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We set up a mentoring scheme with SADACCA (Sheffield and District African Caribbean Community Association) to support them through the process of establishing the Bantu Archive. The scheme included advising them on best practice, establishing strong foundations, safeguarding the collections and training a SADACCA volunteer through a paid internship on the most pressing activities necessary to manage and make an archive discoverable and accessible. We shared standard deposit, copyright, oral history, commissioning, acquisitions and cataloguing documents, collections development and access policies and exhibition curation expertise as well as links to sector resources and standards and community archive specialist networks to connect them to sources of best practice and further support.

The aim of the scheme was to raise SADACCA's awareness of the needs and responsibilities of an archive and give them a good chance of success by establishing a network of support, a management structure and strong procedures and practices. The mentoring successfully raised SADACCA's awareness of the complexities and requirements for setting up an archive, the attached social responsibility and best archival practice. It helped them understand the needs of the archive and its users and the structure, policies and procedures necessary to safeguard the organisation and the collections and to achieve long-term success. It also taught them practical skills on copyright, GDPR, acquisitions, collections handling, preservation, storage, security, access, retrieval, exhibition and dissemination among others. All together they gained the knowledge of the structure and support they need, to build a strong, successful archive and future proof it. This is a long term scheme and we are currently working with the SADACCA volunteer curating a display in an upcoming exhibition at our site in the Western Bank Library.

One of the main barriers is SADACCA's lack of resources. They cannot commit a lot of time to the establishment of the archive because they are all volunteers and this slowed down communication and progress. There is also a high risk of loss of knowledge and continuity as they rely on a single volunteer to act as the archivist. The lack of funding is also a risk for the organisation and the archive and impeded tangible progress and the implementation of improvements. I highly recommended them to have a plan B and make arrangements with the local archives for depositing the Bantu archive should their efforts to manage it themselves fail. This will prevent the loss of the archive.

Another barrier was our heavy workloads at the archive and not having more time to dedicate to the mentoring. I would have liked to get more actively involved in the establishment of the archive and created a more active relationship with SADACCA to enable me to evaluate progress and implementation, but this was not possible.

We continue to mentor SADACCA, although the relationship has become less active once the internship and training have finished. Although we didn't conduct a structure evaluation, as the whole scheme is very relaxed and flexible to accommodate the needs of SADACCA, we received verbal feedback from them and confirmation of implementation of key procedures and standards.

We are always looking at ways of having an impact on the wider community, outside the walls of academia and demonstrating the value of the archive to society, applying innovative approaches to our work and evaluating the needs of our communities. Our potential is not just in our collections but also in our extensive expertise, experience and knowledge. This is an example of a proactive approach to the needs of our communities, which demonstrates that a lot can be achieved with very little funding. All together aside from our overheads, the entire project cost £1,000. This project is

also about giving discriminated against communities a voice and a place in the history of our city. Many organisations are afraid of engaging in this type of work because they fear failure and rejection, but this project proves that many of these groups are eager to engage with the sector.