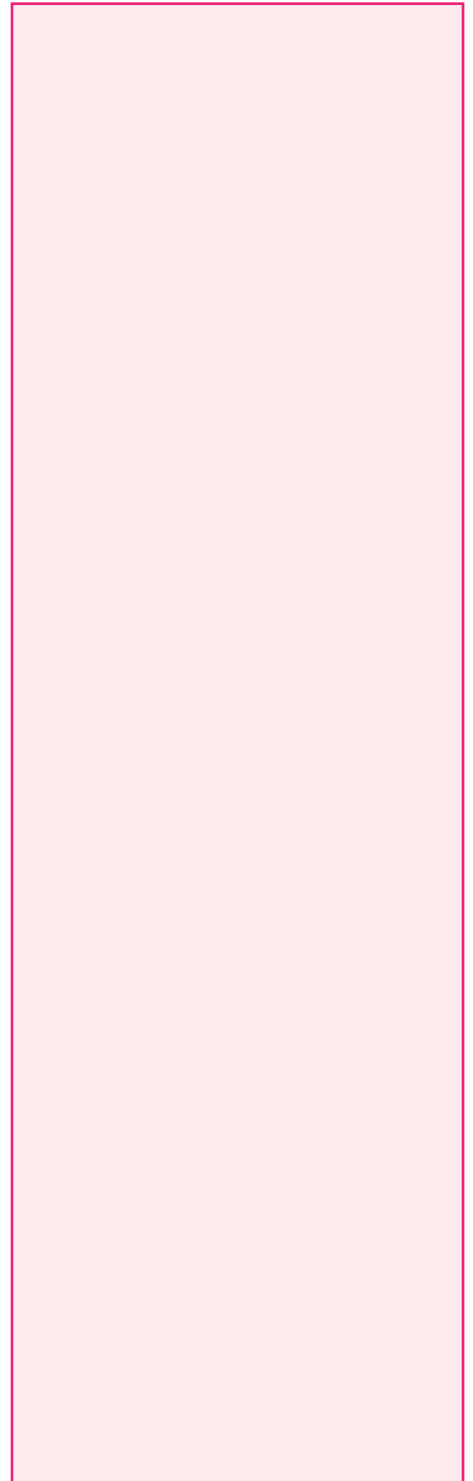
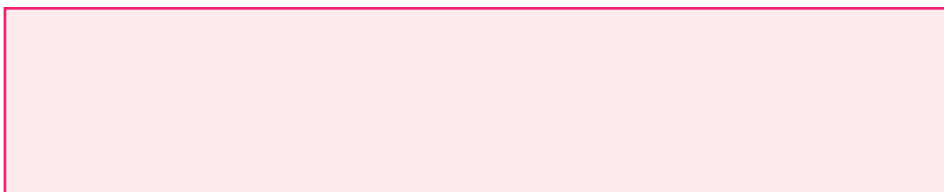


New Reading Room, Norwich Cathedral Library.

Photograph by Jeremy W. Warren



Norwich Cathedral Library: combining the historic and the modern

Norwich Cathedral has had a library since the foundation of the Cathedral and monastery in 1096, by the first bishop of Norwich, Herbert de Losinga. It has had a chequered history: riots between town and monastery in 1272 saw fires sweep the complex, destroying the library; the sixteenth century witnessed the removal of many of the library's manuscripts by Matthew Parker (which almost certainly saved them from destruction); the Puritans used the Cathedral as a barracks for troops, so one can only assume that the library did not head the list of priorities at that time. The later seventeenth century, however, saw a renaissance for both the Cathedral generally and the library in particular. At this point we can establish for the first time a definite location for the library: in the Audit Chamber, which building survives to this day. Cathedral statutes from this period demand that the Dean should donate either £20 in money, or the equivalent value of books, to the library, and each Prebend similarly should make a donation to the value of £10. This apparently had the desired effect of reinvigorating the library as, by the early eighteenth century, there is evidence that the library was outgrowing its space in the Audit Chamber.

It remained there, possibly extending into adjacent rooms, however, until 1913, when it was moved to its present location in the upper south range of the cloister. Norwich Cathedral boasts one of the most extensive cloisters in England, two-storey ranges at least 30 metres in length, a wonderful space for a library. At the time of the move, bookcases were built to house the collection, and they are still in use, housing that same collection in the same space today. Today, however, the south range is not the only space inhabited by the library. In the 1990s, an ambitious building campaign was launched at Norwich Cathedral, phase 1 of which was to provide a refectory on the site of the medieval monastic refectory, and also to enclose an area of roof space at the south-east corner of the cloister to provide a library reading room. This area was in use in medieval times, probably initially as the

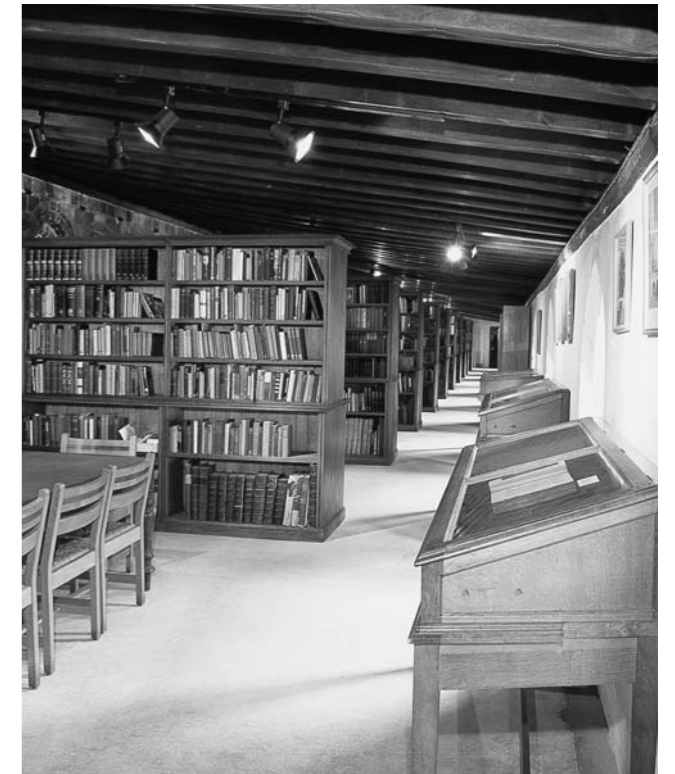
Prior's lodging, then, when a separate hall was built for the Prior, the area seems to have afforded access between various elements of the monastic complex: refectory, reredorters, dormitory, Prior's hall. The Reformation brought with it a move to privatization of space within the complex, and the upper ranges of the cloister were partially remodelled to provide housing. The south-east corner fell into disrepair; until by recent times there were a few spikes of flint protruding around an open roof space. Access to the library was via a spiral stone staircase which led to this roof space, across which one passed to gain entry to the upper south range.

The building campaign proposed to rebuild the walls, re-roof the area, thereby gaining a reasonably substantial interior space, at the same time as improving access to both south and east upper ranges of the cloister. A modern staircase and a lift shared with the Refectory ensure that the library is physically accessible to all. The reading room itself is a building of two parts: the southern end was designed by the architect of the Refectory, Sir Michael Hopkins, using the same building materials, stone and English oak, although reflecting the greater restrictions of existing fabric. The medieval flintwork stands visible between new stone areas, neither seeking to cover the other, but providing a continuing wall; the remains of a medieval spiral staircase is visible in one corner. The windows are simple rectangles let into the new stonework, all except one triangular window, provided by a change in roof profile, which affords a glorious view of Norwich's spectacular spire. The reason for the different roofs is that Sir Michael Hopkins' area rises to a point, whereas the northern end of the library has a flat roof. As existing Cathedral fabric, this area was the responsibility of the Cathedral architect, Henry Freeland, who decided to complete this south-east corner in a similar fashion to the other corners of the cloister. Its ceiling is lower, and spanned diagonally by a huge oak beam 30 feet long and 14 inches square in girth. After a nationwide search for a large enough beam, the trunk was discovered in

a timber yard only about 20 miles south west of Norwich.

The building provides a wonderful atmosphere in which to study the collections held by the Cathedral. The monastic archive has been deposited with the Norfolk Record Office, who have catalogued the collection, maintain it and provide access to it. The Cathedral retains onsite the printed book collection, including nine items printed before 1500, the earliest of which is dated 1474. Unsurprisingly, the collection is strong in theology, with works of the early Church Fathers in a variety of editions, and a good representation of seventeenth and eighteenth century religious writing. But this is by no means the limit of its scope; represented within the collection are subjects as diverse as surgery, botany, history and poetry. A substantial proportion of the collection has been accumulated by gift rather than by planned collection development, consequently the items reflect the interests of the donors. The largest single donation was bequeathed by a resident of the Cathedral Close, who died in 1805, and provides a fascinating insight into his circle of friends and acquaintances, as reflected in the books by them which he owned. A more concerted effort has been made to collect books by or about people connected with the Cathedral, ranging from the works of Joseph Hall, Bishop of Norwich (1641-1646), through collections of poetry and literature edited by Henry Beeching, Dean of Norwich (1911-1919), to the theological and ecclesiological publications of Stephen Platten, Dean of Norwich (1995-2003). The library also collects Cathedral ephemera: sermons preached in the Cathedral, service sheets, the weekly music sheets, Cathedral newsletter, Friends of Norwich Cathedral annual report, programmes of concerts performed in the Cathedral. As a collection, such ephemera is invaluable for snippets of information not captured in more formal publications, as well as for demonstrating just what the cathedral does on a daily basis – and it does a huge amount!

As the historic buildings are extended and complemented by the new, so the historic collection is run in tandem with a modern theological collection. The core of this collection



Historic collection in the upper south range of the cloister, Norwich Cathedral
Photograph by Jeremy W. Warren

was the working library of the Lincoln Theological College, still owned by the Trustees of the Lincoln Theological Institute, but managed, maintained and indeed extended by the Cathedral. Some 20,000 volumes, predominantly of biblical studies, Christian theology, spirituality, liturgy, Church history, form the largest theological collection in East Anglia, outside Cambridge. Regular users of the collection include students of the Diocesan Ministry Course (Ordained Local Ministry and Lay Reader training) and of the Cambridge Theological Federation, as well as students from other disciplines such as history and art history, who either live or study locally. A significant proportion of readers could be described by the term "lifelong learners": people who read for their own interest without being part of a formal study programme. The library is freely accessible to any member of the general public, partly made possible by the dedicated team of volunteers who supervise the reading room and provide a friendly welcome to visitors.

As well as its role in the Cathedral's educational mission, the library is also an important element in the ministry of welcome to all visitors to the Cathedral, including the tourists who visit the

library not to read, but to encounter the physical space. We endeavour to engage with this group of visitors and to enhance their experience by the provision of exhibitions; the most recent exhibition investigated the season of Advent through a range of library materials modern and historical, textual and pictorial.

Norwich Cathedral Library opened to the public in its current form in September 2004.

*For further information, visit the website:
www.cathedral.org.uk/pages/html/libraries.html*

Gudrun Warren
Librarian
Norwich Cathedral



Getting Designated: a view from St John's College, Cambridge

In October 2005 the Old Library Collection at St John's College, Cambridge, was among 38 library and archive collections across England to be Designated under the Museum, Libraries and Archives Council's Designation Scheme in recognition of their national and international importance. In the East of England, St John's was one of four collections so recognised, together with the Churchill Archives Centre, Cambridge, the Britten-Pears Library, and Norfolk Record Office.

Background

The Designation Scheme was launched in 1997 by the Department of National Heritage to recognise outstanding collections in non-national museums in England. Upon the creation of the Museums Libraries and Archives Council (MLA) in 2000, the Scheme was reviewed, and in December 2004 libraries and archives were for the first time invited to apply. It was made clear that only those institutions that could demonstrate the pre-eminent quality and significance of their collection(s), as well as appropriate levels of collection management and public service, would be successful. Competition for an anticipated 30 to 40 awards would be fierce. MLA received almost 150 statements of interest, with over 70 libraries and archives eventually applying.

Putting together an application

Having found out about the Scheme from MLA East of England, we took the decision to put forward the entire Old Library Collection for Designation. The Librarian formed a working group to take our application forward, comprising himself, the Special Collections Librarian, the Librarian's Assistant, the Rare Books Cataloguer, and our Graduate Trainee. St John's is blessed with a large staff, and this proved crucial in meeting what was an exacting deadline. The working group met six times between January and April, and began by taking advice from MLA and local designated collections, and by contacting other potential applicants among Cambridge Colleges.

The substantial labour of completing the application form and appendices was divided among the working group members: the Librarian wrote to experts requesting testimonials in support of our application, and produced a strategic plan; the Special Collections Librarian and Graduate Trainee undertook MLA's Benchmarks in Collections Care self-assessment survey; and the Rare Books Cataloguer and Librarian's Assistant collated relevant information on our holdings of rare books, personal papers and photographs. Our Academic Services Librarian also worked to ensure that our web pages were W3C WAI level 2 (A) compliant.

By way of supporting documentation to accompany our application, lists were compiled of loans of Old Library items to national and international exhibitions, of acknowledgements for the use of our material, and the help of our staff, in published monographs and articles, of permissions granted by the College Council for the reproduction of special collections material, and of filming undertaken in the Old Library for national and international broadcast. Reports were produced on our on-going rare books and personal papers cataloguing projects, and on our exhibitions programme, and selected pages from our Old Library Visitors' Book (with favourable comments) were reproduced. Recent Old Library annual reports were also included to provide statistics for visitors and enquiries.

In February 2005 some of us attended an MLA Designation Workshop, which proved extremely useful. As well as helpful presentations by MLA and representatives from designated museums, the event offered a crucial opportunity to mingle and pick up useful tips, such as the importance of writing a good executive summary, getting a range of letters of support from external experts and users, and producing an attractive, well-presented and illustrated application.

Upon completion, drafts of our application were read and revised by members of the working group. Particular attention was paid to the executive summary, which went through several drafts. The Librarian's Assistant worked on the presentation of the final application, and submitted electronic and bound copies in good time before the deadline.

Why was our application successful?

St John's is fortunate in the richness of its holdings. Our Old Library Collection includes some 270 medieval manuscripts, over 30,000 books printed before 1800 (including some 300 incunabula), the papers of eminent alumni, such as the society photographer Sir

Cecil Beaton and the astronomer Sir Fred Hoyle, and the impressive photographic archive of the Victorian writer Samuel Butler. The quality and significance of these holdings placed us in a strong position at the outset.

And yet other equally outstanding collections were unsuccessful. What I think made the difference was the quality of our application. Crucially we gave ourselves plenty of time to complete our form and compile supporting evidence, where I suspect other institutions left the serious work until too late. Allowing enough time was especially important when approaching (and chasing up) busy people for letters of support, and for undertaking such things as a collection care assessment, checking website compliance, and compiling or editing policy documents and action plans. It was equally important to spread the burden of work among a number of staff. The week or so spent on perfecting our executive summary (now referred to as 'Making the case') was time well spent. Since full applications are not read by all members of the Designation Panel, a clear, concise summary, including quotes from testimonial letters and published works to emphasise the significance of one's collection(s), is essential.

The benefits of applying for and achieving Designation

While hard work, the application process itself was a positive experience: it brought staff together and improved team working, developed our knowledge and appreciation of the Old Library Collection, and helped us to foster relations with outside organisations. At the end of the process we were left with better policy documents and procedures, such as strategic and collection care action plans, a clearer cataloguing strategy, and a more compliant website, and with lots of data and information that will be useful for future funding applications.

That our application was successful was obviously a bonus. The award of Designation generated some most welcome publicity: as

well as being mentioned in MLA press releases, we featured in articles in the Cambridge Evening News, and on Anglia Television. While raising our profile nationally and regionally, this also served to boost our status within Cambridge and within St John's College itself, and this can do us no harm. While there is currently no special fund for Designated collections, we anticipate that our Designated Status will carry weight in any future funding bids that we make.

Our Designation certificate is now proudly displayed at the entrance to the Old Library. While this demonstrates the importance of our holdings, and the high levels of service that our users can expect, it also represents our commitment to continuous improvement. In early 2006 a Designation Development Working Group was set up to take forward some of the commitments made in our

strategic plan. This has so far proved very valuable in moving forward our cataloguing, collection care, and website development programmes, and in developing strategies for attracting school and other visits to the Old Library.

As a Designated Collection we are committed to sharing expertise and offering advice so please do get in touch if you would like to draw upon our experience. For more information on our collections please visit our website at http://www.joh.cam.ac.uk/library/old_library/

Jonathan Harrison
The Library
St. John's College



Hidden Treasure in the Library

The old Town Library in Saffron Walden is on the top floor of the flamboyant Italian-styled building that houses the public library in the Market Place. It was formed in 1832 when the Saffron Walden Literary & Scientific Institution was founded for "the promotion and diffusion of useful scientific knowledge". The original collection reflects the wide-ranging tastes and interests of the Victorians so that the 17,000 volumes in the Library range from a beautifully hand-written medieval psalter produced in about 1350 to several hundred Victorian pot-boilers, many of them by obscure and long-forgotten novelists. There is a small but important collection of original English Civil War publications, including rare Leveller and Ranter tracts, as well as key works in topography and early archaeology. Stepping into the reading room is to walk back in time. A wooden Victorian clock ticks quietly over the mantle-piece, and the walls are lined with original glass-fronted mahogany book

cabinets, full of leather-bound volumes. These include the personal botanical collection of George Stacey Gibson, a 19th century Quaker benefactor of the Library, who was the author of the first *Flora of Essex* published in 1862.

Gibson has been described as a "keen and discriminating bibliophile", and many of the greatest treasures in the collection came from his personal library. These include a first edition of Camden's *Britannia*, and a set of *Cities of the World* by Braun and Hogenberg (Cologne, 1574-1616). There are some interesting early Herbals with wood-engraved illustrations and long runs of some of the most important journals from the 18th and 19th century, including the *Annual Register* and the *Gentleman's Magazine*. Gibson was keenly interested in the early science of photography and many of the earliest books containing photographic illustrations can also be found on the shelves, including works by Henry Fox-

Talbot, Roger Fenton and Francis Frith.

One of the main fascinations of this extraordinary collection is that it represents so clearly Victorian tastes and cultural values so it is rich in 18th century literature and histories; 19th century books on natural history, architecture and archaeology; and there are several thousand Victorian and Edwardian novels, amongst which are not only Wilkie Collins, Charles Dickens and a first edition of Trollope's *Orley Farm*, but also books by people who were popular in their time but are now forgotten: Rosa Nouchette Carey, for example, or Charles Lever, the first person to set a novel on a train. Many still have their reader cards, showing what use has been made of them and listing names still recognisable amongst the people of Saffron Walden.

In 1960s the Literary Institute was unable to keep going financially, but the members had seen similar libraries forced to break-up and sell their collections, and were determined to avoid a similar fate. In 1967, after negotiations with Essex County Council, the Trusteeship of the Town Library was transferred to the Council. The Town Library is now administered as a charitable trust with the County Council as trustees.

Following a report on the collection by the distinguished historian Professor H J Dyos, it was agreed that the Town Library should form the backbone of a Victorian Studies Centre, and during subsequent years many new volumes have been added reflecting the strengths of the original collection, and dealing with the history and culture of the Victorians. The Victorian Studies Centre provided the Town Library with a practical purpose that has proved vital in attracting a continuing flow of students and researchers from a wide area. The growth of Higher Education and distance learning has created an expanding group of students who have been able to benefit from use of the Library. Source material and contemporary research materials including a wide range of academic

journals are available for use side-by-side within the same institution.

In 1982 the Town Library Society was formed to promote the Library and safeguard its future through a series of regular lectures and by raising money to support the programme of rebinding and conservation that has seen several hundred old and antiquarian volumes lovingly restored. Four years ago the Town Library Society co-ordinated a £100,000 appeal to improve the storage and study facilities in the Library. The Appeal was supported by the Heritage Lottery Fund, the Pilgrim Trust, Essex Heritage Trust and many individuals and organisations, including Anglia Ruskin University, which provided a grant towards making the catalogue of the historic collection available online.

Two years ago the Town Library Society, which is affiliated to the Association of Independent Libraries, took over responsibility for stock policy and book selection and also plays a greater role in the conservation of the collections. This has included a detailed conservation audit under the supervision of the British Library.

The Town Library Society website provides a detailed history of the Library, and also features several online exhibitions based on resources in the collection (www.townlib.org.uk). Unfortunately a current ten-month refurbishment programme of the public library has resulted in the temporary closure of the Town Library until next July.

Martyn Everett
Secretary
Saffron Walden Town Library Society



Dirty books – recent developments in cleaning National Trust libraries

One of the major day-to-day problems in libraries is that of keeping books clean. Dust gathers in all areas of reading rooms and storage areas and, because of the sheer number of objects involved, cleaning books and shelves is time consuming and thus often put to the bottom of the list of tasks to be done. If dirt settles and remains on books for any length of time, it provides nutrients for mould and insects, as well as causing pages and bindings to become stained.

The National Preservation Office has been carrying out preservation assessment surveys of libraries and part of the information gathered concerns the amount of dirt in libraries and archives. Between 2001-2005 over 200 libraries and archives were surveyed and it was found that 53% of all material, and 71% of unstable material, had surface dirt (*Knowing the need: a report on the emerging picture of preservation need in libraries and archives in the UK*. NPO, 2006).

The National Trust owns some 150 or so properties with libraries, comprising up to 500,000 individual volumes in the collection as a whole and with many of the most important collections in East Anglia, e.g. at Blickling, Felbrigg, Ickworth and Wimpole. The Trust has, by law, to preserve its collections ad infinitum, so any cleaning programme has to balance the removal of dirt with potential damage to the books, both from the dirt itself and cleaning it off. Traditionally property staff and/or volunteers have been trained to clean books and have then cleaned them when time and personnel permit. In some libraries this has been an annual event but in others the size and complexities of other parts of the collections have taken precedence and books have been cleaned much less frequently.

In 2000 it was decided that greater knowledge about dust on the books – its origins, nature, and deposition rates – would be essential for a cleaning regime to be created to ensure that

books were cleaned according to need, rather than by rote. A method for collecting dust samples was devised. The samplers were made from 50mm squares of card, each with a 20mm² area cut out of the middle and a self-adhesive label stuck to the back, so that the adhesive side appeared in the cut-out area. Twelve samplers were placed in a bearer strip, made from polycarbonate, which was then placed on top of books in a designated shelf.

Every three months, a sampler was removed and carefully stored, so that over a three-year period, there was a three-monthly record of dust deposition. Shelves were selected to give as wide a variation of positions as possible, e.g. close to the visitor route, far from visitors, high, middle and low shelves, those with headroom and those without, etc. At the end of the three year monitoring period, samples were sent for analysis to the Department of Environmental Sciences, University of East Anglia. The Head of Department, Professor Peter Brindlecombe, was already involved in a Leverhulme Trust-funded research project on dust levels in historic houses belonging to the National Trust, English Heritage and the Historic Royal Palaces.

Research is still on-going but the general pattern of evidence to date suggests the following statistics:

- Most visible dust comes from clothing fibres
- Most fibres are shed at a height of between 1m – 1.5m from the ground
- Most fibres are shed in areas of greatest human activity/movement
- Dust from footwear does not rise above a height of 20cm – 30cm
- Objects within 1.5m of human activity have the greatest amount of dust; thereafter there is an exponential reduction in dust deposition equating to approximately 50% per metre the further away from human activity the objects are.

One of the first libraries to begin monitoring was at Felbrigg Hall, where an experienced team of volunteers has been involved in looking after the books for many years. Once the data they collected had been analysed, they also made a visual assessment of the amount of dust on each shelf, dividing the shelves up into categories of slightly, fairly and very dusty. Both the scientific and visual results were plotted on a map of the bookshelves and compared.

There was broad consensus, with books less than 7% covered by dust deemed slightly dusty, those with 7% - 8% covering fairly dusty and those with more than 8% very dusty and the data corresponded well with the findings above. One unforeseen fact emerged when comparing books with other objects in historic houses, namely that books could be more than twice as dusty as other artefacts before it was felt that they were in need of cleaning, i.e. there is an expectation that old books be dusty.

The cleaning regime now being introduced by the National Trust is based on the findings of Felbrigg and the other properties which took part in the monitoring project, with the 7% - 8% covering level being the amount of dust deposition which prompts the books to be cleaned. Books which are unlikely to be cleaned frequently will still be monitored for outbreaks of mould or insect activity by means of an annual inspection of randomly-selected books. Libraries in which mould or insects are an historic problem will have a more systematic inspection and books will be cleaned irrespective of the amount of dust on them if mould or insects are present.

In addition to the dust monitoring, there has been an analysis of the type of materials and equipment used for cleaning books. Pony hair brushes are now used for all book cleaning, as they cause minimum abrasion to bindings, especially when they are already damaged, but have enough power to remove dust successfully. However, if dust is left on books for long periods, it bonds with the surface on

which it lies as a result of chemical reactions prompted by relative humidity. This means that stiffer brushes have to be used to remove it, which are more likely to cause abrasion and exacerbate existing damage to bindings.

UEA is developing a dust monitoring kit which, it is hoped, will enable individual libraries to record and analyse their own samples of dust and thus be able to create targeted cleaning regimes.

The project has been extremely useful, both to those managing the cleaning and care of the libraries and those carrying out the cleaning. The greater understanding of the nature of dust and its long-term effect on books has made it easier to provide a focussed cleaning regime, which should ensure that the minimum of damage will be caused to the Trust's books in the future.

Caroline Bendix



Booking now open for
UMBRELLA 2007
in our region

- for more information see the
website below

www.umbrella2007.org.uk

The CILIP Library and Information History Group: Past, Present & Future

Founded in 1962, the Library and Information History Group is one of CILIP's oldest Special Interest Groups. In keeping with its aim to be the 'historical conscience' of the profession it has been concerned with a dynamic range of topics over the past four and a half decades. Some measure of that breadth is reflected in the recently published *Cambridge History of Libraries in Britain and Ireland*, edited by Peter Hoare, long-time committee member and sometime Chair of the LIHG. The Group is proud of its involvement in the production of the History, and several members have contributed articles. The value of its broad chronological sweep from medieval times to the present day is to show how library history – encompassing study of the buildings, their contents, the principles of organisation and the people who worked in and used them – can act as a barometer of social and cultural history more generally.

The discipline therefore has considerable academic importance, and the LIHG's journal, *Library History*, has become one of the principal channels for communicating research in this area, maintaining a valuable profile for the Group beyond the membership of CILIP. But, with its roots so firmly within CILIP, the LIHG also regards the role of charting the history of librarianship and communicating this to members of the profession as an important one. The Group is currently supporting a project based at UCL to convert W.A. Munford's *Who was who in British librarianship, 1800-1985* (London, Library Association, 1987) into electronic form. Munford was Borough Librarian of Cambridge from 1945-53, and a key figure in the establishment of the (then) Library History Group in 1962. Focusing on the more recent past, in November 2006 the LIHG ran a conference looking at the history of computing in libraries, and the impact it has had on working practices. The Group is glad to offer a studentship and bursary scheme to students to help with the cost of research and attending conferences on themes related to library history.

For further details, please visit the LIHG website:
<http://www.cilip.org.uk/specialinterestgroups/bysubject/history/>

Another practical way in which the Group has sought to bring library history alive to the profession at large is by holding peripatetic meetings around the country, combining them wherever possible with a visit to a historically significant library and/or a talk on a related theme. In 2006 we visited the new Special Collections Department at Cardiff University Library, the Signet Library in Edinburgh and the Guildhall Library in the City of London. It is Group policy to invite all members and other interested observers to committee meetings, and to open the visits and talks to as wide an audience as possible. A number of Chartership candidates have found this a useful opportunity to expand their horizons and collect material for their portfolios.

Anna Jones
Lee Librarian, Wolfson College Cambridge
& Hon. Secretary, CILIP Library and Information History Group
January 2007



Workforce Development

Wednesday 9th May 2007
Lecture Hall, County Library,
Ipswich

Workforce development is about developing and sharing the skills of those who work in a particular sector with a view to providing learning for change and producing a "workforce fit for purpose". This day is intended to give an overview of workforce development, to highlight particular projects and to alert delegates to potential opportunities e.g. through Lifelong Learning UK.

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Or see www.cilipeoe.org.uk

Cambridge Library Group

The Cambridge Library Group (CLG) is a society for those with an interest in books, libraries and information. Members enjoy a varied programme of talks, visits and social events at roughly monthly intervals. The Group usually meets in the early evening on a weekday at different venues in Cambridge. For further information on meetings and membership, see:
<http://www.lib.cam.ac.uk/maps/clgh.htm>

Spring programme

**Monday 7th May (Borders Bookshop,
Market Square, Cambridge)
6.00-7.30pm**

**Opening Reception for the display of
children's art work from Sri Lanka.**

The display will run from 7th - 20th May
in Borders Bookshop.

**Friday 29th June
Norwich Cathedral Library and
Millennium Library**

Guided tour of the Cathedral Library
in the morning followed by a tour
of the Millennium Library in the
afternoon.

Wednesday 11th July

Garden party, St Chad's,
Grange Road

**Tuesday 18th September,
Trinity College**

AGM and Bob McKee
"Why we need IFLA"

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