



**London School of Hygiene & Tropical Medicine and Health Archives and
Records Group present**

Workshop on handling sensitivity issues in scientific and medical collections

Monday, 17 July 2017 from 09:30 to 16:15 (BST)

Programme

9.00-9.30: Arrival and coffee

9.30-10.00: Welcome and introduction

10.00-10.15: Case study 1:

Alexandra Eveleigh and Jenny Shaw, Wellcome Collection - 'Sensitivity in an era of Open Science: Reviewing Wellcome's policy and procedures on research access'

10.15-10.30: Case study 2:

Geraldine Clement-Stoneham, Emma Anthony, Eleni Loli, Lara Nelson, National Institute for Medical Research (MRC), 'To the Crick! Moving home after 100 years: the MRC National Institute for Medical Research archive project'

10.30-11.00: Case studies 3-4:

Louise Williams, Lothian Health Services Archive, University of Edinburgh - 'Managing description and access – confidential records and their users at Lothian Health Services Archive'

Protecting patients, respecting researchers – case note cataloguing at LHSA

Amy Proctor, London Metropolitan Archive – 'Tavistock and Portland Clinic collections'

11.00-11.15: Coffee

11.15-11.30: Case study 5:

Clare Button, Centre for Research Collections, University of Edinburgh - 'Laboratories, lawyers and love letters: diverse sensitivities in scientific collections'

11.30-11.45: Case study 6:

Louise Piffero, Leeds University Library Special Collections – Medical Collections Project

11.45-12.15: Case studies 7-8:

Hannah Lowery, Michael Hunkin and Karen Anderson, University of Bristol Library Special Collections
- 'ALSPAC (Avon Longitudinal Study of Parents and Children Administrative Archive Project'

Chris Olver, London School of Hygiene and Tropical Medicine – 'Whitehall Study: Sensitive records within a longitudinal health survey'

12.15-12:30: Case study 9:

Sue Onslow, Institute of Commonwealth Studies, King's College London - defence and security

12.30-13.15: Speaker panel

13.15-14.00: Lunch and 'drop-in' sessions

14.15-15.15: Practical work on the following topics:

- What processes do you use to record and review closures/restrictions (e.g. databases/spreadsheets, catalogue systems, in-house procedures)?
- At what stages would you manage restrictions/access and how do they differ from each other (e.g. deposit/accession, cataloguing)?
- What processes for managing hybrid or digital collections?
- What are some of the biggest challenges you've faced around sensitivity and how have you tackled them?
- What are some of the best forms of guidance/help/resources you have used to handle sensitive records?

15.00-16.15: Roundtable

16:15+ Drinks at the College Arms, Store Street