

# DELAVAL DELVINGS

- VOL I : issues 1 to 10
  - 87 Pages for OG DD
  - Contents pages
  - Contributor pages?
  - 43 pages appendix
- VOL II: Issue 11 to 20
  - 142 page for OG DD
  - Contents pages
  - Contributor pages
  - 49 pages appendix
- VOL III: Issue 21 to 30
  - 144 Pages for OG DD
  - Contents pages
  - Contributor pages?
  -

	A	B	C	D	E	F	G	H
	Title/File Name	Donated/loaned by	Entry Date YYYY/MM/DD	Description	Tags	Location(s)	Access	Used
1	Bill of Wm Elliot to Lord JHD for plants 1 Nov 1806 2DE 34 6 10	Elsbeth Gould	2022-08-12	Bill from W Elliot to Lord John Hussey Delaval for flowers. Reference number from Northumberland Archives	Flowers ; Bill ; John Hussey Delaval ; 19th Century ; Northumberland Archives	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
2	Bill of WM Falla to Lord JHD for plants 4 Nov 1806 2DE 34 6 10	Elsbeth Gould	2022-08-12	Bill from W Falla to Lord John Hussey Delaval for plants. Reference number from Northumberland Archives	Plants ; Bill ; John Hussey Delaval ; 19th Century ; Northumberland Archives	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
3	Bill of WM Falla to Lord JHD for plants 12 June 1804	Elsbeth Gould	2-08-12	Bill from W Falla to Lord John Hussey Delaval for plants.	Plants ; Bill ; John Hussey Delaval ; 19th Century ; Northumberland Archives	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
4	Garvie bill to Capt FBD 2 Mar 1737_38 for garden seeds	Elsbeth Gould	2-08-17	Bill for seeds. Addressed to Captain Francis Blake Delaval	Seeds ; Captain Francis Blake Delaval ; 18th Century	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
5	Grapes peaches melons & apples given away Sep 1794	Elsbeth Gould	2-08-17	List of people to received grapes, peaches, melons and apples.	Apples ; Grapes ; Melon ; Apples ; Fruit ; Lord Delaval ; 18th Century	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
6	Inventory of Personal Estate Sir JH Delaval 1 Mar 1776	Elsbeth Gould	2-08-17	An Inventory of the Personal Estate belonging to Sir John Hussey Delaval Bar. <sup>l</sup> his Heirs Executors Administrators and Assigns for Ever. – taken March 1. <sup>st</sup> 1776	John Hussey Delaval ; Inventory ; Linen ; Furniture ; Hops ; Farm ; Coals ; Horses ; Brewery ; Glass works ; Ford Castle ; 18th Century	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
7	James Mewburn accounts for Francis Delaval 5 Apl 1724	Elsbeth Gould	2022-08-17	The Paper of particulars of Gross and Small Sums for 6 Month Account Concluding the General Acct. 1724	Oats ; Francis Delaval ; Staff ; Servants ; Great Quarry ; Garden ; James Mewburn ; 18th Century	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
8	James Mewburn accounts Nov 1720 to Apl 1721	Elsbeth Gould	2022-08-17	The Paper of particulars of small Sums, for Six Months General Acct. Concluding the General Acct. 1721	Oats ; Staff ; Servants ; Quarry ; Garden ; James Mewburn ; trees ; 18th Century	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
9	M WR Callender bill to Lord JHD beans celery May 14th 1794	Elsbeth Gould	2022-08-17	Order for celery and speckled kidney beans	Celery ; 18th Century ; Beans	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
10	M & J Callender Co account to Lord JHD 1783_4	Elsbeth Gould	2022-08-17	List of seeds and plants and veg	Beans ; Seeds ; Turnips ; Vegetables ; kitchen Garden ; 18th Century	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
11	M & WR Callender letter & bill for seeds &c for Lord JHD Feb 15 1794	Elsbeth Gould	2022-08-17	Bill for seeds. A lot of vegetables.	Bill ; Letter ; John Hussey Delaval ; 18th century ; seeds ; Kitchen Garden	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
12	Mary Lamb bill to Capt FBD 1736 to 37 garden seeds	Elsbeth Gould	2022-08-17	Bill for seed. A lot of cabbage	Cabbage ; seeds ; Kitchen Garden ; Francis Blake Delaval ; 18th century	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
13	NRO650 F 5 Account Callender & Co seeds etc March 18 1783	Elsbeth Gould	2022-08-17	Bill for seeds vegetables and flowers	Callender & Co ; 18th century ; seeds ; garden ; kitchen garden ; Lord Delaval	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
14	NRO650-E-8-3 pt 1 Wm Joyce bill for seeds & elm trees 1743-4	Elsbeth Gould	2022-08-17	Bills for seeds and trees	Elm trees ; Trees ; Seeds ; Kitchen Garden ; 18th Century	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
15	Wm Callender account for seeds 1800	Elsbeth Gould	2022-08-17	Bill for seeds	Callender & Co ; 19th century ; seeds ; garden ; kitchen garden ; Lord Delaval	SharePoint: Folder Estate & Gardens Research	Level 2: Contact a member of staff to access material	
16								
17								
18								

Catalogued date and cataloguer

Ask elspeth for permission

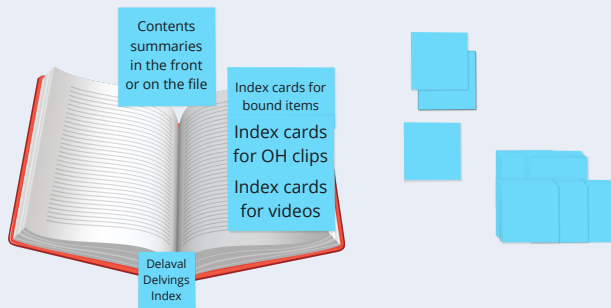
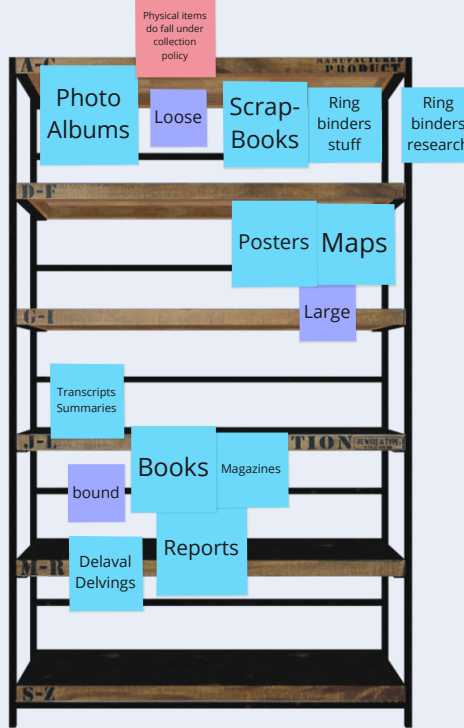
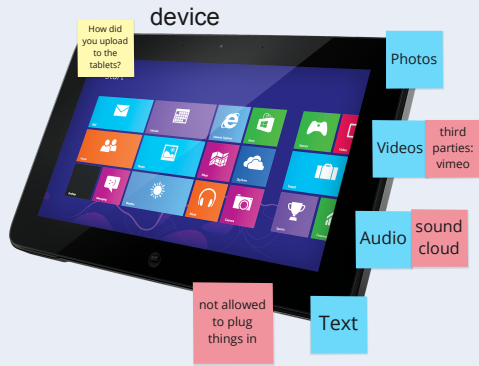
specify whether loaned or donated  
Possible hide doner

Entry date is when it arrives in the sphere  
Although maybe just cataloguing date

Add NRO code or any other reference code

Where am I going to put you in a place that is updatable and accessible?

# RESEARCH ROOM



GDPR!!!

Emails

Delaval Delvings

Printed, available on my volunteering copies on sharepoint

Films

on tablet, maybe youtube, Originals stored on hard drive

Maps & Plans

on tablet, maybe printed copies on sharepoint

NT reports

on tablet, maybe printed copies on sharepoint

oral histories

maybe on tablet or mp3 player originals on hard drive or in third party archive

Photographs

Photoalbum and tablet?

Paintings

Collection store book? scan available on sharepoint

Publications

Bookshelf research room

Research Documents

on tablet, maybe printed copies on sharepoint

Scans

on tablet, maybe printed copies on sharepoint

Surveys & Reports

on tablet, maybe printed copies on sharepoint

Students Research

on tablet, maybe printed copies on sharepoint

Reference files

Sharepoint. Access not necessary

Transcripts - letters

on tablet, maybe printed copies on sharepoint

Transcripts - bills etc.

on tablet, maybe printed copies on sharepoint

Hard drives / memory cards

iPads

Sharepoint

Shelves

Scenarios

- Donate into archive on site
- Donate into archive off site (digitally)
- Donate into archive off site (analogue)
- Volunteer indexer
- Researcher
  - OH
  - videos
  - documents (analogue)
  - Documents (digital)
- Researcher finds new information

you can't add to a document and all content needs to be kept in folders

could have been more consistent with the way folders are used in the system

Each document might be saved for different levels of access

Conservation and knowledge are all in one place. Why?

Historic images folder is a research folder

Historic images folder is a research folder

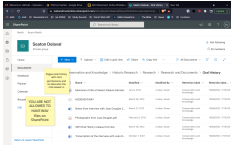
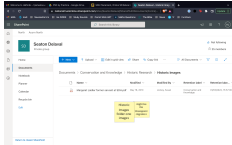
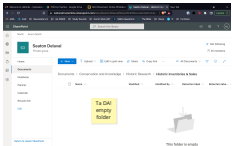
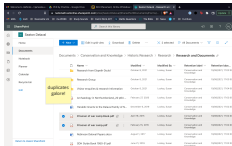
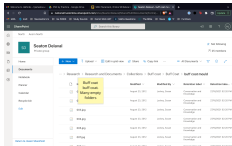
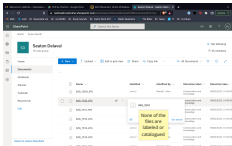
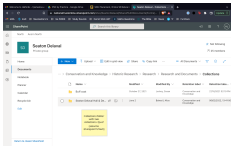
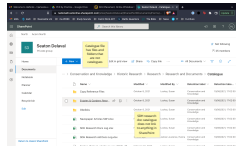
a research folder in a research folder

you're not allowed to move away files on OneDrive

To DA! empty folder

Qs for Gareth  
What is the advice around presenting audio in exhibitions or installations?  
Are sites allowed to purchase hard drives to store films and audio?  
Alderley Edge project has a micro site?  
OHMS!!!

EVERYTHING IS TEMPORARY!!



## **Stuff at NT, how they get it, and how they protect it**

Category One: Old Physical Stuff (chairs and paintings)

- accession policy ✓
- collection development policy ✓

Category Two: Digital surrogates (photographs and other data)

- No accession
- No protection
- Where do I store it? (not on a hard drive)

Category Three: NT info (projects and reports)

- Not an archive item (yet)
- Mixed up with not archivable material
- ARMS used to support this (people stop updating)
- Retention period ends and then what?

Category Four: Volunteer Research

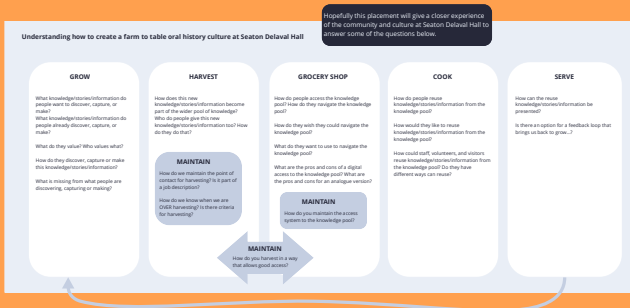
- Not an archive item (yet)
- No storage or protection
- Ongoing

Category Five: Born digital heritage (oral history)

- Not allowed on SharePoint if WAV file or MP4
- Where?
- Zero protection

# STATEMENT FOR PLACEMENT OUTPUTS

OUTPUT	Description	Benefit for PhD
<b>volunteer</b> <b>Design for indexing system</b>	Designing an indexing system that can easily be searched and point people in the right direction of knowledge or material. And can also be very easily added to by people with a variety of digital skills.	The process of designing an indexing system in collaboration with the staff and volunteers will give insight into how knowledge is valued, accessed and used by the different arms of the Seaton Delaval Hall community. It will also show the digital skill level within the Seaton Delaval Hall community and therefore their ability to maintain the system. Hopefully the system will allow for easier locating and accessing materials which is one aim of the PhD.
<b>Prototypes of curated audio content</b>	Developing prototypes for curated audio content using oral history recordings. For example sound walks or interpretations in other mediums.	These prototypes will not necessarily directly lead to a new product, being developed but will function as a source of inspiration for those within the Seaton Delaval Hall community who wish to use oral history recordings.
<b>Prototypes of visitor reacting on recordings</b>	Developing prototypes for ways to present visitors with oral history recordings, and allowing them to react or even curate themselves.	These prototypes are a little closer the original brief and might show how you create a feedback loop of listening to oral history and then recruiting new people for oral history recordings.
<b>How to oral history booklet</b>	Creating an how to guide to oral history. Updating the older version and making it a little more objective.	The current NT guide to collecting oral history is not very focused on archiving so hopefully this can be changed. It will also be interesting to get people's feedback on this and see if it might spark a new revision on current NT oral history policy.
<b>Oral history recordings</b>	Restarting the collecting of oral history interviews.	The process of arranging, recording, transcribing and archiving these oral history recordings has so far been very helpful in developing my understand of the design opportunities and barriers within the oral history process.



Location	Pro	Cons	NOTES	
SharePoint	<p>Secure</p> <p>Maintained by microsoft</p> <p>Data protection is a fan</p>	<p>needs permission to access</p> <p>cannot store large files</p>	<p>technically dependant on microsoft's security</p>	
SD cards	<p>not connected to a network</p> <p>stable</p>	<p>need to keep careful track of them</p> <p>not allowed</p>	<p>might become obsolete</p>	
Tablets	<p>easy to access</p>	<p>limited space</p> <p>cannot have loads of super large files</p> <p>not allowed</p>		
Third Party Website	<p>easy accessible</p> <p>not on our servers</p>	<p>not completely private</p> <p>link rot</p> <p>is it allowed</p>		



Cons









**DON'T THINK ABOUT  
OLD LOCATIONS.  
JUST LOOK AT WHAT  
WE HAVE GOT NOW!**

## Memory Bank Locations

- My Volunteering
  - Delaval Delvinges (Rose Wilson maybe making an index)
  - The Resource
- Woodhorn
  - Contents of wet room aka room E17 (not catalogued)
  - Some of Elspeth's list of contents of blundles
- East Wing
  - Estate office files (some were borrowed from woodhorn by Lord Hastings) (has a catalogue)
- ~~Larder Library (filing cabinet, location unknown)~~
  - ~~has a small e index by Julie called SDH research spreadsheet~~
  - ~~a volunteer made an odd catalogue book~~
  - ~~contained (according to elspeth)~~
    - ~~research files~~
    - ~~country life mag etc.~~
- Julie's office
  - photographs by Philip Henderson
  - copies of photographs by Tom Allen (leigh might know location)
- Research group
  - Graeme Young (chair)
  - Jaquilin Watson (delaval delvinges)
- John Seymour's living archive church of our lady
- Elspeth's work

Where are the research boxes?

What/where are elspeth's coloured binders?

# Research Room/Vol kitchen Ideas

- SDH characters Top trumps / quartet
- Timeline
- Catalogue comment book
- Fact map
- Talks

How do the staff get access?

at CESAR

staff

# INDEXING POLICY

## Level 1

*Indexed and available in Research room*

Basic descriptive information on the material is available and material can be found in the research room either analogue or digitally.

## Level 2

*Indexed and access via staff*

Basic descriptive information on the material is available and material is accessed by contacting a member of staff. This might be because the storage of the particular material is difficult or some one might need to grant permission first.

## Level 3

*Indexed but closed*

Basic descriptive information on the material is available but full access is not allowed. This might be because the owner decided to close the item for a set amount of time or there is some level of confidentiality.

see research information management

some open access

Need to make examples

NOT INDEXED

What makes something fit in each level?

Indexed but closed

2

Indexed and accessible by emailing a person

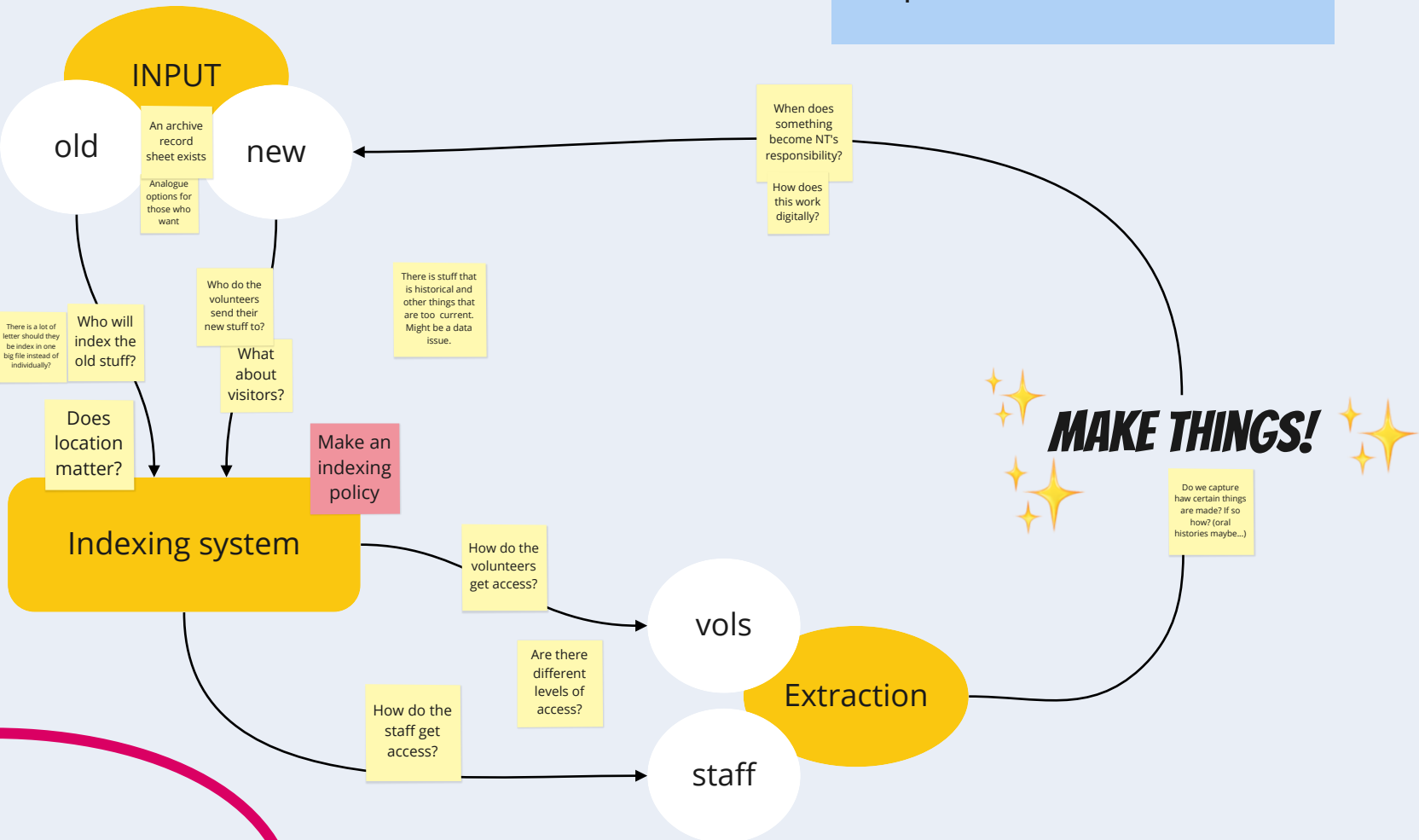
3

Indexed and fully accessible by all in the research room

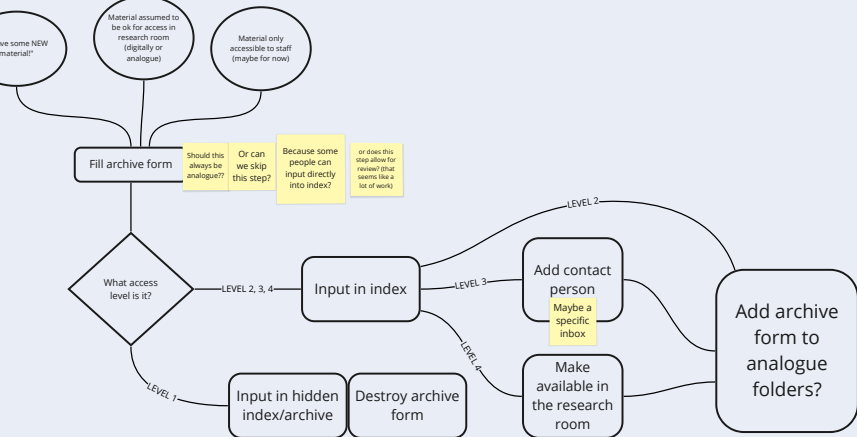
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## To Do

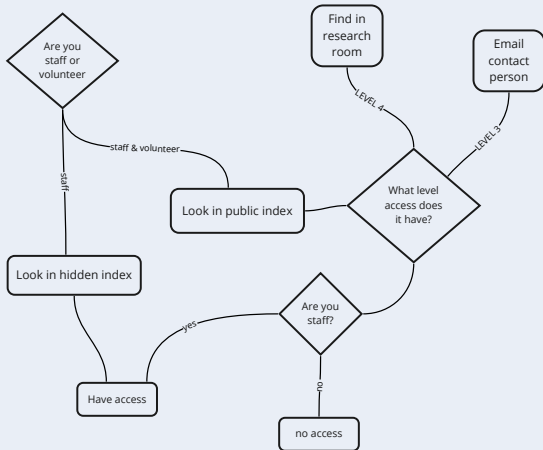
- Indexing policy
- Stuff for research room
- Archive sheet
- archive email (?)
- Input workflows



# Input Flowchart



# Extraction Flowchart

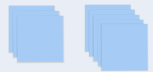






# LIST OF DESIGN FICTIONS

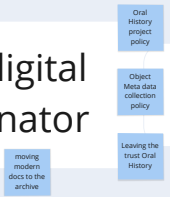
Sound Walk Maker



To write list

- Oral history hub trail report
- Sound walk maker trail report
- Regional intangible and digital heritage co-ordinator job description
- Site meeting with regional intangible and digital heritage co-ordinator
- Oral history project guide
- Object meta data collection policy
- Transitional oral history (humans and objects)

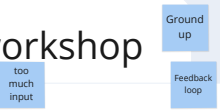
Intangible and digital heritage co ordinator



Dustbin management

Third parties

Annual NT IT workshop



Digital Hygiene training

DIY

climate disaster

digital hygiene

third party project

is it NHLF?

# RESEARCH ROOM (SHOPPING) LIST

## RESEARCH ROOM (SHOPPING) LIST

### RESEARCH ROOM (SHOPPING) LIST

- Published items
- Get Delaval Dialogues Printed
- OH summaries with permission
- Organisational materials (posters etc. The BALTIC rule)
- Play with Tablets
- Get permission for third party hosts

person is identifiable and alive	Donation acceptance form
Person is not identifiable	Move it move it move it
Person is identifiable but dead	?

Form	Timing	Purpose	hoop jumping
Donation Application Form	If people want to donate something to the hall	Work out whether valuable	GDPR for contact details
Research Room Donation Acceptance form	When donation has been accepted to research room (or copy)	Accepting donation and arranging levels of access and therefore location	GDPR for research purposes, Copyright if necessary, access restrictions <small>Copyright can be fully granted or restricted to research room</small>
Archive Donation Acceptance form	When donation has been accepted to be protected by NT	When donation has been accepted to be protected by NT	GDPR for research purposes, Copyright if necessary, access restrictions <small>Copyright can be fully granted or restricted to research room</small>
Research Agreement	For people who wish to use the research room	The terms and conditions of the research room	GDPR for researcher but also getting the researcher to agree to uphold GDPR and copyright rules <small>Need to put a retention on data</small>

The government guidance document 'Exceptions to Copyright: Libraries, Archives and Museums' 2014 states:  
"Libraries, archives, museums and galleries are able to make copies of all types of creative works in their collections, in order to preserve them for future generations, when it is not reasonably practicable to purchase a replacement".



