of documents, a local history and palaeography workshops; a bird ‘walk and talk’ with the local RSPB officer; and archive handling sessions and drama workshops in Tiree Primary School.

The Roadshow was very well supported by the local community, in particular on the final evening for the closing event, where over 10% of the island community came along:

Day	An Iodhlann visitors	An Talla event	Number attending	Bird ‘walk and talk’
Mon		Launch evening	30	
Tues	35	Local history workshop	14	
Weds	65	Palaeography workshop	24	
Thurs	37	Closing event (talks, drama performance, original material)	80	13

Two volunteers with the Argyll Papers were involved in preparing for and delivering during the Roadshow, both of whom have family connections to Tiree. They undertook research and transcription in advance of the Roadshow, contributing to the displays and one of them delivered a talk based on her volunteering.

Original archive material was taken into the Primary school for handling sessions, and two stories from the archives were selected for use in drama sessions. The whole primary school (62 pupils) was involved in the drama workshops, both the Gaelic and English streams. Twelve of the older children then volunteered to participate in further sessions on the following day, creating and delivering a piece of drama based on one of the stories at the Roadshow closing event.

#### What worked well

The variety of workshops and events planned for the Roadshow worked really well, with good attendance figures. Many of the community returned night after night, partly for the different workshop/event but also to admire and study the selection of original archival material that was on display.

The original archival material itself was a particular draw – many of the pieces on display had never been seen ‘in the flesh’ by members of the Tiree community before, but only as images or in published transcriptions. The scale and beauty of the pictorial Survey of Tiree made by James Turnbull in 1768/9, newly cleaned and conserved, was a particular attraction, both for local historians and for those just browsing.

In general, archives are accessed by those who are seeking answers to particular questions or researching specific subjects. The format of the Roadshow allowed the Tiree community to browse some of the relevant records, to enjoy the beauty of artwork and handwriting in the same way that you might enjoy pictures in an exhibition. In particular the closing event, where parents came to watch their child perform, provided an opportunity to engage with a totally new audience.

The school workshops and, particularly, the performance delivered at the closing event, were very well received by teachers and pupils. The staff were keen to deliver drama, but felt themselves to be short of the time and the skills to deliver it themselves. The Roadshow workshops thus assisted with meeting curriculum outcomes.

The interest in the archives and the willingness to participate in all aspects of the Roadshow was incredibly moving. The exhibition panels that we created for An Iodhlann, the community heritage centre received the following feedback: *‘thank you for bringing your wonderful exhibition, workshops and play to Tiree. I was delighted by the number of people who attended, their enthusiasm remarkable. Record numbers for An Iodhlann! Congratulations all.’*

The following feedback was received from the chair of the trustees of An Iodhlann: *‘Tiree seems a very quiet place today after the intensity of the week. You have proved me wrong. It is not that islanders have no passion for their history, but that they have had no access to their history. Your outreach to us has filled that hole. Thank you for coming, thank you for putting so much care into your choice of documents, thank you for allowing us to feel them, thank you for bringing our children into the heart of the project.’*

### **What didn’t work well**

The Roadshow was a series of events brought by the project to Tiree, although we sought input from the community in advance of our visit. While the events that we delivered were well attended and we received excellent feedback, we would prefer future events to be more collaborative.

There were too many attendees at the palaeography workshop which is really a small group activity. Spaces had not been limited as we expected around 10-12 attendees – with 24 people participating we ran out of worksheets and pencils. This was a useful learning experience in terms of organising subsequent palaeography workshops.

From the point of view of the archivists, this was a fun but really hard week, with very long days as we were working from 9.00am to 10.00pm each day. If we were organising a similar event again, we would schedule in a slightly less busy programme of events.

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*A group of adults animatedly discuss the details of Turnbull's survey of Tiree. Photograph by Jack Lockhart, Tiree (above) and a group of P6 pupils from Tiree School create a piece of drama for performance at the closing event (below)*



#### **4.2.4 The Monument Rubbings project**

The Monument rubbings project started out as a cataloguing project. Two volunteers had agreed to catalogue the 20 volumes of rubbings of stone funerary monuments collected by Lord Archibald Campbell between 1892 and 1906. To ensure that the catalogue was accurate, the data recorded on the rubbings themselves was compared against data collected at other times and in other places, providing a detailed record of what had been visible at the end of the 19th century and what was visible in the 21st century.

The uniqueness of the collection itself, the depth of information collected and the pictorial detail of the rubbings led to the decision to produce a leaflet (specifically featuring the rubbings from Kilbride kirkyard for the MacDougall Gathering at Dunollie in August 2019) and a more general booklet introducing the collection of rubbings. The volunteers used the flatbed scanner to create high quality images of the rubbings, most of which had to be taken in sections and stitched together, researched and wrote the text for the leaflet and then the booklet.

The end result is a 56 page fully illustrated guide to the collection of rubbings, with information on the carvers and the imagery that they used. The catalogue, currently still a spreadsheet, will be imported into the Argyll Papers online catalogue.

##### **What worked well**

The volunteers have submitted detailed spreadsheets of the monument rubbing volumes and have imaged virtually the whole collection. The spreadsheets will be imported into the catalogue, and the images have already been used for leaflet and booklet and will be available in the future. As the volumes are large and unwieldy, having digital images is a definite advantage.

The volunteers came across from Mull, visiting Inveraray for two or three days at a time and working in the archives during the daytime. These short trips proved to be a good way of working for volunteers from an island, although not a cheap option. It was great to be able to assist with the costs of their travel and subsistence through the project budget.

The cataloguing that was done for the monument rubbings was inspired by these volunteers previous knowledge and experience with Kilbride, one of the burial sites included in the rubbings volumes. The volunteers also enhanced the catalogue entries by detailed research in other related sources, online and published – in particular highlighting where monument stones have vanished or are now illegible and the rubbing provides the only historical record.

##### **What didn't work well**

The volunteers very kindly agreed to talk about the monument rubbings and their experience at an event organised by CHArts Argyll and the Isles. Having prepared a powerpoint presentation it was disappointing that the venue used a stone wall of a church as the screen making the slides difficult to see. Despite this, the volunteers delivered their talk and assisted in talking about the rubbings during the course of the day.

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*Volunteers cataloguing the collection of monument rubbings in the Argyll Papers*



### 4.3 Local History training course

Given that the local communities in Argyll are the experts in their own histories, we interpreted this output of the project as an opportunity to promote our archive collections to local communities, featuring the records that we held that would be of most use to them in their research.

We delivered a series of two-hour workshops in Campbeltown, Lochgilphead, Inveraray, Dunoon, Strachur, Helensburgh, Oban, Bunessan (Mull), Tobermory (Mull) and Tiree. Where possible, these workshops were organised in partnership with a local history group to ensure that we reached those with a particular relevant interest. Additionally the local history workshops were advertised on the CHArts Argyll and the Isles (Culture, Heritage and Arts Argyll and the Isles) website, [www.chartsargyllandisles.org](http://www.chartsargyllandisles.org) and to community partners via the project updates.

Each of the workshops followed the same format: a general introduction, with powerpoint, to the liveArgyll Archives and the Argyll Papers, describing the types of records held and the information that they contain, followed by an opportunity to ask questions and finishing with time for the community group to have a close look at the original material (area specific) that we took with us and to ask us questions privately.

Location	Date	Notes	Audience number	Partnerships
Campbeltown	17/01/2019		12	Campbeltown Library
Lochgilphead	28/02/2019	2 workshops	28	
Tobermory, Mull	12/03/2019	Rescheduled to 21/05/2019	9	Mull Museum
Bunessan, Mull	12/03/2019	Rescheduled to 22/05/2019	14	Ross of Mull Historical Centre
Helensburgh	16/04/2019		24	North Clyde Archaeological Society
Inveraray	07/05/2019		23	Inveraray Local History Society
Strachur	09/05/2019		28	Strachur & District Local History Society
Tiree	14/05/2019		13	An Iodhlann
Oban	28/05/2019		20	
Dunoon	04/06/2019		12	

#### What worked well

The workshops were well-attended by interested audiences and we received very positive feedback, in person at the sessions and afterwards by email. For example, *'I was thoroughly*

*inspired by your talk at Strachur and hope the rest of the venues you are visiting are going well.'*

We benefitted from collaborating with the local history societies as those partnerships ensured that we had a good audience and, in many cases, we could also access their usual venues.

The overwhelming interest in the archive collections, and particularly that they were open to researchers, was demonstrated through questions on the night and from follow-up enquiries and visits to the archives. As one participant explained, *'this workshop gave me good insight in the resources available at the Argyll Estate and Live Argyll. It was also clear that the archivists are welcoming of enquirers and very happy to help'*.

*'The overview of the resources at Inveraray and Lochgilphead was well presented, the enthusiasm of the professionals was catching, it was made evident that visits to Inveraray and Lochgilphead would be welcomed and that help would be given to point researchers in the right direction to further their enquiries.'*

Displaying original material and allowing the attendees to look at it and touch it was also very well-received, *'Everyone was fascinated by the maps, and other material which was brought, and we would welcome another workshop'*. Since a number of the workshops were in quite remote locations (on the islands of Mull and Tiree), attendees may have had few opportunities to engage with original documents previously.

Although we had imagined that those attending would mostly know each other through the partner organisations, there were 'new' faces present, *'it was good to share the day with both Alison and Rory and to meet new researchers among those attending'*.

The Ross of Mull Historical Centre published a brief summary of the local history workshop on their website at, <https://romhc.org.uk/news/written-in-the-landscape-an-archives-workshop/>.

### **What didn't work well**

Local society meetings are often for members alone, and we had to persuade some of our partners to open up their meeting to non-members. In the case of Helensburgh, this also meant finding a larger venue, and we shared the cost of hiring the larger space with the Society.

The workshops on Mull had to be postponed from March to May due to inclement weather and its impact on the ferries. This highlighted some of the difficulties of island life. The workshops were re-scheduled, but not all of those who originally registered to attend were able to make the new dates.

Mid-way through the series of workshops one of the project archivists left the project. Whilst she was particularly organised and had completed powerpoint presentations and selected documents for display for all the remaining workshops, this did mean that her presentations needed to be delivered by someone else – never an ideal situation.

Not everyone involved in delivering the workshops (archivists and project archivists) had the same level of experience of giving presentations and feedback suggested that some of the

delivery was a bit stilted. All the feedback however confirmed that the presentations were well-prepared and a lot of effort had been invested in them, and in the case of the less experienced presenters, this did have the benefit of assisting in their own professional development.

People always want more than can be delivered and many of the questions asked at the workshops were very specific and required research to answer. Other requests can be put aside for potential future events, for example, *'I would have liked to have learned a little more about the processes of archiving (as opposed to knowing what resources are available) and how resources, in a digital age, can be arranged in order to be shared in common'*.

A greater level of supervision was required than initially anticipated when the participants were handling the records. While the high levels of enthusiasm extremely gratifying it did lead to certain of the files becoming slightly disordered, and where refreshments were supplied, it became apparent that keeping these well away from the records was not something that non-professionals would necessarily realise was important. At the opposite end of the spectrum, some people did not realise until told otherwise that they were welcome to actually handle the records, and so may not have had the full experience that was intended.

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*Local history workshops at Campbeltown (top left), Inveraray (top right) and Mull Museum, Tobermory (bottom).*



## 5. Training and mentoring for community partners

The project outputs included a training course in archival skills for community partners; a practical workshop teaching the skills required for cleaning and repackaging maps and plans (see 3.2 above); and to provide mentoring support for community partners. In this evaluation, the activities delivered will be divided into three sections: (1) the formal training programme, (2) additional training events and (3) mentoring.

For all the training events that we organised, we offered travel and subsistence payments to participants. As most of our community partners organisations are volunteer-led and have very limited budgets, it was important that we could ensure that no one was prevented from attending due to the distance to the training or the costs of travel.

### 5.1 Formal training offer

The formal training programme was delivered over three full days of training by The Archive Skills Consultancy Ltd, who are qualified and experienced in delivering courses teaching the philosophy and skills required for archiving to non-archivists. The three sessions addressed arrangement and cataloguing of collections in the first day; palaeography and indexing in the second day; and preservation and photographs in the third day. The training sessions were held in Oban, as it is a hub which is reachable for most people in Argyll, whether based on the mainland or on the islands.

Interest in the training was demonstrated by the numbers attending, which grew from 18 attendees at the first session to 26 bookings at the third. Feedback forms were given out at each training session and returns invited on the basis that the results would directly affect the organisation of the next event. 12 out of 18 forms were returned for the first session, 24 out of 24 for the second session and 13 out of 21 for the third and final session.

The summary evaluations for the formal training days are available Appendix 9.

#### What worked well

Margaret Crockett and Janet Baker from The Archive Skills Consultancy led well-structured training days, teaching what could be considered quite 'dry' content in an interesting and engaging way. The feedback was 100% positive about the delivery of the workshops. Individual comments included *'another excellent day – I really feel empowered now!'*, *'very effective & calmly approached'* and *'Really excellent training – achieved my objectives! Now know how to tackle a collection of stuff with a view to archiving it. Presenters were 1st class – thank you'*.

Organising specific dates that suit everyone is always difficult. It was managed for these training days by agreeing a specific week with the trainers and then 'doodling' potential participants for their availability within that week. This worked remarkably well and, barring illness and other unavoidable and unforeseen difficulties, those who booked virtually all attended.

Being able to offer travel and subsistence to attendees ensured that all community partners could attend. Argyll is a large geographic area and many of our community partners are based

on islands, requiring travel around ferry timetables or long drives. Offering travel and subsistence really makes the difference between being able to attend a training event or not.

Those attending came for very similar reasons and generally because they had collections of archive material which needed to be dealt with, summarised beautifully by one attendee as needing to know *'where to start when presented with a collection of stuff'*. Others highlighted specific skills they wanted to enhance in cataloguing and description of papers, *'best practise so that I can develop policies in my new job that will help me marry info learned today with existing practise at the museum'*; in palaeography *'Be able to understand & read old handwriting'*; and in dealing with preservation of paper and digital material, *'To learn about practical methods of preservation and digitisation'*. The attendees generally felt that their learning needs had been met, although within the three days there was obviously insufficient time to cover every aspect in depth.

### **What didn't work well**

The three training courses were held in three different venues in Oban, according to availability and in an effort to secure best value for money. The second of the venues, although officially of suitable capacity for the number of people attending the training, proved to be too small and had insufficient facilities, which was commented on in most of the event feedback forms.

There were some tricky group dynamics within each workshop according to who was attending, and some of these were highlighted in the feedback. Because each attendee came from a particular community archive, there were some quite specific issues and questions asked, and some of these were not relevant to everyone. This led to comments such as *'problem with delegate taking too much time'*. Where issues not relevant to everyone were being raised, other conversations sometimes started alongside, which also caused issues such as *'being deaf means having difficulty if more than one person is speaking at a time'* (although we had not been advised of any specific hearing difficulties so had not made any additional allowances for that). Overall, however, there were very few adverse comments and an awareness of these issues after the first training day allowed them to be addressed at later days.

## **5.2 Additional training events**

Feedback from the formal training offer included requests for additional training in cataloguing palaeography. It also became clear from the formal training in preservation and digitisation that there was a lack of general knowledge and understanding about copyright and other intellectual property rights. These were addressed by a series of additional training events.

### **5.2.1 Copyright & intellectual property rights**

The copyright training was delivered in partnership with the Scottish Council on Archives, who sponsored the fee for the trainer Victoria Stobo, currently a lecturer at Liverpool University but formerly at the CREATE centre in the School of Law at Glasgow where, as a Research Assistant, she worked on the Copyright & Risk: Scoping the Wellcome Digital Library project. The project funded the venue, refreshments and offered travel & subsistence to attendees.

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There had been initial expressions of interest in copyright training from 20 community partners. When the date had been fixed, 13 were able to attend and 10 actually attended on the day.

The training was structured around the Copyright Game. Following a general introduction, the attendees were divided into teams in which they considered various scenarios, playing the appropriate 'cards'. Whilst the emphasis was on learning rather than competing, there was a prize for the winning team at the end of the session.

Each attendee was given an evaluation form. Five of these were returned (50%), all expressing full appreciation for the event.

### **What worked well**

Victoria proved to be a very knowledgeable as well as an interesting and engaging workshop leader. She delivered suitable introductory material and led the discussion in each round, allowing space and time for attendees to raise their own specific queries. Attendees gave Victoria a 100% positive response for the information that she imparted and the delivery. As one attendee wrote, *'our trainer displayed a phenomenal knowledge of a very complex subject'*.

All attendees appreciated the clarification of complex legislation and contextual implications. In particular, attendees highlighted the particularly useful knowledge on *'where to start'* in solving complex copyright issues and provided a clear process for considering all the aspects.

As the group was relatively small, and the attendees were working in teams, it was also an ideal opportunity for networking.

### **What didn't work well**

Ultimately, only half of those who had expressed a particular interest in learning about copyright were able to attend the training event. This was unfortunate, but unavoidable due to the limited dates available for the trainer. It would be worth considering another, similar event in future.

The venue (another 'new' space) was big enough for the 10 attendees, but we would have struggled had the 14 attendees all been able to attend. Booking venues remotely and without being able to visit them in advance of an event has its drawbacks.

### **5.2.2 Palaeography**

As part of the formal training programme, Margaret and Janet had focussed on handwriting from the late 18th and 19th centuries. A number of community partners were keen to do more work on palaeography and to have some training in secretary hand, the hand-writing usually found in Scottish documents from the 16th and 17th centuries.

We were able to deliver this training in partnership with the Scottish Records Association (SRA) which had recently created a new course, 'Palaeography Pointers: or what on earth does that say?' The course was devised for hire by groups around the country, with or without a tutor. As the archivist at the Argyll Papers was a member of the SRA, there was no hire charge for the

workshop, and the archivists from the Argyll Papers and liveArgyll Archives took on the role of tutor.

An initial palaeography workshop was delivered as part of the Tiree Roadshow (see 4.2.3 above). This first delivery demonstrated that palaeography is not a large group activity – the 24 who attended was too large a number for both their confidence and for the tutors to lead appropriately - and that more than the suggested 2 hours was required to cover the course content. The three further workshops were scheduled in diverse locations around Argyll (Sandbank by Dunoon, Inveraray and Oban) and 5 hours were allowed for each workshop (including lunch and refreshment breaks). See Appendix 10 for the full summary evaluation.

### **What worked well**

All those who attended these training sessions enjoyed the experience. Many of the comments made in the evaluation focus on the enjoyment experienced and the benefits of working with a group, as well as the learning. We are considering how we can continue to provide this group experience, either by establishing a palaeography [book] group meeting on a regular basis or by running future training events.

Following on from the events two volunteers have joined online transcription projects with the Argyll Papers, five who already volunteer feel better informed and better skilled, and the Argyll Papers and liveArgyll Archives have each attracted an additional volunteer.

Allowing 5 hours for each workshop rather than 2 gave the attendees space to breathe and socialise, as well as focus on the transcriptions. At all the sessions, there was a relaxed and friendly atmosphere which worked really well to support learning.

### **What didn't work well**

There was quite a range of abilities at each workshop. Although advertised as a beginners' workshop, a few of the attendees had completed other courses or had substantial experience. Having said that, everyone who attended appeared to learn something.

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*Participants taking part in the paleography workshop in Oban*



### **5.2.3 SCA Community Archives First Steps workshop**

Towards the end of the project, we were approached by the Scottish Council on Archives (SCA) who were planning a travelling roadshow for community archivists and wished to deliver one of their events in Argyll. They were looking for a partnership to share the delivery costs and to assist attendees with travel & subsistence, and for the liveArgyll and Argyll Papers archivists to be part of the the delivery team.

The programme for the workshop included a number of subject areas for which our community partners had asked for additional training: basic conservation skills (cleaning & repackaging documents), cataloguing, data protection, and preservation of digital records, so we were happy to partner on this event.

#### **What worked well**

The sessions were interesting and delivered well. In particular, the practical cleaning session and the talk about preserving digital records were very well received.

Some of those attending were 'new' faces to the project, representing new community groups and projects, which was great.

#### **What didn't work well**

There were limited places on the SCA workshop as part of the day was a practical session of cleaning documents and this required space and materials. 19 of the 20 available spaces were booked for the day, although only 13 actually came to the event.

## **5.3 Mentoring**

Throughout the project the archivists and project archivists at liveArgyll Archives and the Argyll Papers have sought to provide mentoring support for community partners, and we envisage that we will continue this role beyond the end of the project. Whilst we hope that our community partners will have learned information and skills during the project to enable them to manage their own collections of archives better, we realise that our expertise as qualified professionals and our roles as paid employees will continue to make out support essential.

All those involved in the training, archivists, curators and volunteers have learned together and developed relationships that will be ongoing and will provide mutual support: we may be the professional archivists, but our community partners have the detailed local knowledge which provides the context for our records.

#### **What worked well**

During the project, mentoring and mutual support has developed naturally, with community partners meeting at the various training events and building relationships between themselves, and with archivist and project archivists providing advice on request. Individual mentoring visits have been made to 'Here We Are' at Cairndow to advise and assist with project development and to Kilmartin Museum to advise on care and storage of their archives.

As a direct result of local history workshops, we organised return 'mentoring' trips to Mull Museum, Tobermory and the Ross of Mull Historical Centre, Bunessan on Mull. These visits

provided an opportunity to take a different selection of original records for the local community to look at, and to talk about how we might work together beyond the end of the project. They included a substantial amount of sitting around a table and talking, about the care and preservation of archives, security, continuing to identify and share training opportunities, to find ways of co-operatively ordering conservation and storage supplies, and to work together to find solutions for ongoing challenges, for example, in managing digital records. A follow-up email from Bunessan show the appreciation and use of what we offered: *'Thank you for making the long journey to give us another worthwhile session. The archives - rental rolls etc - that you brought, were fascinating. And the accompanying conversation, about the constraints, challenges and possibilities for a local history centre, were very helpful,'* and plans for the future, *'We hope it might be possible for some of us - when we have worked out the possibilities of travel and accomodation - to come and visit the Archives, with specific research in mind'.*

Following on from the very successful Tiree Roadshow, we returned to the island in September 2019 to discuss how we might develop and strengthen the relationship between the Argyll Papers and the liveArgyll Archives and An Iodhlann and the community on Tiree. Arriving on the island with a blank piece of paper, by the end of the week we had a plan for a project to use stories of Tiree, connecting the physical places to which they relate and the archival and artefactual records to inspire creative responses from musicians, poets, film-makers and dramatists, and to bring these stories together for a performance on the island. This project will promote archives to a new audience of artists, as well as strengthening already established relationships.

### **What didn't work well**

At the start of the project we attempted to establish an online forum for our community partners, thinking that this was really the only practical way to establish a sustainable network given the geographical state of Argyll and the islands. This failed to take off, largely due (we think) to the general disinterest in communicating online. Since then, the development of the CHArts Argyll and the Isles organisation and the re-vitalisation of the Argyll and Bute Museums and Heritage Forum (ABMHF) means that there are other providers of online directories and social media platforms. The ABMHF is also establishing a register of members' expertise, which will provide a basis for mutual support within the area. LiveArgyll Archives and the Argyll Papers intend to pursue grants that will allow them to investigate the possibilities for establishing formal archive networks within Argyll and Bute.

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*Mentoring visit to the Ross of Mull Historical Centre, Bunessan*



## **6. Creating guides to the family and estate archives**

At the heart of the project has been the aim of opening up the family and estate archives of Argyll held by liveArgyll Archives and the Argyll Papers. The most essential component of this is cataloguing the collections to provide access to them (see section 2 above and appendices 2 & 3). Whilst the cataloguing has been underway, we also produced a project leaflet, a guide to the collections held (a Collections Level Description), and have provided community partners and other interested parties with regular project updates using existing websites, social media accounts and relevant publications.

We made a conscious decision not to establish a specific project website as it would have been unsustainable beyond the end of the project.

### **6.1 Leaflet**

The project leaflet was designed by one of the project archivists. It outlines the project outcomes, how these were being achieved and provides contact information for anyone wishing to get involved with the project. Although we originally planned to make this available online, we eventually decided to print 1000 instead. (See Appendix 11)

#### **What worked well**

The project archivist used Canva (online software) to create the leaflet (and various posters etc for the project activities). This created quite a professional finish to the leaflets.

The leaflets were useful for taking to events as they summarised the project and included contact details if anyone wanted to get in touch. Virtually all the hard copies were distributed during the course of the project, proving useful as an over-sized business card..

#### **What didn't work well**

We did not have the budget or the number of leaflets to get these distributed professionally, so focussed on sharing them with community partners and leaving them in potentially useful locations. We are not aware of any contact made with the project purely as a result of the leaflet. Potentially we made more contacts through emailing our community partners and through other local networks eg. the Argyll and Bute Museums and Heritage Forum and CHArts Argyll and the Isles.

### **6.2 Online guide to the record collections**

The online guide to the record collections will be the catalogues created through the project. For liveArgyll, these will in future be made available online on the liveArgyll website as PDF documents, and the Trust also hopes to join with the Scottish Council on Archives in their project to develop a new portal for accessing Scotland's online archive catalogues. The Argyll Papers catalogue is available at [www.argyll-papers.com](http://www.argyll-papers.com) where some of the catalogue is currently publicly available.

For the benefit of community partners, who were being asked to select records of interest for digitisation, a collections level description of the family and estate papers at liveArgyll and for the Argyll Papers were put together into a single document which was shared with them. See Appendix 12.

### What worked well

The collections description provided a useful summary of the family and estate papers being catalogued as part of the project. It provided a ‘taster’ which prompted some community partners to visit the archives and explore more for themselves. It will be superseded by the more detailed information on the collections which will become available online.

### What didn’t work well

The collections list, although helpful, didn’t really provide sufficient information for community partners to be able to select material for digitisation, in particular didn’t include information on any restrictions in digitisation.

### 6.3 Project updates

Throughout the project, updates were sent out by email to community partners. These generally provided a summary of what had been happening as well as advertising forthcoming events. They were created by archivists and project archivists.

Update	Date	Created by	Summary content
1	April 2017	archivist	Project starting & project archivist recruitment
2	October 2017	archivist	Introduction to project archivists, Mermaids and Muggles exhibition; formal training offer day 1
3	February 2018	Project archivists	project archivist at Inveraray on the Inveraray volunteer project; project archivist at liveArgyll on cataloguing
4	December 2018	archivist	Inveraray volunteer project & exhibition; maps and plans cleaning project; local history workshops; selective digitisation; forthcoming Tiree Roadshow; copyright training
5	June 2019	Project archivist	Tiree roadshow; future training sessions

In addition to the formal updates, the following articles were published:

Mermaids & Muggles, Scottish Council on Archives ‘Broadsheet’ no.44, Winter 2017

Mermaids & Muggles and Inveraray the Old Town and the New, Friends of the Argyll Papers newsletters no.3, no.5

LiveArgyll cataloguing, Scottish Records Association newsletter, ‘Retour’ no.30, Autumn 2018

Series of four short articles in the ‘West Coast Review’, Summer 2018

*Archived in the landscape? Community, family and partnership: promoting heritage and community priorities through the Argyll estate papers*, in ‘Archives and Records’, Volume 40 Issue 1

## 7. Conclusions

At the end of the Written in the Landscape project we are delighted to conclude this evaluation, reporting back on the following outcomes:

### **Heritage will be in better condition**

Conservation and the cleaning and repackaging of the Argyll Papers maps and plans collection directly contribute to this outcome. These plans are now in better condition and repair, better preserved for the future and many have been imaged to enhance access.

The family and estate paper collections held at liveArgyll Archives have been catalogued to collection level according to the ISAD(G) archival standard and next steps identified for future volunteer work. The catalogues created will be posted online to allow greater access to the content of the collection. The Malcolm of Poltalloch Papers (LiveArgyll's single biggest private deposit, and a very important record of Mid Argyll's history) has already seen a considerably increased usage since the new catalogues have been made available.

The online catalogue for the Argyll Papers has been established and is gradually being populated with details of the collection.

### **Heritage will be identified and better explained.**

The archive collections which document the people and places of Argyll have been identified, information about them has been shared with communities in Argyll, examples of the records have been taken around the various communities and they have been invited to use and engage with the records. This has been done through written information, through the local history workshops and the Tìree Roadshow.

Cataloguing by archivists and volunteers is ongoing at series and item level, and a number of transcription projects are underway, and there is already a much greater level of knowledge about the collections. An extensive number of archives have been digitised for the benefit of community partners and, when suitable platforms become available, these images will be made available online.

Exhibitions were mounted looking in more detail at specific aspects of the collections, promoting and explaining them to audiences, old and new. Some of the research for these exhibitions has been made available online and in published form.

Visitors, volunteers and users have responded very positively to the additional information about the collections and the exhibitions created during the project.

### **People have developed skills**

Archivists, volunteers and community partners are able to demonstrate new skills, including cataloguing, palaeography, managing their own archives and being able to carry out basic cleaning and preservation tasks, copyright and IPR and using the flatbed scanner to create high quality images, stitching them together as required.

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This learning will directly impact on the preservation and management of archive collections held by community partners throughout Argyll. It also means that our volunteers are better skilled and more effective.

Specific volunteer projects have enhanced specific areas of knowledge for the volunteers who took part in them, whether cataloguing or researching for the exhibitions and displays. Using the information acquired for another purpose, exhibition board, booklet, or when guiding others, embeds and sustains new learning.

Some of those who attended training courses or have volunteered during the project have become members of the Friends of the Argyll Papers and continue to volunteer with the collections, taking on new and different tasks for the archives. Volunteering in the archives is recognised as an enjoyable experience which enhances the lives of those who participate. Volunteering is known by some as their weekly 'anti-dementia' group.

### **Audience development**

Since 2017 when the project started, there has been an increased number of visitors to the archives, of volunteers, and more enquiries.

Volunteers and visitors have provided feedback on their experiences showing that they have learned new skills and about heritage, have enjoyed the social interaction with the other volunteers, they have liked being part of a team achieving clear benefits, and have enjoyed celebrating their achievements. They have given feedback on what they expected, how they found the experience, whether they will visit/participate again and whether they will recommend the opportunity to others.

A wider range of people has been and will continue to be involved with heritage: we have volunteers who are new to our specific archives – and some of whom have never engaged with archives before. Our exhibitions and roadshow were seen by a large number of people who may never have been aware of archives before. We have engaged young people with archives by the education workshops that we have offered alongside the exhibitions.

There has been a slight change in our volunteer profile, with a couple of students, and two young mums, who have young children just starting school. However the volunteer workforce remains overwhelmingly elderly and retired.

We have raised the profile and potential of archives with schools (Oban High School, Castlehill and Dalintober Primary Schools, Campbeltown and Tiree School) which work can be continued and developed. LiveArgyll Archives has recently been contacted by a potential volunteer who is still at school.

### **Local area/community will be a better place to live, work or visit**

Due to the project, more information is accessible to communities throughout Argyll, providing all community partners with knowledge of what we hold, how it is relevant to their holdings and interests and how it can be accessed. The increased level of information available will benefit visitors to Argyll and provides information for the diaspora.

Visitors will have access to much fuller information and will be directed to the best source of further information, to liveArgyll Archives, to the Argyll Papers or to another relevant archive or museum.

### Organisational change

During the project, the archivist with the Argyll Papers became a permanent post. This was due partly to the growing number of volunteers, visitors and enquiries which evidence an ongoing interest in the collection and the need for this to be managed on a permanent basis. LiveArgyll management is now more fully aware of the wider potential uses of the collections.

The project, funded HLF and other sources, has raised the profile of the Argyll Papers and liveArgyll Archives which has and will continue to lead to further financial support. This raised profile has also led to additional relevant and interesting collections of family and estate papers being donated to the Argyll Papers, specifically papers relating to Campbell of Lerags and an additional box of Campbell of Glendaruel papers.

### Development of partnerships and collaboration

This was a partnership project and the archivists benefitted from an increased knowledge of each others' collections and knowledge as well as from the additional assistance of the project archivists.

There have also been direct benefits from working with community partners across Argyll: we now have good working relationships, shared knowledge and interests, have shared knowledge and learned new skills together and have ideas for future collaborative working.

This will be evidenced in plans for a Tìree project in 2020, which will see partnership working between arts and heritage professionals rather than simply between heritage organisations. This will be an exciting development for us and should allow for significant levels of new audience development. Archives are a fantastic source of inspiration for the arts, and the potential for work in this area is huge.

### Acknowledgements

We wish to thank all the funders of the Written in the Landscape project: Heritage Lottery, Argyll Estates, Argyll & Bute Council/liveArgyll, Tìree Windfall Fund, Tìree & Coll Gaelic Partnership, the National Manuscripts Conservation Trust, Clan Campbell Education Forum, Inveraray CARS and private donors.

We would also like to thank Campbeltown Museum, the Scottish Records Association and the Scottish Council on Archives for their practical support and assistance during the project.



## Appendix 1: Project archivist job description

<b>Job Title:</b> Project Archivist		
<b>Department:</b> Community Services		
<b>Location:</b> Argyll Estates/ Manse Brae Area Office	<b>Service:</b> Community and Culture	<b>Grade:</b>
<b>Responsible to:</b> Culture and Libraries Manager		
<b>Responsible for:</b> N/A		
<b>Professional Qualifications:</b> Post Graduate Diploma in Archives Administration, or equivalent		
<b>Member of Professional Body:</b> Full member of Archives & Records Association		
<b>Class of Car User:</b> N/A		

### Main Functions

1. To deliver the objectives of the “Written in the Landscape” project.

### Key Tasks

1. To catalogue archive collections identified as suitable for inclusion in the “Written in the Landscape” project to ISAD(G) and related standards, ensuring the availability of catalogues in hard copy and on-line.
2. To engage with the public through exhibitions, talks, publications, and other innovative means.
3. To deliver training to community groups.
4. To identify records suitable for digitisation.
5. To assess conservation needs of records.
6. To work within the Equal Opportunities policies and other values of the Council.
7. To respect the confidentiality of colleagues and other departments or agencies at all times.
8. To undertake such other duties and responsibilities as allocated or as required by the Executive Director of Community Services.

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Narrative</b>
Qualifications:	Post Graduate Diploma in Archives Administration, or equivalent		

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Experience:	Cataloguing archive records to ISAD(G)	Cataloguing estate records to ISAD(G)  Delivering learning and outreach, such as talks, workshops and exhibitions to different audiences  Engaging with socially excluded people or communities.	
Knowledge:	Knowledge & understanding of national & international archive standards  Knowledge of information legislation	Knowledge of local history of Argyll & Bute  Knowledge of typical historical estate functions	
Personal Qualities:	Must have excellent people and communication skills, and a pleasant, helpful and approachable manner.  The ability to maintain a high level of confidentiality.  Able to manage workload to achieve deadlines.		
Other Requirements:	Full driving licence	Able to lift heavy boxes and to use mobile steps	

## Appendix 2: Summary of cataloguing completed at liveArgyll Archives

Catalogue Number	Date Completed	Notes
DR/1/350	16/08/2017	
DR/1/140	17/08/2017	
DR/1/51	17/08/2017	
DR/1/164	21/08/2017	
DR/1/184	21/08/2017	
DR/1/176	21/08/2017	
DR/1/186	21/08/2017	
DR/1/227	21/08/2017	
DR/1/253	22/08/2017	
DR/1/235	22/08/2017	
DR/1/255	22/08/2017	
DR/1/256	22/08/2017	
DR/1/281	23/08/2017	
DR/1/304	24/08/2017	Volunteers to complete item level description: DR/1/304/1 and DR/1/304/3/1
DR/1/8	24/08/2017	Volunteers to complete item level description
DR/1/43	24/08/2017	
DR/1/58	24/08/2017	
DR/1/93	24/08/2017	
DR/1/167	25/08/2017	Cleaning required; volunteers to complete item level description of correspondence within sales particulars?
DR/1/100	28/08/2017	Unsure what to put in Administrative/ Biographical History
DR/1/191	28/08/2017	Admin/Bio. history needs expanding
DR/1/160	29/08/2017	Admin/Bio. history needs expanding
DR/1/175	29/08/2017	May need cleaned
DR/1/254	29/08/2017	May need cleaned
DR/1/67	01/09/2017	
DR/1/36	04/09/2017	Volunteers to undertake item level description.
DR/1/196	05/09/2017	
DR/1/228	05/09/2017	
DR/1/245	08/09/2017	Volunteers to undertake item level description. Bundles of correspondence need to be arranged in date order.
DR/1/28	02/10/2017	Couldn't find DR/1/28/1/1.
DR/1/120	02/10/2017	
DR/1/333	02/10/2017	
DR/1/320	04/10/2017	Volunteers to undertake item level description. May need cleaned.
DR/1/342	06/10/2017	Volunteers to undertake item level description.
DR/1/63	10/10/2017	Volunteers to undertake item level description.
DR/1/227	10/10/2017	
DR/1/303	10/10/2017	
DR/1/309	10/10/2017	
DR/1/130	10/10/2017	
DR/1/111	10/10/2017	

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DR/1/54	10/10/2017	
DR/1/119	11/10/2017	
DR/1/170	11/10/2017	Volunteers to undertake item level description. DR/1/170/1 to be put in date order.
DR/1/91	13/10/2017	Volunteers to undertake item level description.
DR/1/210	13/10/2017	Needs cleaned.
DR/1/335	17/10/2017	Volunteers to undertake item level description of DR/1/335/2/2/2 and DR/1/335/2/3/2-3. Some items may also need cleaned.
DR/17	18/10/2017	Volunteers could list the sales catalogues in each volume? May need cleaned; outside of volumes and binders. Couldn't find DR/17/2/1+2.
DR/8	26/10/2017	Volunteers to undertake item level description. Needs cleaned.
DR/11	23/11/2017	Needs cleaned.
DR/24	06/12/2017	Needs cleaned.
DR/25	22/12/2017	Needs cleaned.
DR/9	11/04/2018	Volunteers to undertake item level description.
DR/3/4	18/04/2018	Volunteers to undertake item level description.
DR/7/2	23/04/2018	Volunteers to undertake item level description.
DR/13/7	04/05/2018	Volunteers to undertake item level description.
KASC/2/13	08/05/2018	
KASC/2/11	11/05/2018	
KASC/2/10	22/05/2018	Volunteers to undertake item level description.
DR/22/1	22/06/2018	Volunteers to undertake item level description. DR/22/1/2/2/1-2 and DR/22/1/2/4 to be arranged chronologically by date - already arranged by year.
DR/4/9	04/07/2018	
DR/6	20/07/2018	
DR/12	25/07/2018	
DR/15	22/08/2018	
DR/14	05/11/2018	Volunteers to undertake item level description and arrangement in date order - most files already arranged by year, correspondence not arranged at all. Photographs to be transferred to polyester folders.
DR/2	28/01/2019	Volunteers to undertake item level description of most of the files. Writs and charters need cleaned

## Appendix 3: Student and volunteer cataloguing

### Student cataloguer

Over four weeks in Aug-Sept 2019, the student cataloguer created 870 additional entries in the Argyll Papers catalogue at [www.argyll-papers.com](http://www.argyll-papers.com) as follows:

Argyll Estates loose accounts	352 entries
Argyll Estates rentals	112 entries
Kintyre loose accounts	160 entries
Kintyre rentals	112 entries
Mull estate volumes	134 entries

### Volunteer cataloguers

Regular volunteers (15) with the Argyll Papers have been and will continue to work on item level listing of specific parts of the collection. This work will continue beyond Written in the Landscape. These volunteers gave 559 days to the Argyll Papers during the project.

Projects completed	Projects underway
Campbell of Glendaruel papers, initial deposit (1 box)	Lordship of Campbell papers (3 boxes)
Rae MacGregor and Inveraray Local History Project papers (8 boxes)	Campbell of Southhall papers (4 boxes)
Lady Maude Featherstonehaugh scrapbook, index (1 volume)	10th Duke of Argyll's correspondence (10 boxes)
Lord Archibald Campbell's sketchbooks and scrapbooks, index (23 volumes)	Inveraray estate correspondence
Correspondence of Lady Grace Campbell of Stonefield (1 box)	Ecclesiastical papers and Synod of Argyll papers (portfolio volume and bundles throughout survey 1209)
Detailed listing of the funerary monument rubbing volumes (20 volumes)	Tiree estate correspondence (extensive bundles)
	Kintyre estate papers (extensive list of bundles)
	Identifying papers relating to women hidden within the collection

## Appendix 4: Volunteer feedback

	Number of volunteers		Number of visitors	Number of enquiries
	In person	remote		
2016	5	2		
2017	8	4	65	118
2018	17	7	147	289
To 30/10/2019	20	24	209	265

### Feedback from in-person volunteers:

#### What was your expectation of the experience?

My expectation was that I would be a small cog in a large wheel, hoping to help in some way to share the contents of the archives with the wider public. I have enjoyed broadening my experience of the process and it has been very interesting to put transcribed documents on line for a world-wide audience.

It has been a life enhancing experience.

Better than I thought as learned a new skill, did satisfying work, learned a bit of history and met interesting people.

I was keen to be involved in the Archives as a follow on to my studies of Scottish History at UHI. I wanted to make connections from the text books to the reality of Scottish politics, religion, kinship and marriage etc. My expectations have been met and the Archives continue to be a rich source of examples of national events taking place at a local level.

I hadn't any real thoughts as to what to expect initially but have thoroughly enjoyed the experience and learning process (remembering is another matter)! which has been at times challenging definitely interesting and hugely enjoyable and found valuable the courses run. It certainly keeps the dementia at bay!

I enjoyed it enormously: the training was informative and well pitched, and the opportunity to put it to use in such lovely archives with such interesting and beautiful material was fantastic. It was good to be part of an interesting and varied team of people from such a wide range of backgrounds, and I learned a lot of additional information about the history of the area just from the natural chat with others during the work.

Good to meet new people and hear what they are doing in the Archives.

My expectations were to come to understand the scope of the archive and of course my present work involves a branch of my own family. I enjoy the social interaction, particularly with people who contribute their experience and knowledge.

Stimulating

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I have been lucky enough to meet some very knowledgeable, friendly and helpful people at Inveraray. Other members of the team help and provide inspiration to further personal research and are very willing to share. There have been welcome opportunities to learn and meet yet more like minded people. The social occasions have been wonderful fun as well as educational.

I really expected to be able to inspect the materials in the archives and make simple records for digitisation for searching; however, it was it was a much more complex and rewarding experience. We were able to undertake the recording, descriptive work and certain aspects of analysis, and even better to be involved with the archivist in producing materials for presentations, pamphlets and a booklet. Very satisfying to be able to achieve some finite outcomes. The recording and descriptive analysis of the materials were undertaken at the archives and the finessing of the tabulation, and some of the research on finding/assigning of location, provenance etc was undertaken remotely and this combination seemed to work well.

Have definitely enjoyed learning about heritage

Learning about Campbell history and wider heritage, and making a small contribution to the amazing archive. The chance to meet new people with similar interests and develop friendships with people I knew only slightly.

I would also add that volunteering has added a new social experience and a chance to meet and chat with other history buffs. [My family have suffered enough]. We are fortunate to have Gaelic and history scholars involved and their generosity is very encouraging.

I enjoy our days out and the opportunity to bring my wife into what we do. I have also gained the beginning of new skills and knowledge in terms of reading secretary hand and some translation of Latin and old Scots.

### **Will you continue to visit/participate?**

I would like to continue to participate, having undertaken a particular task to research the hidden histories of women, some of whose documents have not been acknowledged as of any importance before.

I will continue as long as I can function (at 84) and be of use.

As long as I am wanted.

I would be keen to continue participating, especially when it involves working with the materials in the archives. Although participating remotely by working on digital copies of materials would be of interest as it is a way of recording, dealing with and understanding the archives, there can be no substitute for dealing with the archives first hand and more importantly working with/under the guidance of the archivist with the discussions around the materials. Also, in the environment with other volunteers, experts in their own fields to help to understand the materials, and hopefully to better undertake the tasks and record/represent the materials.

Because each small piece of archive material is an important concrete record in the jigsaw of the history and evolution of the Argylls, Argyllshire and Scotland it is important for future generations that all materials are recorded so that there can be some form of futureproofing. That is one of the excitements of being allowed to be involved, as is the learning and preservation of the heritage.

Definitely

Yes

Yes please

I would love to. I'd have some logistical issues at the moment but can hopefully participate in other ways from home for the time being. In any case, I will definitely be back to visit in the future: the opportunity to continue to participate in this (or something aligned to this) would be the icing on the cake!

I definitely see this as a long term commitment.

**Will you recommend volunteering to others?**

I do suggest to others that the work is fascinating provided they are open minded

It is quite a 'niche market', but people I know who are interested in history and heritage - yes, I would suggest that they too volunteer.

I will, and do, recommend to others

Already have done!

Absolutely, with the current staff, volunteers and archival material I would recommend this as working with this team enabled achieving results more efficiently and pleasantly.

Yes for those interested in history and who are prepared to do some reading and research on their account.

Yes, in fact have done

Absolutely. I've volunteered in a number of roles in the past and it's always been hugely rewarding. This is the first time I've volunteered in a technical hands-on capacity (as opposed to "service skills" volunteering) and this has been the best of both worlds: time spent with interesting people whilst achieving a tangible goal with hands-on materials.

I certainly will continue volunteering and if the opportunity arises will recommend it to others

Only people I know who have a genuine interest or could possibly develop one, and who would be committed to the project

**Had you ever engaged with archives before?**

Yes - as an author of social history and biography, I had had experience of a range of archives, from the local to national and international. It is a very different experience, however, to ask as a 'customer' to see specific papers that will help with a very particular project room to being 'in the backroom' with hands-on access to an archive such as the one at Inveraray Castle, especially as until relatively recently, that archive was not really available to the public. A huge privilege and an exciting perspective to be allowed to come from.

No, never been involved with an archive before, but have been researching facets of Scottish history as a hobby for many years

Not historical archives: have worked in STEM-related information centres but their archives have been technical and largely "modern".

This is my first time working at the Archives

Yes, as for research eg NRS, military archives at Fort George, General Register Office, Kew, NHS Archives in Birmingham.

Yes in terms of dealing with old title deeds on a daily basis at work. No experience of restoration, storing, recording etc!

Yes, as a research assistant and volunteering at Dunollie.

I have worked with the archives at Dunollie Castle and briefly at what is now known as HES in Edinburgh.

## Appendix 5: List of maps and plans conserved as part of the project

Batch	Reference	Date	Description
1	R038	1768/9	Plan of the Island of Tiree in Argyleshire the Property of His Grace The Duke of Argyll. Surveyed and Plan'd Anno 1768/9 by James Turnbull
	R195	Mid C19th	Marine and landscape map of Tiree, with inset detail of Scarnish Harbour
	R197	c.1848	Tracing of map of Tiree showing townships and numbers of tenants in 1848
	R198	1802	Outline copy of the Plan of Ballimartin, Tiree, as divided into crofts by George Langlands
	R199	1802	Outline copy of the Plan of Kenovay, Tiree, as divided by George Langlands
	R200	1802	Outline copy of the Plan of Scarinish and Hianish, Tiree, as divided by George Langlands
	R201	1802	Outline copy of the Plan of Kenvar and Gortandonel, Tiree, as divided by George Langlands, 11th August 1802
2	R029	[1719x1743]	General Plan of the Castle, Gardens, Parks and Plantations of Inveraray, the Seat of His Grace The Duke of Argyll and Greenwich. No surveyor.
	R188	1847	Plan of the Town and Castle of Inveraray surveyed by William Minto, August 1847
	PV06	1789	Plans of Farms on Inveraray Estate, surveyed by George Langlands [17 plans]
	PV07	1770	Plans of Farms in Mull and Morven, surveyed by James Richmond [26 plans]
3	R140	c.1760	Plan of Campbeltown drawn by William Douglas about the year 1760
	R141	c.1760	Draft of William Douglas' Plan of Campbeltown drawn about the year 1760
	R142	Post 1760	Large scale plan of the north part of Campbeltown
	R143	1841	Plan of His Grace the Duke of Argyll's part of the Burgh of Campbeltown by John Waterstone
	R144	1846	Plan of the Town Acres of Campbeltown, the property of the Duke of Argyll 1846, by Low and Corser
	R145	Post 1846	Copy of Low and Corser's Plan of the Town Acres of Campbeltown, the property of the Duke of Argyll 1846
	R151	1793	A Map of the District of Kantyre [Kintyre] in Argyllshire most humbly dedicated to His Grace John Duke of Argyll by His Grace's most obliged and obedient Humble Servants, George Langlands and Sons, Land Surveyors
	FoP008	[C19th]	Lithographed copy plan of the Burgh of Campbeltown, coloured to show thatched and slated houses, and storied and laigh houses – also indicates lines of proposed new streets. William Douglas, surveyor, c. 1760. [19th century copy].
	FoP010	1841	Copy plan of the Burgh of Campbeltown, coloured to show existing and proposed feus. John Waterston, Glasgow, surveyor, 1841.
	P246	1743-1808	Plans, Sketches and Drawings vol.1 [33 items]
	P247	1748-1799	Plans, sketches and drawings vol.2 [16 items]

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4	R001	1827	Plan of Upper Sonachan, surveyed by James Horne
	R002	1771	A plan of the lands of Baravaich, Kenmore, Culnacru, Cregans and Kilbride Muir, surveyed by William Douglas
	R003	1892	Map referred to by the tenants of Auchnagoul
	R021	c.1820	Elrickmore and Kilblaau, Glen Shira
	R043	1874	Annotated 1st edition OS covering Auchendrain and Furnace
	R048	1872	Reduced plan of the Ross of Mull
	R049	c.1770	Plan of the farm of Treshnes
	R050		Plan of Iona surveyed by William Douglas
	R086	1819	Plan of farms in Morvern
	R098	1873	Plan of the estate of Scammadale
	R099	1860	Plan of part of the estate of Oban and Glenshellach
	R101	1807	Plan of the proposed new line of road from Tarbet to Cairndow
	R102	c.1820	Plan and report for proposed new line of road from Tarbet to Cairndow
	R112	1843	Plan of the Fearn Village on the West bank of the Berbice River, S America
	R119	Early C19th	Kaart van de Colonie de Berbice
	R139	Mid-late C18th	Plan of Campbeltown and surrounding area
	CPF01	1786	Inveraray, Elevation to front
	CPF03	1786	Inveraray, showing obelisk
	CPF04	1756	Plan of Inveraray estate by Paterson
	CPF05	1721	Exact plan of Inveraray by William Boutcher
	CPF06	c.1721	A general plan of the castle and gardens at Inveraray
	CPF07	c.1721	A general plan of the castle and gardens at Inveraray, measured and delineated by David Dowie
5	R206	1802	Plan of the Estate of Scamadale belonging to Lord John Campbell. Surveyed by Alexander Langlands, September 1802
		1744-47	Letters and instructions for the building of Inverara Castle, 1744-47
	FP006	[1750]	Inveraray Castle. Plan of Fosse. Ink and colour wash. Scale: 1/16" - 1ft. nd. and unsigned. Plan has been cut. Captions in hand of George Haswell, wright to the 3rd Duke of Argyll. [c 1750].
	FP007	[1744-7]	Inveraray Castle. Plan of principal floor. Monochrome. Scale: 1/16" - 1ft. [1744-1747]. [Roger Morris, architect].
	FP008	[1744-7]	Inveraray Castle. Plan of Bedroom floor. Monochrome. Scale: 1/16" - 1ft. [1744-1747]. [Roger Morris, architect].
	FP009	[1744-7]	Inveraray Castle. East elevation. Monochrome. Scale: 1/20" - 1ft. [1744-1747]. [Roger Morris, architect]. Drawing has been cut at the top.
	FP010	[1753-60]	Inveraray Castle. 'Section of the Bead Room' Ink and colour wash. Captions in hand of George Haswell, wright to the 3rd Duke of Argyll. [1753-1760]. [John Adam, architect]. Verso. Inscribed in modern hand 'Brown Library for Dutch tapestries'.
	FP042	[1744-7]	Inveraray Castle. West staircase. Elevations of the West and East sides. Monochrome. Scale: 1/10" - 1ft. [1744-1747]. [Roger Morris, architect].

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FP043	[1744-7]	Inveraray Castle. Plan of the Principal story. Monochrome. Scale: 1/12"- 1ft. Ms note 'The Front Towers included 157ft' in land of 3rd Duke. [1744-1747]. [Roger Morris, architect].
FP044	[1780]	Inveraray Castle. Plan of Hall or Lobby. Elevations. Monochrome. Scale: 1/3"- 1ft. nd and unsigned. Verso. 'Section of Vestibule'. [1780]. [Robert Mylne].
FP045	1757	Inveraray Castle. Elevation of the Entry to Inveraray Castle. Monochrome and colour wash. Scale: 1/2"- 1ft. 1757. Dan. Paterson fecit.
FP068	Post 1877	Inveraray Castle. South west elevation showing addition of a storey with W I balustrade. Pencil. Post 1877. [Anthony Salvin, architect].
FP069	Post 1877	Inveraray Castle. Elevation showing addition of a floor with pedimented dormer windows. Pencil. Post 1877. [Anthony Salvin, architect].
FP070	Post 1877	Inveraray Castle. South west elevation. Pencil. [post 1877]. [Anthony Salvin, architect].
FP079	[1877]	Inveraray Castle. Elevation showing fixing of window shutters. Ink and colour wash. [1777]. [Robert Mylne, architect].
FP080	[1777]	Inveraray Castle. Interior elevation of a window on the principal floor. Ink and colour wash. Scale: 1/5"- 1ft. [1777]. [Robert Mylne, architect].
FP081	[1771]	Inveraray Castle. Exterior elevation of a window on the principal floor. Ink and colour wash. Scale: 1/5"- 1ft. [1777]. [Robert Mylne, architect].
FP082	[1771]	Inveraray Castle. Interior elevation of a window on the principal floor. Repeated design. Ink and colour wash. Scale: 1/5"- 1ft. [1777]. [Robert Mylne, architect].
FP083	[1780]	Inveraray Castle. Plan of the SW drawing room (originally saloon) showing decorative treatment. Ink and colour wash. Scale: 3"- 10ft. [1780]. [Robert Mylne, architect].
FP084	[1780]	Inveraray Castle. Design for Drawing Room ceiling. Ink and colour wash. Scale: 1/8"- 1ft. [1780]. [Robert Mylne, architect].
FP147	[1747-8]	Duniquaich. Design of a building over the Fountainhead. Plan and elevation. Brown ink. Scale: 1/10"- 1ft. nd and unsigned. (Attributed to John Adam 1747-1748).
FP148	[undated]	Duniquaich. 'Design for an addition to the building on the top of Duniquaich'. Perspective elevation. Ink and colour wash. nd an unsigned. Inscribed 'Adams' in another hand.
FP149	1771	Duniquaich. 'Building proposed for the Belvidere. Perspective elevation. Ink and colour wash. 1775. Signed Archdus Campbell, Delint. 1771.
FP150	[undated]	Duniquaich. 'Building proposed for the Belvidere. Perspective elevation. Ink and colour wash. nd and unsigned. (Attributed to James Adam 1775-1756).
FP184	1750	Inveraray. Plan of the New Town as proposed by His Grace. Brown Ink. Scale: 1/8"- 10ft. 3 Sep 1750. John Adam.
FP185	[c.1756]	Inveraray. Plan of the New Town showing Town House, Inn and Avenue. Ink. Scale: 1/10"- 10ft. [c 1756]. Unsigned.
FP186	[c.1747]	Inveraray. Plan of the New Town. Ink and colour wash. Scale: 4"- 300ft. [c 1747]. [William Adam].

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	FP187	[1747]	Inveraray. Plan of the new intended town. Ink and colour wash. Scale: 1/12"- 10ft. [1747]. [William Adam].
	FP187.1	[1747]	Inveraray. Front of the new town. Ink and colour wash.
	FP215	1842	Inveraray Manse. No 1. Plan of foundations. Ink and colour wash. Scale: 1/6"- 1ft. Greenock, Feb, 1842. Contract drawing. This is one of the plans referred to in my estimate of this date. Thomas Lamb, Greenock.
	FP216	1842	Inveraray Manse. No 2. Ground floor plan. Ink and colour wash. Scale: 1/6"- 1ft. Feb 1842. Signed Greenock. Contract drawing.
	FP217	1842	Inveraray Manse. No 3. Principal floor plan. Ink and colour wash. Scale: 1/6"- 1ft. Feb 1842. Signed Greenock.
	FP218	1842	Inveraray Manse. No 4. Front and End elevations. Ink and colour wash. Scale: 1/6"- 1ft. Feb 1842. Signed Greenock. Contract drawing.
	FP219	1842	Inveraray Manse. No 5. Plan of Attic and transverse section. Ink and colour wash. Scale: 1/6"- 1ft. Feb 1842. Signed Greenock. Contract drawing.
	FP220	1842	Inveraray Manse. No 6. Elevations. Ink and colour wash. Scale: 1/6"- 1ft. Feb 1842. Signed Greenock. Contract drawing.
	FP221	1842	Inveraray Manse. No 7. Plan. Elevations and section of offices. Ink and colour wash. Scale: 1/6"- 1ft. Feb 1842. Signed Greenock.
	FP222	1807	Inveraray Court House. Elevation towards the street. Monochrome. Scale: 1/4"- 1ft. Nov 1807. Robert Reid, Architect, Edinburgh.
	FP223	1807	Inveraray Prison. Elevations and sections of the debtor's and felons buildings. Ink and colour wash. Scale: 1/8"- 1ft. Nov 1807. Robert Reid, Architect, Edinburgh.
	FP224	1807	Inveraray Court House. Section showing circular side of the Court House. Monochrome and colour wash. Scale: 1/8"- 1ft. Nov 1807. Robert Reid, Architect, Edinburgh.
	FP225	1807	Inveraray Court House. Section across the Buildings from front to back. Monochrome and colour wash. Scale: 1/8"- 1ft. Nov 1807. Robert Reid, Architect, Edinburgh.
	FP226	1807	Inveraray Court House and Prison. First floor plan. Pen and colour wash. Scale: 1/8"- 1ft. Nov 1807. Robert Reid, Architect, Edinburgh.
	FP227	1807	Inveraray Court House and Prison. Second floor plan. Pen and colour wash. Scale: 1/8"- 1ft. Nov 1807. Robert Reid, Architect, Edinburgh.
	FP228	1807	Plan of part of the Town of Inveraray showing the situation of the proposed buildings for a new Court House and Gaol. Pen and colour wash. Scale: 4"- 100ft. Nov 1807. Robert Reid, Architect, Edinburgh.
	FP235	[1803]	Plan of the Village of Oban. Reduced from Mr Brook's survey. Ink and Colour wash. Scale: 1/"- 20ft. [1803].
	FP244	1787	Plan of Tobermory Harbour in the Island of Mull with the adjacent grounds by George Langlands, Jun 1787. J B fecit. Pen and colour wash. Verso. 'Copied for my own use.'
6	R216		Plan of Mull
	PV005	1803-06	Bonomi Plans for Rosneath House [196 items]

## Appendix 6: Oban High School Talks

On Tuesday 17<sup>th</sup> September 2018, I [Jen Young, project archivist] presented a talk on archives to five separate History classes in Oban High School.

A month before, I spoke with the History teacher, Christine Rae, to find out what she wanted the pupils to learn from the talk. She suggested that an overview of what archives are and links to the topics they were studying would be beneficial. Initially, one talk on the day had been planned, but the teacher felt that it would be useful for different classes to be involved so I was asked to attend for a half day and present to five different History classes, ranging from S1 to S6. Ms Rae informed me which topics each class was studying or had recently covered, in order to link some records to the knowledge they already had. She also thought that it would be beneficial to include a small section on discussing being an archivist as a career option for the S5 and S6 pupils, who are close to applying to university, etc.

S1 pupils had been learning about 'Sources of History'; S3 & S4 (National 4 & 5) had covered the Atlantic Slave Trade; S5 (Higher) had learned about the Suffragettes and were going on to cover World War One; and S6 pupils (Advanced Higher) were studying Weimar Germany and about to embark on writing their dissertations.

For each class, the talk covered what archives are and how they differ from libraries and museums, and from secondary sources – this was focussed on during the talk to first year pupils. I then went on to highlight different types of records and asked them to tell me what kind of information they could find out from each one, such as letters, photographs, and accounts. I picked examples that were linked to the Atlantic Slave Trade (a slave list from the Jamaican estate owned by the Malcolms of Poltalloch) and the First World War (a letter written by John Campbell of Kilberry from the Western Front to his wife at home), as well as including records of local interest that they would recognise (a photograph of the Oban seafront from the early 20<sup>th</sup> century). LiveArgyll archives do not hold many records on Suffragettes and votes for women, but I included an image of a certificate given to a Helensburgh woman for her contributions to the national efforts, signed by Sylvia Pankhurst. I then went on to raise the difficulties that can come with using archives – poor handwriting, damage to the record, languages other than English etc. I rounded off the talk with a discussion on what records should be kept to become archives and why archives are important, linking to the very relevant phrase of 'fake news' and how archives can help to combat this.

For the S5 pupils, I included a small section at the end where I talked about archives as a career – what characteristics were needed, as well as mentioning digital archives and conservation for those not solely interested in history and with wider-ranging skills; these are areas that they might not have considered or been aware of before. As the S6 pupils were studying Weimar Germany and, unfortunately, liveArgyll archives do not hold any records on this subject, I talked to them about how to find sources online for their dissertations.

In each class, there was at least one pupil who had a general understanding of archives on a basic level and who was willing to explain what archives meant to them. Generally, S1 pupils were more forward in giving answers to questions, whereas pupils from S3 to S5 were more reticent to participate, despite their obvious knowledge – in each class, there was a few pupils

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who would mumble or mouth what they thought, but held back from answering aloud. They often had intelligent input – quietness may have been related to confidence or wanting to appear a certain way in front of their peers. The S6 class had only three pupils and they were comfortable voicing their thoughts and opinions. As such, this talk was more informal and their enthusiasm for the records showed. Their willingness to discuss each section of the talk resulted in me running out of time at the end, and I was only able to briefly mention archives as a career.

Both of the History teachers that I met on the day were really engaged with the talks and seemed very interested in using the archives for lessons in the future and finding out more about what else liveArgyll holds that may be useful to them. As always, teachers are pressed for time and resources, but it would certainly be worth following up on their interest in the future.

Overall, the talks seemed worthwhile and the pupils were interested by what was discussed – hopefully this will have a positive impact, opening up their engagement with archives and our engagement with schools.

Jennifer Young

03/01/2019

## Appendix 7: Mermaids and Muggles exhibition

### Introduction

The Mermaids and Muggles Exhibition was planned and created as part of the HLF funded Written in the Landscape project.

This mini exhibition was a collaborative project between Argyll Estates, LiveArgyll Archives (formerly Argyll and Bute Council Archives), and Campbeltown Museum, with support from Friends of Campbeltown Museum, Campbeltown Library and the Scottish Council on Archives (SCA).

As part of the Written in the Landscape project, the exhibition was intended to facilitate access to the collections of family papers held by Argyll Estates and LiveArgyll Archives, to raise awareness of the existence of these collections and to engage the local community with content relevant to their heritage.

We began to prepare for the exhibition in July 2017, the exhibition opened on Tuesday 17 October 2017 and was taken down on Saturday 16 December 2017. The exhibition was installed in Campbeltown Library and was open to the public, free of charge, during library opening hours.

Alongside the exhibition, Jackie Davenport, the LiveArgyll archivist, and Alison Diamond, the Argyll Estates archivist, offered a 'meet the archivist' opportunity at Campbeltown Library on Saturday 4 November. A two hour workshop for primary school pupils was devised and led by the SCA Education Officer from Tuesday 7 November through to Friday 10 November.

### The Exhibition

The collection of family papers featured in the exhibition was the Anne Campbell Collection, recently deposited with Argyll Estates.

The Anne Campbell Collection was selected to form the heart of the exhibition because of

- Its geographical relevance to Campbeltown and Kintyre.
- The content of the papers, which include stories about the history of Kintyre and sightings of a mermaid off the coast of Kintyre in 1811.
- The family connection to the children's author, JK Rowling.

Items from the Anne Campbell Collection were supported with additional archive material from the LiveArgyll Archives and the Argyll Estates Archives.

The five family portraits in the collection were hung in the library. Original documents were displayed in a secure cabinet and three specially designed and printed banners were distributed around the library.

The exhibition was installed throughout the library. During the two months when it was in the library, 7150 people visited the library and therefore had the opportunity to see and engage

with the content. We created an accompanying leaflet with additional information and suggestions for further reading, and a visitors' book to collect comments.

### **Planning and creating the exhibition**

After preliminary discussions between Elaine McChesney, Director/Curator of Campbeltown Museum, Alison and Jackie, we agreed to install the exhibition at Campbeltown Library. Christine McPhee, Library Supervisor, was very welcoming and enthusiastic about our gradually evolving plans.

At an early meeting in July 2017, Elaine, Jackie and Alison met with two volunteers from the Friends of Campbeltown Library, Anne Cousin and Ailsa Martin. We were joined via Skype by Sarah Mawhinney, a linen industry researcher. We agreed collectively to focus the exhibition on 'Muggles' the genealogical link between JK Rowling and the family of Anne Campbell, and 'Mermaids', the stories of the mermaid sightings, leaving the in-depth examination of the linen industry for subsequent investigation. Anne and Ailsa agreed to provide suggestions for areas of particular local interest in the family story; Elaine took on the co-ordination of the content for the interpretation panels, using her own experience and working relationship with Jason Brown, graphic designer with Greenlight Creative.

Jackie and Alison focussed on the selection of the documents to tell the main stories and the provision of contextual material. This included additional fantastical stories about witchcraft and the plague in Kintyre from the LiveArgyll Archives and additional contextual material about the family from the Argyll Estates Archives, including rentals and plans for a house extension in Campbeltown in the early 19th century. Additional assistance was given by Elizabeth Marrison, a resident of Campbeltown who also volunteers with the Argyll Estates Archives, in selecting material and taking photographs of buildings featured in the exhibition to add to the display.

An initial idea for commissioning sculptures reflecting the fantasy creatures was followed up with artist, Tara Coia, but not taken beyond discussion stage.

We met again in September to finalise content and design, and to incorporate suggestions from Anne and Ailsa as to local connections and suggested reading materials. The banner designs were 'signed off' by email communication, as were captions.

The exhibition was installed by Elaine and Alison, with assistance from Christine, on Monday 16 October (the library is closed to the public on a Monday) and the exhibition opened the following day.

### **Additional Activities**

The SCA agreed to 'sponsor' the exhibition by giving the time of their Education Officer to prepare and deliver a workshop for primary school pupils. Using the stories of both muggles and mermaids, Douglas Roberts, Education Officer, created an exciting interactive learning experience which included drama, archival research and presentation/performance. We contacted all the primary schools in Kintyre directly to offer them the opportunity to book a workshop and received bookings for six of the eight workshops available.

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Early discussions had suggested that Jackie and Alison should make themselves available one Saturday during the exhibition, to meet members of the local community, offer further information about the archives held by LiveArgyll and Argyll Estates and to answer any immediate questions. This 'Meet the Archivist' day was held on Saturday 4 November. It was advertised by posters which were put up in the library and emailed to local community societies as well as by social media.

### Publicity

The exhibition itself was publicised through the Kintyre Antiquarian and Natural History Society, the Friends of Campbeltown Museum, Friends of the Argyll Papers and by direct email to potentially interested contacts. An excellent article appeared in the Campbeltown Courier on 20 October 2017, and the exhibition was featured on the Argyll and Bute Council website.

### Budget

Goods supplied	Supplier	Cost	Charge to project
Banners	Reeds Printers	£390.00	£320.00
Graphic design	Greenlight Creative	£600.00	£600.00
Maps illustrations	NLS images & licences	£27.00	£27.00
Printing exhibition catalogues	ABC/liveArgyll		
9.5 days Education Officer	Scottish Council on Archives	£2850.00	-
SCA Education Officer T&S		£390.00	£390.00
Project archivist T&S		£65.00	£65.00
AP archivist T&S		£211.45	£211.45
<b>Total exhibition expenditure</b>			<b>£1613.45</b>

### Evaluation

#### (i) Visitors

As the exhibition was installed throughout the library, there was no feasible way of counting those who were visiting the exhibition specifically rather than visiting the library. We do know however that there were 7150 visitors to the library during the exhibition.

Although a visitors' book was supplied, there were very few comments included in the book at the end of the exhibition. Those that were left were all positive: 'Fascinating! I hadn't realised the connection to Kintyre of JKR'; 'Amazing to find out JK Rowling's Kintyre connections'; 'v. interesting. Love the portraits'; 'Interesting links'.

Christine, the Library Supervisor, did confirm that there were many positive comments from the public. She felt that the inclusion of a column for 'email' in the visitors' book may have discouraged many from commenting at all.

It is disappointing to have achieved so little feedback from visitors and something to consider when devising any further exhibitions.

(ii) Volunteer involvement

Three volunteers were involved in planning and creating the exhibition: two from Friends of Campbeltown Museum and one from Friends of the Argyll Papers/Kintyre Antiquarian and Natural History Society.

The volunteers commented on their own experience in the process: 'my involvement was fairly minimal' and 'I was not sure what I could/should contribute to the working group', which suggests that we, as organisers could have better prepared the volunteers to participate. An additional positive attitude to the experience is reflected by 'I would be more assertive in the future were I to be involved in something like this again'.

Volunteers also demonstrate an understanding of what they might contribute to future similar projects: 'I could have helped develop a strategy to ensure potentially interested local groups were aware of the exhibition and encouraged to visit'.

There were comments on the physical display: 'I felt the display space was rather broken up. I know this could not be helped because of the computers and desks around the room'; 'it is difficult to find the ideal venue to display materials'.

Overall, the experience appears to have been a positive one: 'Congratulations on the Mermaids and Muggles exhibition. I did enjoy it and it was so good to see the Campbell portraits and family history displayed in Campbeltown'; 'I thought the finished exhibition was very good'.

And, looking to the future, there are very positive suggestions that future projects will be of interest to these volunteers – and perhaps to others: 'It would be good to include the Museum in a project on the Argyll Papers [Argyll Estates Archives]. I would love to see them as I am sure that there will be lots that would be of interest to us'; 'I think the most important result from the exhibition was the sharing of material from the Argyll Archives. I think there is a lot of potential for sharing throughout the county and this was a good local start'.

Moving forward from here, there are clearly volunteers who are enthusiastic to be involved in similar projects accessing the archives at Argyll Estates and LiveArgyll, who need more guidance so that they can be more fully involved in planning and delivery, promotion and marketing. The future looks positive.

(iii) Schools involvement

Alongside the exhibition, the SCA Education Officer, Douglas Roberts, developed and delivered a two-hour workshop for local primary school children exploring the stories and encouraging them to engage with archival sources through drama and discussion. Six workshops were delivered to P4 to P7 pupils from two local schools.

The story of the Corphin mermaid provided a springboard for investigating fantastical tales, how and why they arise, and the connections that might exist between generations who believed in fantastic creatures and a descendant who writes about fantastical worlds. Douglas developed drama activities, group interaction, discussion and research to explore these themes. The workshop content directly supported Curriculum for Excellence outcomes and experiences in using primary and secondary sources, comparing and contrasting life in the past

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with now, and communicating thoughts and ideas through drama. It also provided an opportunity for the children to develop their skills in observing and recording, exploring and evaluating sources, critical thinking skills, discussion and debate and developing an awareness of sequence and chronology. The curriculum links were proactively promoted to teachers, providing clear evidence of the value of the workshop.

The feedback from the teachers has been excellent. The workshops scored top marks for structure, content and delivery, as well as for administration. In particular, feedback from teachers valued the 'personalisation and choice built into the structure of the workshop' which 'engaged pupils throughout'. New learning experiences included the use of drama to stimulate discussions, the use of primary sources in history and the link between JK Rowling and Campbeltown – a local coup! Douglas himself was commended for his enthusiasm and 'the courtroom scene [where some of the pupils gave evidence of 'their' sighting of the mermaid] at the end was fantastic'.

Of course, the pupils always see things slightly differently, although, in this case, they were equally enthusiastic! For the drama activities: 'I loved the drama' with 'loved' underlined not just once but nine times! The introduction to idea of a family tree: 'I would like to learn more about my family tree'. The connection of their town to JK Rowling: 'I learnt that J K Rowling's great great lots of greats grandad was the sheriff' [spelling sic]. And that people in the past believed in the existence of fantastical creatures like mermaids: I learned 'how people 'saw' mermaids and how they went to court'. There were, naturally, some learning outcomes which we had not expected: 'I learnt that mermaids could be real' and 'mermaids might atchly be real' [spelling sic]. We depend upon the teachers in the classroom to address this particular outcome!

The Written in the Landscape project is very grateful to the SCA for their support in making these highly successful workshops possible.

### Conclusion

Particular benefits of the Mermaids and Muggles exhibition were partnership working between library, archive and museum professionals in Argyll and Bute; engagement with local volunteers in Campbeltown in the development of the exhibition; the promotion of the collections held by Argyll and Bute Council Archives and the Argyll Papers at Inveraray to the residents of Campbeltown; and the delivery of new learning opportunities to Campbeltown school children.

This was the first time that the professional archivists from Argyll and Bute Council and the Argyll Papers had collaborated in a joint project with the Curator of Campbeltown Museum and the librarian at Campbeltown Library. Drawing on the resources and expertise of all the partners enabled an interesting exhibition to be developed and presented at minimal cost as well as providing an opportunity for all professionals to develop a new relationship. As leisure and cultural services in Argyll and Bute were in the process of moving across to Trust status during the development and launch of the exhibition, we felt that we were demonstrating the value and benefits of collaboration and the future potential of the Trust.

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Local volunteers in Campbeltown were engaged in developing the content of the exhibition, raising their awareness of relevant archives held in Lochgilphead and Inveraray as well as providing local expertise. We potentially did not exploit this local knowledge as much as we could have – a learning point to revisit when developing projects in the future.

Over 7000 people visited the library whilst the exhibition was on display, leaving with a greater awareness of what archives are and the value of the information contained within them. The nearest archive to Campbeltown is Lochgilphead, over an hours drive away, so the potential that many of the local residents will not have engaged with archives before is quite high. Ideally we would have captured more feedback about their learning from the exhibition and their interest in it. Our visitors' book was little used, which was disappointing.

The school workshops were a highlight of the project: expertly delivered and very well received by pupils and teachers. There were learning outcomes here too though: it would have been good to have attracted some of the smaller rural schools around Campbeltown itself and potentially to have had a follow up event in which to share the recordings made during the workshop with families. However, as this was a last minute 'add on' to the exhibition, it worked pretty well.

The Mermaids and Muggles exhibition boards are also available on the Friends of the Argyll Papers website (<http://www.friendsoftheargyllpapers.org.uk/fundraising>) along with the catalogue of additional information which was available to visitors to the exhibition.

## **Appendix 8: Inveraray, the old Town and the New**

### **Introduction**

The WITL project won £6000 of funding from Inveraray Conservation Area Regeneration Area scheme in 2017 and a proposal was put together to establish the most cost effective and broad reaching method in which to use the money. A team of four volunteers guided by the two project archivists Jennifer Young and Hannah Baker was established and the project saw the transcription of 25 rent records and 70 assorted administrative records and memorials, which formed the basis of the entire project.

### **Publication**

The principal tranche of funding of £2600 was used to put together a short, illustrated publication in which two academic contributors featured in two short essays. The volunteers' transcription work was used to pull together a re-imagined map of the old town with short descriptions of the buildings and their location. The book form was decided upon as it was agreed that a project specific website would be unsustainable once the project was finished and there was no other website in place which could satisfactorily host any material or adequately represent both entities collaborating on the project. Quotes to set up a project specific app were not good value for money and would have had an inherent cost to maintain. A published record was thought to be the most versatile for the future; there being a good possibility of launching a second edition online if and when a suitable website becomes available and further funding achieved.

### **Exhibition**

The exhibition was installed in one of the rooms in Inveraray Castle, by kind permission of His Grace the Duke of Argyll, who also offered free access to the Castle for those visiting specifically to see the exhibition. It was advertised by articles in the local press as well as by social media outlets.

As the relevant documents from the archives used in the exhibition were heavily text based, the content was broadened and made more visually attractive by the addition of artefacts from the Castle's own collections and from Campbeltown Museum.

The exhibition and the archive more generally, was covered by a short news piece on BBC Alba 'An Là' at 8pm on Thursday 27th September, 2018. There were 15,759 visitors to the Castle in September and 7640 in October. Given that the exhibition was positioned in the final room of the standard Castle tour, we can assume that anyone visiting the castle will have seen the exhibition.

Comments left in the visitor book were positive: 'inspiring', 'impressive', 'very informative', 'hopefully permanent display' (sadly one that we had to disappoint), 'beautiful display of history' among many others.

### **Conservation**

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Conservation is a key element of the funding of this project and costs were based on a quote from 2014 amounting to £2136.47. Without the conservation of the maps and plans it would have been impossible to digitise them in their former condition, both for the integrity of the document and for quality of the digitisation. The total cost is marginally up from the quoted cost issued in 2014 which has had an impact on the overall budget.

### Podcast

The smallest tranche of money was attributed to the podcast, with the editor's daily cost being £260. Other incidental costs were travel expenses for the contributors and the cost of lunch. It was launched in November using soundcloud, a free podcast platform, and has been linked to the Argyll Papers wordpress site and also from facebook and twitter. The podcast was intended to appeal to a broader audience, and will provide good statistics regarding outreach through the download numbers. It is hoped that this aspect of the project will be a good example of value for money. It will also be possible to host other audio files on for the future. The podcast continues to be available on soundcloud and can be accessed at [https://soundcloud.com/user-18386209?utm\\_source=soundcloud&utm\\_campaign=share&utm\\_medium=email](https://soundcloud.com/user-18386209?utm_source=soundcloud&utm_campaign=share&utm_medium=email).

To date, the podcast has been played 62 times and 'followers' include BBC Highlands and Islands, In Our Time, National Museums Scotland and History Scotland.

### Budget

<b>Goods supplied</b>	<b>Supplier</b>	<b>Amount</b>
Exhibition boards and captions	Variprint	£195.00
Images	BL Roy	£55.00
	BL Sandby	£55.00
	NGS Sandby	£110.00
	NLS	£97.00
	NLS	£24.00
	Bridgeman	£120.00
Booklet	Variprint	£2,644.00
ISBN		£70.00
Argyll Estates		£299.00
Podcast	Andreas Wolff	£300.00
Expenses	Arend Guidheir	£58.00
<b>Total costs</b>		<b>£4,027.00</b>

### Volunteer feedback

We advertised for volunteers for this part of the project through the local historical society. Research was undertaken during the working day and on a regular (weekly) basis, so we knew from the outset that the volunteers we recruited would most likely be retired and local. We had a number of responses but ultimately there was a core group of four who committed to coming to the archive each week to transcribe the records. They were, as expected, all retired

and included three ex-Castle guides as well as another lady who lived on the estate. They came every week on a Thursday morning for three hours for the duration of the project.

The motivation for the volunteers was to increase their knowledge of the old town of Inveraray through research in the archival records, *'Being local I was interested in the old town of Inveraray and looked to doing some research on the subject'*. Because there are no surviving traces of the old town visible today, it is not something that the Castle guides include in their tours for visitors, but all three of the ex-guides in the volunteer team recognised that this was a valuable story that would enhance visitors' experience if it was shared with them.

The volunteers enjoyed the research, *'It was good fun finding the old names and discovering what the people did – I really enjoyed it'*, but also the company, chat and cake that were all part of the experience. Working with archive records, the morning coffee break required a complete break from the records, ensuring that everyone was focussed on the social moment!

Feedback on the outputs of the Inveraray project (exhibition, booklet and podcast) were particularly positive about the 'map' of the old town that was created from the research and which was featured in both the exhibition and the booklet. Volunteers appreciated the exhibition, *'The exhibition was very well presented and really interesting. The booklet was excellent and a great success'*, but at last one volunteer felt that it would have benefitted from an invigilator permanently present who could have explained more of the research to visitors. There was insufficient resource to achieve this, but further information could have been provided to the Castle guides, who are around if not invigilating – a point to bear in mind when creating future exhibitions in the Castle. For the volunteers, the podcast was the least successful output because they are not online very frequently.

There was a small celebration for the volunteers, friends and family at the end of the project, with a talk from the project archivist in charge of this aspect of the project, nibbles and wine. This allowed the volunteers to meet again and exchange opinions. The exhibition at the Castle having finished by then, the display panels were put up in the archives research room, providing an instant reminder of their work.

Following the exhibition, two of the volunteers have continued to work in the archives on a regular basis, moving onto new cataloguing and research projects. A third has expressed his interest in returning if there should be another specific piece of research which was of interest to him. Three of the volunteers also shared their newly acquired knowledge by providing guided 'tours of the old town' for Doors Open Day 2018 (whilst the exhibition was still on display in the Castle) and through a private event for members of the Neil Munro Society in September 2019.

## **Conclusion**

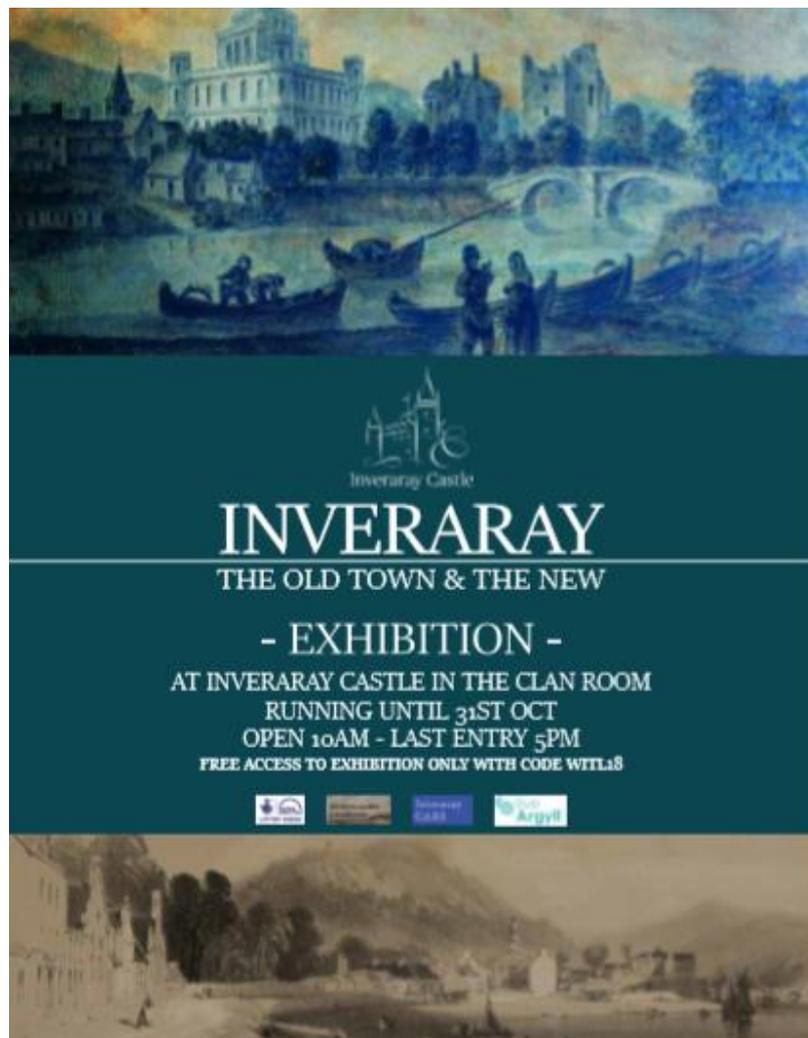
In order to enable the exhibition to be made available beyond the two months display in the Castle and to those who could not access the exhibition space in the Castle (which, as an

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historic building, has limited accessibility), the exhibition boards have been relocated to the archives. They are available here for all visitors to see, in a fully accessible space.

The booklets were available free of charge to visitors to the exhibition, and copies were also sent to Friends of the Argyll Papers (supporters of the archives at the Castle) and interested parties throughout the world, particularly North America. The Clan Campbell Education Foundation is interested in assisting financially with a second edition of the booklet.

A secondary benefit to this exhibition was demonstrating to the Duke and Duchess and to the Castle manager that it was possible to install an exhibition in the Castle mid-season without disrupting the visitor experience. When this was first suggested there were a few raised eyebrows, but the installation was completed in one evening after the Castle had closed to the public and was ready for Castle opening the next morning.



## Appendix 9: Archival Skills Summary Evaluations

### Archival Skills training #1

Number of participants: 18

Number of forms returned: 12

#### 1. What do you hope to achieve by attending this training day?

##### Skills

'Skills that will help with my task as a volunteer to archive material related to Marion Campbell collection.'

'How to create an archive. Manage it safely. Be selective. Make sure it is stored appropriately.'

'Skills to enable us to start archiving Marion Campbell's papers. Networks.'

##### KU

'I hope to learn basic 'best practise' so that I can develop policies in my new job that will help me marry info learned today with existing practise at the museum.'

'To learn more about the practical skills required to work in and manage an archive.'

'A more in depth knowledge of how to precis accurately the documents & agreements I come across and sorting out of records.'

'a better understanding of how archives work and starting to learn the skills to run local archive in future.'

'Where to start when presented with a collection of stuff.'

'Learn what should be kept, how to order it for easy access, how to share the info & how to access other material.'

'Understand the basics of collecting, indexing & conserving archives. How to deal with digital records.'

'A knowledge of the complexities of archiving the different types/kinds of objects in any collection. To attain a uniformity with other archivists. Standards! Uniformity! Access!'

##### General

'an understanding of what is available relating to Islay, how far this may be accessed for benefit of our local project in South Islay and develop own skills.'

**2. Please rate our performance on the following aspects of the training by circling the most appropriate score, where 1 is unhappy/disappointed and 5 is happy. Please use the box at the foot of the table to provide additional details to support your score.**

(i) Administration of the training event	1	2	3	4	5	91%
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					11	[100% of scores]
(ii) The information provided in the training	1	2	3	4	5	91%
					11	[100% of scores]
(iii) The relevance of the training for your ongoing work	1	2	3	4	5	66% 5
		1		2	8	83% > 4
(iv) The delivery of the training	1	2	3	4	5	91%
					11	[100% of scores]
(v) The venue and facilities	1	2	3	4	5	58% 5
				4	7	100% > 4
(vi) Lunch	1	2	3	4	5	
			2	1	5	
'Professionally delivered and very helpful.'						
'Too much organisation archives less relevant to attendees.'						

3. Please refer back to question 1 - have you achieved what you hoped to from this training event? What have you learned today? Have there been any unexpected outcomes? What could we do better next time?

KU

'I have learned a lot. A bit overloaded, as is to be expected. I need to go back and see how what I have learned matches up to the existing archive that I am going to be working on. The collecting policy info is particularly useful to me at this stage.'

'Really excellent training – achieved my objectives! Now know how to tackle a collection of stuff with a view to archiving it. Presenters were 1st class – thank you.'

'Pretty much achieved everything planned for the day. Learned that its not necessary to do everything straight away. Identified achievable tasks that can be ticked off as completed.'

#### Enjoyment & Inspiration

'Very enjoyable and useful day. Thank you.'

'Hugely helpful – thank you. Glad to find I'm not alone. Learned a huge amount but aware of how much still to do.'

### **Attitudes & values**

'I've learned to appreciate the value of careful selection in relation to archiving. Not necessarily to be ruthless, but to use common sense and to be objective.'

### **General**

'Looking forward to detailed cover of indexing maybe recruited new member.'

'Yes. Problem with delegate taking too much time.'

'Might have questions about digital indexing.'

'While have not achieved as 1 above, this was very useful as we work towards a new project in South Islay.'

### **Archival Skills training #2**

Number of participants: 24

Number of forms returned: 24

### **1. What do you hope to achieve by attending this training day?**

#### **Skills**

'Increase my palaeographic skills.'

'To get ideas for notes to tackle difficult handwriting.'

'A grounding in palaeography.'

'Learn about creating indexes. Learn how to transcribe old handwriting.'

Be able to understand & read old handwriting.'

'To have an introduction to palaeography.'

#### **KU**

'To further knowledge obtained on training 01, which knowledge will help in my own volunteering at Dunollie.'

'Clearer understanding of difficulties reading 'old' language and writing.'

'Understanding more about old written documents & about indexing.'

'Better knowledge of indexing.'

#### **Attitudes and values**

'Confidence and skills to carry on understanding local archive papers.'

'Transcription of documents'

'A better understanding of early writing and be able to transcribe it.'

**Behaviour and progression**

‘Revision of skills of reading old documents.’

‘An enhanced ability to read 19<sup>th</sup> & 20<sup>th</sup> century documents & letters.’

‘More efficient reading of documents.’

2. Please rate our performance on the following aspects of the training by circling the most appropriate score, where 1 is unhappy/disappointed and 5 is happy. Please use the box at the foot of the table to provide additional details to support your score.

(i) Administration of the training event	1	2	3	2 x 4	22 x 5	91% 5 100% > 4
(ii) The information provided in the training	1	2	3	4 x 4	20 x 5	83% 5 100% > 4
(iii) The relevance of the training for your ongoing work	1	2	1 x 3	5 x 4	18 x 5	75% 5 100% > 3
(iv) The delivery of the training	1	2	3	4 x 4	20 x 5	83% 5 100% > 4
(v) The venue and facilities	1	2 x 2	6 x 3	6 x 4	10 x 5	
(vi) Lunch	1	2	3 x 3	6 x 4	13 x 5	2 x n/a
‘Venue not so good for so many people.’ ‘Very effective & calmly approached, and flexible approach with 24 attendees.’ Facilities grand apart from ‘mugs – coffee???. 1 toilet available.’ ‘The venue was nicer last time! But still fine.’ ‘Everything ran very smoothly.’						

3. Please refer back to question 1 - have you achieved what you hoped to from this training event? What have you learned today? Have there been any unexpected outcomes? What could we do better next time?

**Skills**

‘Gained understanding and need to practise this new skill.’

‘Probably achieved [A grounding in palaeography]. Learnt need more practice.’

KU

'Don't believe what you think you have read first!'

Achieved 'Understanding more about old written documents & about indexing.'

'Gained understanding and need to practise this new skill.'

'I think so [An enhanced ability to read 19<sup>th</sup> & 20<sup>th</sup> century documents & letters]. I am better informed about techniques of transcribing – abbreviations, long & short s's etc.

Achieved [Be able to understand & read old handwriting]. Happy with the training.'

'Very pleased with the training. Index part useful bonus.'

### **Enjoyment & inspiration**

'Interesting, relevant & fun.'

Very rewarding day.

'Very useful day. Thanks.'

### **Attitudes & values**

'That indexing can be tricky.'

### **Behaviour & progression**

Achieved 'To further knowledge obtained on training 01, which knowledge will help in my own volunteering at Dunollie.'

Achieved 'Clearer understanding of difficulties reading 'old' language and writing.'

### **General**

'Being deaf means having difficulty if more than one person is speaking at a time. I think 'students' should be reminded not to converse when the tutor is speaking. Maybe a bell would help bring everyone 'into line'.'

'Clearer overheads & examples of early writing.'

'Would have liked to spend more time on archives – setting them up, accessioning, creating finding aids and indexing. Palaeography is interesting but not relevant for our project.'

### **Archival Skills training #3**

Number of participants: 21

Number of forms returned: 13

#### **1. What do you hope to achieve by attending this training day?**

##### **Skills**

How best to preserve old photos I have collected for the future

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Improvement to my non-existent preservation skills. This is probably the most important part of my current challenge which is to archive the MacLean of Duart collection

Learn basics of preserving paper items but particularly clear strategies for dealing with digital files

Advice on handling material to ensure the best long-term preservation/care of archives.

Basics of preservation of archives and understand what to do

### KU

To learn about good management and preservation of the museum collection

Knowing how to keep it safe for as long as possible. To analyse materials and to be aware of all the harmful possibilities which could affect the condition of artefacts.

To learn how to be responsible for our archives in the future achieving the best for both our material and any visitors/users

Clarification on the many challenges involved in the physical preservation of archive materials

Practical steps to take to look after archival material; tips on looking after photographs

To learn about practical methods of preservation and digitisation

Learn about digitisation.

### Attitudes & Values

Increased confidence in archiving material & photographs generally. Contacts with other groups would be useful

A greater awareness of risks to archives by making them available to the public – photo preservation etc

Best way to make archive accessible to public

**2. Please rate our performance on the following aspects of the training by circling the most appropriate score, where 1 is unhappy/disappointed and 5 is happy. Please use the box at the foot of the table to provide additional details to support your score.**

(i) Administration of the training event	1	2	3	4	5	%
					12	92%
(ii) The information provided in the training	1	2	3	4	5	92% 5
				1	12	100% > 4
(iii) The relevance of the training for your ongoing work	1	2	3	4	5	69% 5
			1	2	9	

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							100% > 3
(iv) The delivery of the training	1	2	3	4	5	69% 5	
			1	2	9	100% > 3	
(v) The venue and facilities	1	2	3	4	5	61% 5	
				5	8	100% > 4	
(vi) Lunch	1	2	3	4	5	n/a	
			2	2	7	2	

2. Please refer back to question 1 - have you achieved what you hoped to from this training event? What have you learned today? Have there been any unexpected outcomes? What could we do better next time?

**Skills**

Achieved Practical steps to take to look after archival material; tips on looking after photographs

Yes, not only practical methods but plenty theory too

Yes – especially about digital photography and composition of photos; more ideas about managing collections

Photographic processes and preservation; indexing; security of collection

**KU**

To learn about good management and preservation of the museum collection

Knowing how to keep it safe for as long as possible. To analyse materials and to be aware of all the harmful possibilities which could affect the condition of artefacts.

Good to learn more about preservation and develop preservation plan. Found digitisation talk less relevant at the moment but obviously lots to learn

Yes, not only practical methods but plenty theory too

Learned there is a lot I don't know and to look at photos with a different eye eg. paper fibres, silver etc

Didn't learn much more about dealing with digital files than I am already doing but good to know that I am doing the right thing

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Yes – good basis to decide how & where to start

Yes – especially about digital photography and composition of photos; more ideas about managing collections

What an archive should physically contain/provide ie. the building

Disaster planning

Thinking about how to reduce risks to archives

### **Enjoyment & Inspiration**

Networking; great tuition; really good support

Happy with everything

As an amateur, working with professionals and learning from them has been the most important thing for me.

### **Attitudes & Values**

Another excellent day – I really feel empowered now! All expectations achieved. Thank you

Confidence to start archiving material correctly; best practice

### **Behaviour & Progression**

Quite a lot was highly aspirational but inachievable by many of us little people. Would be useful to work together to find more accessible solutions eg. learning about answers that may not be as good but are available in 'normal' life

Really interesting and useful to take back to the archive with clear next steps

Sharing information and ideas

### **General**

There's a great deal to take on board

Have notes on making archives accessible in handbook; photo preservation useful; physical aspects of an archive required

Yes Best way to make archive accessible to public

### **4. What aspects were most helpful?**

The session on transcribing handwritten documents

I have found everything on the course useful. I would like to learn more about Copyright and cataloguing software.

Knowledge of Argyll collections and the people who run them

### **5. What else would you like to learn more about?**

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### Palaeography

Mentoring would be really valuable – perhaps a visit from an archivist to discuss progress on the archive and to bring any issues and problems, get specific advice on particular issues.

I would like to learn more about cataloguing software and how to make catalogues available online

I'm interested in following the progress of the Argyll archive at Inveraray 'test case' for potential future developments at Dunollie.

Try and form a co-op to get discount on supplies

Meet up again to have a small presentation from everyone & solve problems

Someone to visit Ardkinglas, help us get started and point us in the right direction

## Appendix 10: Palaeography training summary evaluation

Inveraray – 10/10 forms

Sandbank – 6/6 forms

Oban – 6/6 forms

Total 22 forms

Your feedback on this first training event will directly impact on our planning for future events as well as providing evidence for our funders. Please provide as much information as possible.

### 1. What do you hope to achieve by attending this training day?

Further knowledge in reading and transcribing x 8

To build on the little already learned from an online course x 1

To read/understand early documents x 1

More knowledge, skill x 1

2. Please rate our performance on the following aspects of the training by circling the most appropriate score, where 1 is unhappy/disappointed and 5 is happy. Please use the box at the foot of the table to provide additional details to support your score.

(i) Administration of the training event	1	2	3	4	5	
				2	20	
(ii) The information provided in the training	1	2	3	4	5	
				1	21	
(iii) The relevance of the training for your ongoing work	1	2	3	4	5	
			3	3	15	
(iv) The delivery of the training	1	2	3	4	5	
					22	
(v) The venue and facilities	1	2	3	4	5	
				10	12	
(vi) Lunch	1	2	3	4	5	
			1	3	17	

**3. Please refer back to question 1 - have you achieved what you hoped to from this training event? What have you learned today? Have there been any unexpected outcomes? What could we do better next time?**

### **Skills**

A start in the learning of this subject

I have learned a range of techniques to help recognise letters|figures|words. Nothing to be done better – just MORE!

A great introduction to palaeography.

Analytical skills

### **KU**

learnt that I wasn't transcribing correctly

Fulfilled my course objective. Learned other facts from this area of interest.

An excellent day. I have learned a great deal

Excellent pointers to online information

I certainly know more & understand more of the words/letters that the documents are written in

Learning today – people's names, numbers

Learning about the practical creation of letters eg. moving pen & ink

Learned useful tips and wrinkles for getting into the interpretation and understanding of documents.

The training has certainly added to my understanding, and I have learned about resources and places to go for help.

Fascinating and hands on – gained lots of new knowledge

### **Enjoyment & inspiration**

Good to work with others. Good size of group.

Knowing how much easier it is to work when working with other people

Length of day good – enough to learn, not enough to exhaust

Handwriting can be frustrating but fun

A thoroughly interesting & enjoyable day

Found it very interesting

A very enjoyable & interesting day

## The Written in the Landscape project evaluation

Enjoyable day. Good affirmation of current learning, with new names

Good to revise letters and transcribe again

Good to share with others in the class

Helpful meeting other participants interested in palaeography

Our session today has added greatly to my interest in unravelling old handwriting, and I appreciate the detailed study we have shared today.

### **Attitudes & values**

Great environment and learning space. Great to have practical experience.

It's been really interesting.

Not directly of use to me in my work at the museum (our archive is 20th century) but extremely valuable for helping visitors and enquirers to our library.

### **Behaviour & progression**

I need much more of this type of event to give me more knowledge & more confidence. I had some eureka moments but also some head scratching took place.

I am interested in attending more training days like this to refresh and learn more

I would like to discover more of personal interest

### **General**

Excellent course. Most informative

Greater range and variety of documents than expected

## Appendix 11: Leaflet



## Appendix 12: Collections description



### Live Argyll Collections

- DR/1/8 – James Archibald Campbell of Barbreck Papers, 1916 – 1925  
Personal papers of Campbell, including letters, postcards, diary, and newspaper cuttings
- DR/1/28 – Lochbuie Estate Plans, no date  
Estate plans covering the Ardmeanach peninsula during the nineteenth century
- DR/1/36 – Papers of the Brown Family, Rothesay, 1833 – 1874  
Records of the business, including accounts, venditions, tax records, receipts, and correspondence
- DR/1/43 – D.M. MacKinnon & Company, 1881 – 1953  
Operational records of D. M. MacKinnon, including articles of association, feu plans, and sales particulars – refers to Craignish Estate
- DR/1/51 – Stonefield Estate Sale Particulars, 1948  
Brochure for the sale particulars of the Stonefield Estate
- DR/1/54 – Sale Particulars, Kilmory Estate, 1911  
Sale particulars for Kilmory estate c. 1911, including photographs of the estate
- DR/1/58 – Islay Estate Records, 1808 – 1810  
Financial records of the Islay Estate, consisting of the rental accounts
- DR/1/63 – Largie Estate Papers, 1870 – 1880  
Legal and financial papers, including a will, court papers, leases, accounts, rentals, tax records, inventories, notes on tenants and workers, and receipts. Also a large collection of correspondence, including a bundle relating to offers made for land and property on the Largie Estate, as well as personal and business correspondence of the MacDonald family
- DR/1/67 – Papers of the Campbell family of Kilninver and Kilmelford, 1772 – 1830  
Papers concerning Reverend Patrick Campbell and his family, including: legal records, such as a will and power of attorney; financial records, including accounts, and correspondence between family members
- DR/1/91 – Campbell of Ormidale Family Papers, 1778 – 1905  
Legal records relating to land disputes on the estate and financial records that give details on rentals and accounts, as well as records from the Trustees of Robert Nutter Campbell. Also records relating to two local militia companies in which John Campbell was involved: Strachur and Strathlachlan Company First Battalion Argyllshire Volunteers and Glendaruel Company Argyllshire Volunteers. Number of letters of different family members, including a large number sent to Colonel Hardin Burnley Campbell.

- DR/1/93 – Papers of McLea Family, Inveraray, 1708 – 1743  
Legal records of the McLea family, including a testification by the Kirk Session and Town Council of Inveraray as well as burgess tickets for Inveraray
- DR/1/100 – Estate Sales in Argyllshire, 1989 – 2012  
Sales particulars for estates and properties across Argyllshire during the late 20<sup>th</sup> and early 21<sup>st</sup> centuries from a range of selling agents, as well as auction catalogues and promotional material
- DR/1/111 – Kilmory Estate Papers, 1926 – 1945  
Volume that records the game killed on the Kilmory estate, as well as a photograph of Kilmory Castle and newspaper clippings
- DR/1/119 – Papers of the Lamonts of Knockdow, 1864 – 1940  
Newspaper cuttings books, notebook of an estate gardener, and notebooks of Sir Norman Lamont on the history of the Lamont family
- DR/1/120 – Carradale Estate Plans, 1772 – 1775  
Plans of different areas of the Carradale Estate
- DR/1/130 – Kilmory Estate Wages Book, 1876 – 1878  
Volume containing information on the wages paid by the Kilmory estate
- DR/1/140 – Records Relating to Breadalbane Estates, 1882 – 1896  
Conditions of lease for properties on the Breadalbane Estate
- DR/1/160 – Records of the Campbell Family, Oban, 1885  
Personal papers of the Campbell family, Oban, including a photograph and a bible
- DR/1/164 – Papers of Hugh MacDonald, Wholesale Stationer, Oban, 1936 – 1939  
Financial records that include a day book and a receipt book for the wholesale stationer
- DR/1/167 – Papers of Russel and Aitken, Solicitors, 1819 – 1906  
General papers, including sales particulars for Argyllshire estates, answers to petition, and related correspondence
- DR/1/170 – Papers of Catherine Helen Hunter Campbell of Ormidale, 1882 – 1892  
Bundle of around 200 bills and receipts, as well as correspondence and notes relating to the estate and those of a more general nature, such as notes on individuals and on religious texts
- DR/1/175 – J. MacFarlane, General Merchant, Tobermory, 1913 – 1961  
Financial records of the business, including, account books, cash books, counter books, notebooks, and receipts. The accounts run from 1927 until 1961, with gaps in between
- DR/1/176 – Fletcher of Dunans family papers, 1822 – 1830

Minute book that relates to the tutors for the children of John Fletcher of Dunans

DR/1/184 – Colgrain Estate & Rosneath Estate Papers, 1946 – 1948

Sales catalogues of the Rosneath and Colgrain estates, near Helensburgh

DR/1/186 – Records of Parlane MacFarlane, Faslane, 1829 – 1867

Records of accounts

DR/1/191 – Otter Estate Papers, 1825 – 1836

Financial records, including rent and receipt books

DR/1/196 – Lochgilphead Papers, 1860 – 1927

Records from Lochgilphead Combination Poor House (including feu charters, minute of agreement, articles of roup, minutes of meetings, correspondence, receipt, and photograph), the Auchendarroch Estate (including conditions of feus), and the 51<sup>st</sup> (Highland) Division War Memorial Fund (including bank book, donation lists, notes on subscriptions and tickets, blank donation form, and correspondence)

DR/1/210 – Dennistoun of Colgrain Writs, 1638 – 1858

Records relating to the titles to the lands of Colgrain and Camis Eskan both in the Parish of Rhu, in the Dennistoun family Includes charters, sasines, precepts of clare constat, resignations, inquest and special service. Also includes records from after the sale of the Colgrain and Camis Eskan estate to Colin Campbell

DR/1/227 – Crinan Canal, 1827

Correspondence of land owner, Malcolm of Poltalloch

DR/1/228 – Papers of Marion Campbell of Kilberry, 1811 – 1920

Relating to the Argyll Hotel in Lochgilphead, the sale of the Kintarbert Estate, and the subscription for replacement of bridges in Lergnahesion and Crear, Kilberry

DR/1/235 – Papers of Peter Campbell, Farmer, Loch Etive Side, 1858 – 1882

Financial accounts, such as day books and cash books

DR/1/245 – MacLachlan Estate Papers, c. 1832 – 1887

Mainly correspondence, relating to family matters, estate business, and local affairs. Also: legal records; financial records, including tax papers and receipts and accounts; records of the chief's involvement with public works, such as police and courts, education, transport and fishing; printed circulars, and various handwritten notes

DR/1/253 – Papers of Thomas Russell of Ascog, 1880

Correspondence relating to the political actions of Thomas Russell of Ascog

DR/1/254 – Papers of the Ballachulish Estate, 1863 – 1883

Legal documents concerning the Balluchulish Estate, prior to the sale of the lands in 1882. The records include valuations of the estate, inventories of the titles of the estate, dispositions, reports, and copy correspondence

DR/1/255 – Papers of Captain John Campbell, c.1801

Correspondence relating to military

- DR/1/256 – Papers of the Mackinnon Family, Baronets of Balinakill ,1872 – 1882  
Volume of factor's accounts for the estate of Balinakill
- DR/1/281 – Taynish and Ardkinglas Estate Papers, 1878 – 1964  
Administrative records for the Taynish and Ardkinglas estate, namely a game book
- DR/1/303 – Account Book of John Campbell, Factor to the Malcolms of Poltalloch, 1799 – 1804  
Volume of accounts for the factor of the Malcolm of Poltalloch estate
- DR/1/304 – McGregor Family Papers, 1863 – 1922  
Mainly correspondence from Rev. MacGregor to his son, Arthur, as well as from his daughter, Louisa. Also newspaper cuttings and ephemera that includes photographs, post cards, and a novelette
- DR/1/309 – Largie Estate Accounts, 1865  
Pages taken from an account book of the Largie Estate
- DR/1/320 – Papers of Crawford Family of Aros and Edinburgh, c. 1776 – 1917  
Covers the Aros estate whilst still in the ownership of the Duke of Argyll and the personal estate of Alexander Crawford until his death in 1856. The records also cover the Trustees of Alexander Crawford's personal estate, as well as that of his son, Donald Crawford, and his two daughters, Sibella and Lillias. The collection consists mainly of legal and financial records, such as inventories of title deeds, dispositions, accounts and receipts, as well as one bundle that contains correspondence, mainly that of Lillias Crawford
- DR/1/333 – Duart Castle and Scallastle Estate, 1897  
Sale particulars of Duart Castle (as it was then known) and the Scallastle Estate on Mull, including photographs and plans of the property and lands
- DR/1/335 – Colgrain Estate Papers, 1731 – 1955  
Records of both the Dennistouns of Colgrain and the Campbells of Colgrain. Records of the Dennistouns of Colgrain include a disposition and instrument of sasine relating to the lands of Boquhapple from 1731, as well as tenants' books of James Dennistoun, dated 1746 – 1779. Records of the Campbells of Colgrain include papers of the Trust of Colin Campbell, such as his death certificate, sederunt book, dipositions, memoranda, and inventories, as well as financial records for the Colgrain estate, including accounts, receipts and bills. Also a collection of correspondence from various Campbell family members, largely consisting of letters from William, Robert, and John Campbell, who all served in the Crimean war. A copy of a family photograph of the Campbells outside Camis Eskin House, taken around 1905, is also included
- DR/1/342 – Armour Family Papers, 1734 – 1986  
Business records, both legal and financial, such as tacks, distillery licences, account books, tax records and receipts. The collection also includes records relating to the

Picture House in Campbeltown, as well as genealogical information and research into local history, and family and business correspondence. There are also a large number of newspapers and cuttings of articles from a wide range of local and national newspapers

DR/1/350 – Papers of the Macdonald of Boisdale family, 1783 – 1944

Legal documents, including sasines, dispositions, a declaration of exoneration, and searches of incumbrances, relating to land on the Isle of Mull in the possession of the MacDonalds

DR/2 – Malcolm of Poltalloch Papers, 1522 – 1933

DR/3/4 - Carskey & Lephenstrath Estates, 1851 – 1920

Papers from the estate itself and records created by C & D MacTaggart. Relate to the legal aspects of the estate from 1851 till 1920 (consisting of papers relating to titles, minutes of sale, tacks and leases, offers, dispositions, assignations, claims, agreements, submissions, opinions, declarations, debt, power of attorney, and minutes, as well as records of the Kirkwood family), the finances of the estate from 1860 till 1905 (including accounts, tax records, material relating to loans and transfers, insurance papers, bills, receipts, and correspondence) estate business from 1867 till 1907 (such as estate particulars, conditions of lease, articles of roup, inventories, advertisements, stocks and shares, farming and shooting, and plans), and correspondence from 1866 till 1919 (mainly relating to business with C & D MacTaggart). Also contains speeches on literature, on topics concerning the Bible and John Milton, by an unknown author and presented to different groups in Campbeltown, in 1905 and 1915

DR/4/9 – Duncan Colville Papers, 1734 – 1912

Plans

DR/6 – Campbell of Craignish Papers, 1486 – 1856

DR/7/2 - Papers Relating to the Removal of Tenants, Sproat & Cameron Solicitors, 1843 – 1887

Records that relate to the removal of tenants from Mull, Tiree, Coll, and Ardnamurchan, including tenants of the Duke of Argyll, from 1843 until 1887. Records include processes of removals, such as petitions and executions, as well as a criminal complaint of breaking and entering on Tiree. Letters from estates to writers in Tobermory, requesting that legal papers be drawn up to allow them to remove tenants (1861 – 1876), as well as formal letters from tenants recording their intent to comply with the summons and statements of execution from sheriff officers, covering 1854 to 1882. Also more general correspondence relating to removals and requests for legal advice, from 1862 until 1887. Accounts between the Trustees of James Dalglish of Ardnamurchan and Sproat & Cameron detail the legal fees charged for services relating to removals on his estate

DR/8 – Lamont of Knockdow Papers, 1808 – 1939

Concerning the Lamont family and their estates in Scotland as well as in Trinidad. Records include legal papers, financial records, and personal papers, dating from 1808 to 1939. Legal records consist of statements, dispositions, renunciations, inventories, papers relating to disputes, papers of the George Cole Trust, items concerning the rental of Gartmore House by James Lamont, and related correspondence. Financial records include tax-related documents, rentals, bank account book, accounts, bills, and receipts for the estates and family members, as well as related correspondence. The personal papers consist of a commission for Norman Lamont as a Deputy Lieutenant of Argyll, dated 1901

DR/9 – John Blain Papers, 1667 – 1834

Business and personal papers of John Blain, from 1667 to 1834. Business papers cover different aspects of Blain's career on Bute: the legal services he provided, his role at the Customs House and as Commissary of the Isles, as well as his work with various estates (Bute, Kames, Stewarthall, and Arran) and the heritors of Rothesay. Blain's personal records cover his personal property (namely the lands and farms of Eskechreggan and Lentiskine), how his Trust was arranged and then managed following his death in 1820 and a variety of correspondence, including letters from family members and those owing debts. Also contains papers of Duncan McLea, a merchant in Rothesay, consisting mainly of financial records, from 1688 to 1744

DR/11 – Skipness Estate, 1896 – 1984

Financial records such as accounts, wages, vouchers, collections, and dealings with the West of Scotland Agricultural College, maintenance records such as diaries, schedules, costs sheets and materials purchased, and records relating to the history of the estate including notes and photographs, as well as Gaelic grammar. Reference to James Oakes and Co of Riddings through which some transactions were made. Also reference to Argyll Forestry, a co-operative which Mr C.A.M. Oakes took over, employing men to carry out the forestry work on Skipness. Also contains records that relate to West-Weighed Quality Stores: minutes, reports, correspondence, presscuttings, and printed notices (1966 – 1984)

DR/12 – Campbell of Inverneill Papers, 1776 – 1881

DR/13/7 – Glenetive Estate, 1800s

DR/14 – Campbell of Kilberry Papers, 1858 – 1965

DR/15 – MacTavish of Dunardry Papers, 1629 – 1879

DR/17 – Thomas Corson & Company, Auctioneers, Oban, 1882 – 1975

Sales catalogues of Thomas Corson and Company, for livestock and some household property sales, as well as printed notices regarding conditions of sale. Most relate to Argyll sales but some are for Perth

DR/22/1 – Campbell of Braglen Papers, 1755 – 1819

DR/24 – Glenmore Estate Papers, 1686 – 1952

Legal documents relating to the Glenmore estate and lands in and around the parish of Kilmelford. Also documents relating to other lands and affairs linked to the Glenmore estate. Included are sasines, charters of confirmation, certificates of valuation, petitions, precepts of clare constat, dispositions, resignations, marriage contracts from the late 17<sup>th</sup> century to the mid-20<sup>th</sup> century. Also contains plans of the Glenmore estate, dating to the 1850s

DR/25 – Papers of the Campbells of Dunstaffnage, 1516 – 1908

Records contain legal papers - including charters and deeds, legal disputes (including an arbitration with the Callander and Oban Railway Company), and appointments – financial documents, consisting of a tax certificate, accounts, details of creditors, rentals, and bills and receipts. Also general administrative records for the estate, such as inventories, plans, and notes, as well as correspondence relating to estate and family matters. Also contains records pertaining to the MacDougall of Dunollie family, legal papers relating to the Dunollie estate – including charters and deeds, legal disputes, bonds and discharges, comprisements, letters of lease, marriage contract, appointments and memoranda – financial documents including accounts, rentals, and bills and receipts, as well as family and estate-related correspondence. Also some records relating to the Kilmore and Kilbride parish, including extracts of minutes of meetings

KASC/2/10 – Robert Campbell of Kintarbert, 1778 – 1830

KASC/2/11 – Papers Mostly Relating to the Campbell Family, 1774 – 1900

KASC/2/13 – Macdonald of Largie, 1785 – 1808



## The Argyll Papers at Inveraray Castle

### Scope and Content

The contents of the archive are wide and varied, reflecting:

- The historically important role of the Campbell family in Scottish, British and international affairs: From the fourteenth century onwards the Earls and, later, Dukes of Argyll were closely allied to the Scottish crown and parliament, acquiring a host of official roles and responsibilities which were sustained and expanded after Union. Extensive personal papers, correspondence and accounts document the activities of the extended family in all of its endeavours, offering potential for many important historical themes and events to be explored.
- The geographical extent of the estate: Until the mid-twentieth century Argyll Estates covered most of Argyllshire, parts of Inverness-shire, Clackmannanshire, Stirling, East Lothian, as well as properties in Edinburgh, London and abroad. Many of their lands were acquired controversially during the west highland clan wars of the sixteenth and seventeenth centuries, whilst acting as Crown mediator and overseer for confiscated estates. In the eighteenth and nineteenth centuries successive Dukes invested heavily in agricultural, industrial and urban development and the records of these endeavours provide an unparalleled insight into our landscape history and built heritage. Large areas of the estate lie in some of Scotland's most marginal and fragile island environments (Tiree, Iona, Mull) which endured some of the worst periods of nineteenth century Highland famine, emigration and land agitation. The history of all of these places and events, and of the people within them, is documented in detail in the archive.
- The chronological depth of the collection: Records in the archive date from the thirteenth to twenty-first centuries, forming an unbroken record of nearly eight hundred years of the family's fortunes which closely reflects all of the key events in Scotland's history. This depth of chronology is very rare for a Scottish family archive.

### Principal series and items of interest

A large collection of **writs and charters** relating mainly to the transfer of land and titles, but also including marriage agreements, commissions and appointments, contracts of friendship, inquests, gifts of ward and non-entries, letters of tutory, assize herrings and more, 13th – 20th centuries. The principal collection of approximately 500 charters is arranged chronologically, 1315-1784, and is summary listed. This is an important collection as it includes many early royal charters which record the progressive expansion of Campbell lands and influence from the fourteenth to sixteenth centuries. Many other charters are listed in groups and individually, throughout NRAS 1209, and there is a further substantial collection of un-listed and largely unsorted charters.

Records relating to the **Earls and Dukes of Argyll's official roles and responsibilities, 16th – 20th centuries**, including three collections of political and personal correspondence from important royal, military and noble figures with whom the Argyll Family were closely associated, 1543-1800 ('Royal Letters' and 'The Argyll Letters' Volumes 1 and 2). These collections also include commissions to the Earls of Argyll, 1460-1646.

**Military papers, 16th – 20th centuries**, including militia lists, muster rolls, accounts and correspondence relating to military and political matters, with much on sixteenth and seventeenth century west highland unrest and on the Jacobite Rebellions. Also, records relating to the Argyll Militia, Territorial Army and the Argyll and Sutherland Highlanders, 19th - 20th c, and some papers relating to the First and Second World Wars (also see personal and estate correspondence).

**Personal and business papers of family members, 16th – 20th centuries**, including personal correspondence of the Marquess of Argyll and Margaret Douglas, 1660 and 1673, papers of the 8th Duke of Argyll relating to his term as Secretary of State for India, 1860s-70s, and letter books and press cuttings of the Marquis of Lorne (later, 9th Duke) as Governor General of Canada, 1878-1883. A large and interesting collection of family correspondence exists for the 8th Duke and Duchess and their extended family, including the Dukes of Sutherland, Northumberland and the Royal family, along with personal diaries, photograph albums, sketch books and other personalia. A very complete personal archive for the 10th Duke also exists, comprising extensive correspondence and an unbroken series of detailed personal diaries, 1892-1945. Personal papers also exist for other generations of the family, but are currently listed very piecemeal.

**Transcripts of The Argyll Papers and related archives**, compiled by Sir William Fraser, the 10th Duke and others: approximately 250 volumes and 100 bundles or folders. The most important collection, 'The Argyll Transcripts', contains handwritten copies of many of the earliest records in the archive (24 volumes).

**Genealogies** of all branches of the Campbell Family, mainly compiled by the 10th Duke and his contemporaries, 19th – 20th centuries, but including some earlier records.

Extensive **estate archives** for Inveraray; Rosneath; Kintyre; Campbell; Tiree; Mull, Iona and Morvern; Lismore and Scammadale Estates, 16th – 20th centuries. These include accounts, rentals, tacks, correspondence and other papers relating to the administration of the estates, including rural industries (kelp, salt, wool, lint, coal, quarries, woods) and infrastructure. They also include name lists, such as the Argyll Estate Census of 1779 (recording the names and ages of every person living on the Argyll Estate) and smaller scale census for Tiree (1776), and Campbeltown and Kintyre (1792). A large collection of estate maps, plans and written surveys also forms part of the estate archive and is described more fully below under 'Maps and Plans.'

Amongst the personal, family and estate papers described above are **surveys and accounts for buildings** of national importance, with which the family was associated, 17th – 19th centuries, including:

**Argyll's Lodging and Gardens, Stirling:** titles, correspondence, surveys and accounts, 17th – 18th c, including detailed accounts for carpentry work, wright work, slaters work and a bill for painting the 'wholl lairge high deining room', 17th – 18th centuries (NRAS 1209 Bundles 1051, 1189, 1856, 3206).

**Argyll's Lodging, Holyrood House:** copy royal warrant, granting John, Duke of Argyll, lodgings in the Abbey formerly possessed by John, Duke of Atholl, 1705 and vouchers for household expenses, 1776-1796 (NRAS 1209 Bundles 111 and 683).

**General Register House, Edinburgh:** vouchers for work done by tradesmen at Register House, Edinburgh, under the supervision of Robert Reid, Architect (NRAS 1209 Bundles 3194-3197, amongst the executry papers of Lord Frederick Campbell, Registrar).

**Castle Campbell, Dollar Glen:** survey describing its state of dereliction after military occupation and estimates for repair, 18th century.

### Maps and Plans

**Architectural plans and specifications** relating to family homes, estate buildings and county towns, including:

**Inveraray Castle and policies:** original plans and elevations by Roger Morris, John Adam, and Robert Mylne, 1746-1789, including Roger Morris' book of 'Letters and Instructions for building Inverara Castle, 1744-47'. Also, plans of alterations made by Anthony Salvin and Ian Lindsay following extensive fires in 1877 and 1975; plans and correspondence relating to the policies by William Nesfield, 19th century (incorporating seventeenth century formal avenues and plantations); plans of estate buildings and follies within the policies, by various architects, 18th – 19th centuries.

**Rosneath Castle:** large volume containing over 100 annotated plans and specifications by Joseph Bonomi and correspondence with the 5th and 6th Dukes of Argyll, 1802-1806.

**The Royal Burgh of Inveraray,** 18th – 20th centuries: drafts for the town layout (Inveraray was one of Scotland's first planned towns, built under instruction of Archibald, 3rd Duke of Argyll in 1751), plans and elevations of the principal public and residential buildings by Roger Morris, John Adam and Robert Mylne.

**Campbeltown and Oban,** 1740s-1900s: detailed street plans, house plans and written surveys containing detailed descriptions of properties, building styles and their occupiers.

**Estate plans and surveys,** relating mainly to estates in Argyllshire, 17th - 20th centuries, including:

**William Douglas' map of Iona, 1769.** This is the earliest detailed map of the island and is accompanied by a written survey. Many other records relate to the island's history, including correspondence describing the 8th Duke's efforts to manage the landscape and antiquities, his appointment of Sir Robert Rowand Anderson to repair the abbey in 1874 and his decision to gift the ownership of the abbey buildings to the Church of Scotland in 1899.

**George Langland's Survey of Kintyre, 1770-77.** This is one of the most important landscape surveys ever undertaken by a single surveyor and patron, containing detailed descriptions of 204 Kintyre farms, with recommendations for their modernisation and improvement. The process of improvement was embraced over a period of thirty years and is recorded in a very large collection of estate records recording the amalgamation and abandonment of marginal settlements, the division of shared tenancy farms into modern farming units, and the introduction of new families, technologies and industries into the peninsula, which by the middle of the nineteenth century had become the industrial and agricultural heartland of the Argyllshire.

**James Turnbull's Survey of Tiree, 1768/9.** A large, gloriously illustrated and highly coloured map depicting the Tiree landscape before the modern crofting landscape was created in the nineteenth century. It shows densely packed clusters of large farming townships separated by rigs of infield and outfield cultivation, common grazing, 'old danish forts' and other antiquities. It is accompanied by a detailed 111 page written survey describing each township in detail, with minutely recorded observations on farming practices, fishing and the way of life of the island's inhabitants. There are many other eighteenth and nineteenth century surveys for the island, which appears to be particularly well documented owing to its geographical location and circumstances of its acquisition.

Twentieth century maps of **Auchindrain and Auchnagoul townships**, near Inveraray, demonstrating the rare survival of traditional shared farm tenancies long after the practice had died out elsewhere. These maps and supporting estate records could enable further research to be undertaken on the history and cultural significance of these islands, which has been possible to date, and most importantly, help us understand its significance in the wider landscape.

### Sub-collections

Family and estate archives and personal papers of families associated through marriage:

- Callander of Ardkinglas and Craigforth, 17th – 19th centuries (69 bundles, NRAS1209 Bundles 1813-35, 1872-1919);
- Campbell of Southall, 19th century (7 boxes and 5 volumes);
- Campbell of Craignish, 17th – 19th centuries (3 boxes);
- Campbell of Barbreck, 18th – 19th centuries (1 box);
- Campbell of Glendaruel, 18th – 19th centuries (2 boxes).

Records of the **Synod of Argyll, 17th - 19th centuries** (NRAS 1209 Bundles 535-609 and 1751-1761) (84 bundles). For much of this period the Synod of Argyll covered most of the west highlands and islands of Scotland, from the Western Isles and Skye in the N, to Arran in the S; the collection covers this whole area. It contains many references to the building and maintenance of churches, manses and schools, to ministers and schoolmasters, the recruitment of Gaelic speaking ministers, and to Catholic and pagan religion. It also includes many individual items of interest including the oldest known collection of Scottish Gaelic proverbs dating from c1700 (NRAS 1209 Bundle 545).

**The Dewar Manuscripts**, an important collection of Gaelic folklore comprising traditional tales, historical stories, poems and songs, and genealogies, collected by John Dewar for the 8th Duke of Argyll, 1862-72 (7 volumes). A little-known near-contemporary English translation by Hector MacLean, 1879-81 is also held in the archive (6 volumes) and four volumes of Lord Archibald Campbell's folklore collection, 'Celtic Waifs and Strays.' Correspondence relating to all of these collections is preserved amongst the family correspondence and personal papers.