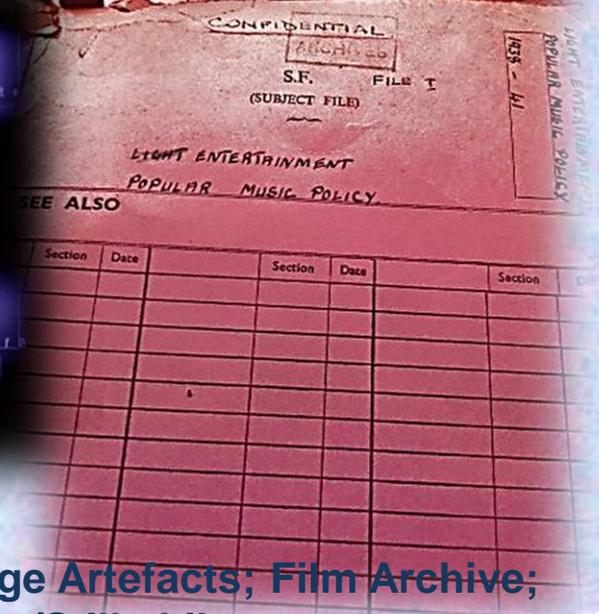
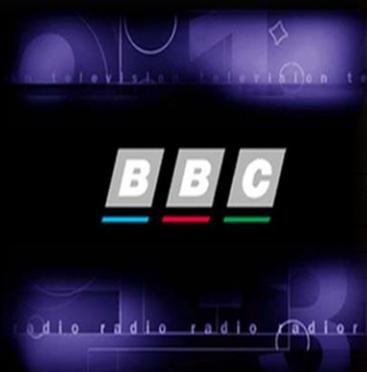


DPC 2014: What I Wish I Knew Before I Started

BBC Archives

Simon Rooks, Archive Executive, BBC Archives



Collections clockwise from top left: Sound Archive; Heritage Artefacts; Film Archive; Written Archives; Web Archive; Music Library; Photographs/Stills Library

Mostly Multi-Media, Mostly Functional

Metadata

Pan-BBC internal & audience facing, migrations, requirements

Operations

Logistics, Stores, Cataloguing, Intake

Policy & Governance

Compliance, Archive Functions Gov, Project Coordination

Digitisation

Preservation, Digitisation projects, file-based working,

Archive Business Dev

Change Management, Access Requests, Partnerships

Media Management

'Embedded' MMs in Production, DG, HR...



People

BBC Archives employs c. 400 people across England (UK Nations have their own operations)

- **Controller, I&A**
 - equivalent to head of channel controllers e.g. R3, BBC1. In other words, 3 steps from Director-General.
- **Senior Management Team**
 - Responsible for all activity areas (see previous slide)
- **Archive Executives, Resources and Service Managers**
 - operational teams/policy & governance/project mgmt./technical areas
- **Senior Media Managers**
 - may have up to 12/15 staff or none depending on role. Flexible role that will move through different teams/areas
- **Media Managers**
 - typical graduate entry point to BBC Archives. A generic role in a flexible pool, gaining skills and knowledge of different areas of production and business through embedding.
- **Assistants**
 - intake, accessioning, retrieval, delivery, support teams, etc.



What I Did on Monday

- **Archival Risk Analysis:**
 - Meeting colleagues about our risk analysis approach which gives us a overview of archival value and supports decision making about where to concentrate efforts for maximum return.
- **Staffing issues:**
 - HR system, extending contracts/emails with HR services provider Capita/calls re long term sick staff
- **Access Policy:**
 - accessibility vs. security. Dealing with policy questions of single copies, non compliance with delivery requirements by Production and high turnaround demands from transmission areas
- **Radio International:**
 - briefing Senior Managers on contractual, archival policy and governance issues on the transfer of radio programmes sales depart archive from BBC Worldwide Ltd (commercial trading arm) to the BBC (public service side).
- **Sugar Lumps and Pirates:**
 - Query from a collector who has a sugar lump with BBC-branded wrapper wanting to date the logo. Reviewing the pages of a trader selling copies on demand of BBC content. Liaise with Brand Enforcement (Intellectual Property team) to take action to remove and potentially prosecute
- **CSI Archive**
 - Discussing with team members requests via BBC Legal for information relating to the Hillsborough Enquiry and Operation Yewtree (Savile and others). Chain of custody of archival originals; evidential purpose of archives and questions of legal admissability apply to broadcast archives as well as written.



What I wish I knew before I started (but glad I have some idea now)

- When I became Sound Archivist in 1999, I wish I'd known what an Archive was: I knew how the BBC Archive worked but, being a Librarian by training, I initially lacked the archival basics that would have helped me ask the right questions, analyse current practice, back up business knowledge with professional foundations. I realised I had to quickly gain that grounding on the job.
- Moving into a inter-disciplinary team of multi-media archivists, I learned the fundamentals from trained archivists and records managers as we developed a functional approach to managing the BBC collections, rather than the former narrow format or media centric approach of vertically structured operations – Radio , TV, Documents, etc - working in a disconnected fashion
- Archive Students should take great confidence from the grounding in the profession they gain. You will be well armed to approach any new archival environment with confidence!

