

# **SUFFOLK ARCHIVES**

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# WHY SUFFOLK ARCHIVES NEEDED A NEW BUILDING

The Suffolk Archives service was spread across three sites and four buildings all with:

- Inadequate and inefficient accommodation for staff, customers and archives - poor flow and accessibility, expensive to run and maintain.
- Strongrooms with critical shortage of accrual space and inadequate environmental control, flooding and other security risks.
- Restrictions on developing a 21<sup>st</sup> century service – i.e. Listed building status at Ipswich and Bury.



# THE OBJECTIVES OF THE PROJECT

A new heritage and teaching facility in partnership with the University of Suffolk that:

- Meets modern standards enabling continued collecting.
- Is efficient - more collections together, in a passive construction for long-term sustainability.
- Raises profile, increases accessibility to wider audience.
- Provides flexible shared spaces for Suffolk Archives, University of Suffolk and local communities.
- Gives University of Suffolk a research facility on campus.
- Enables Suffolk Archives to gain Archive Accreditation and retain Place of Deposit Status.
- Contributes to the regeneration of the Waterfront and provides commercial opportunities.

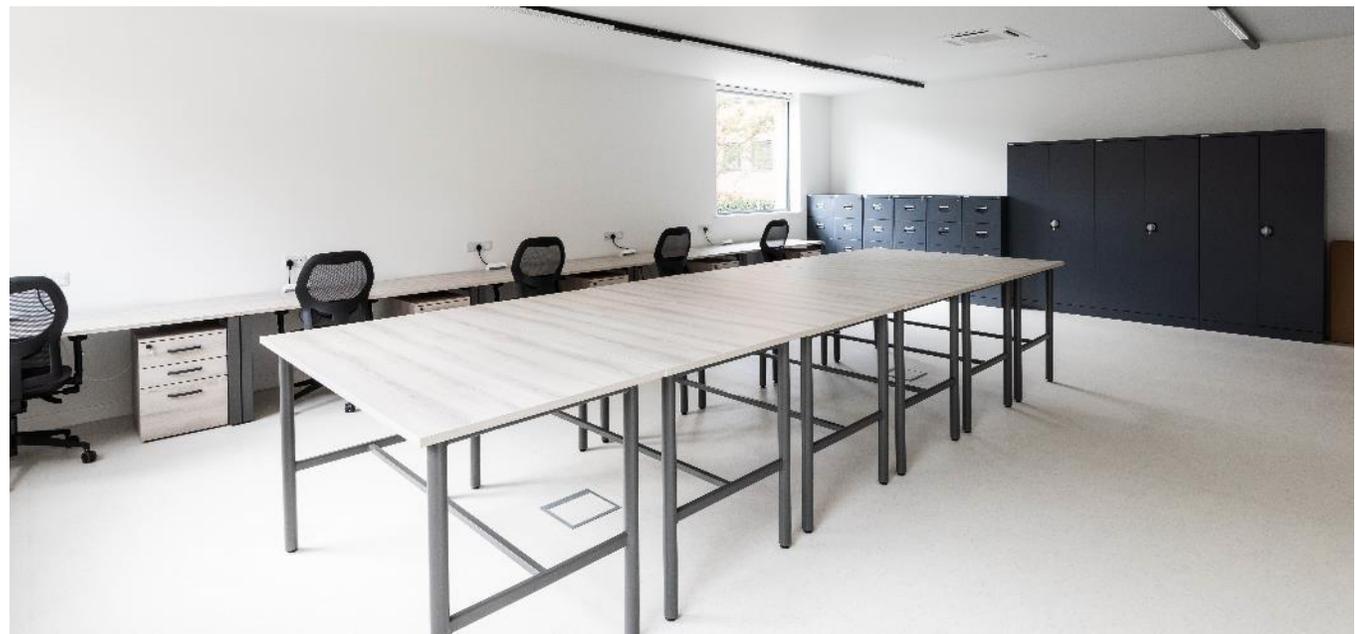


# THE HOLD EXTERNAL VIEWS



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# CONSERVATION WORKSHOP & ACCESSIONING AND CATALOGUING



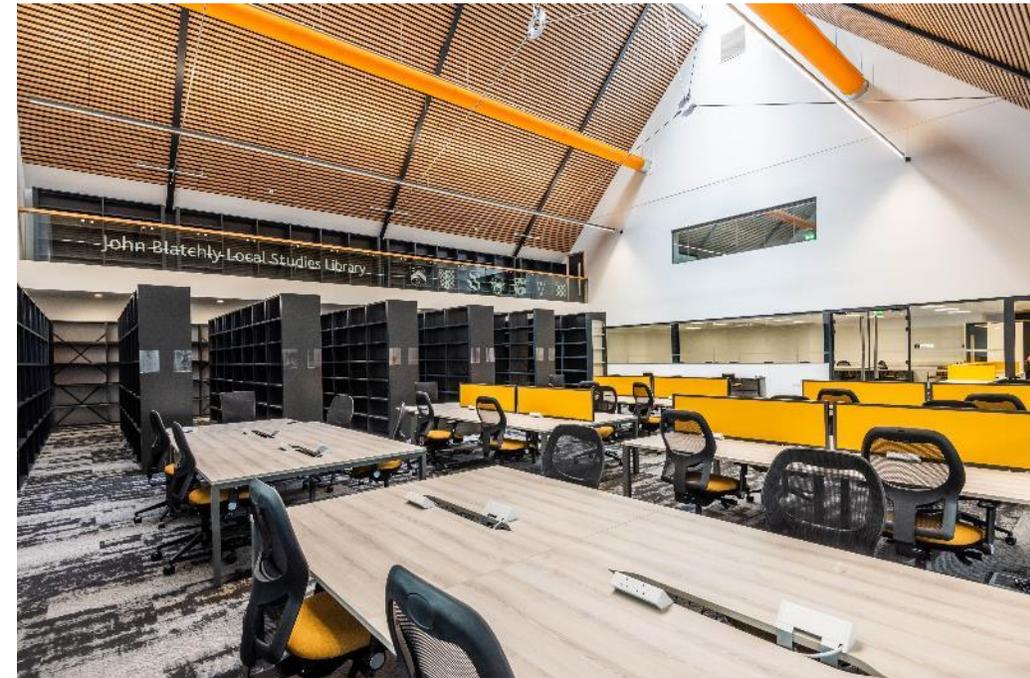
- North lit Conservation Workshop
- Cool, flexible and spacious Accessions and Cataloguing Room

# STRONGROOMS

- Drying the strongroom with portable fans and dehumidifiers
- Map racking
- The first boxes arriving from Gatacre Road



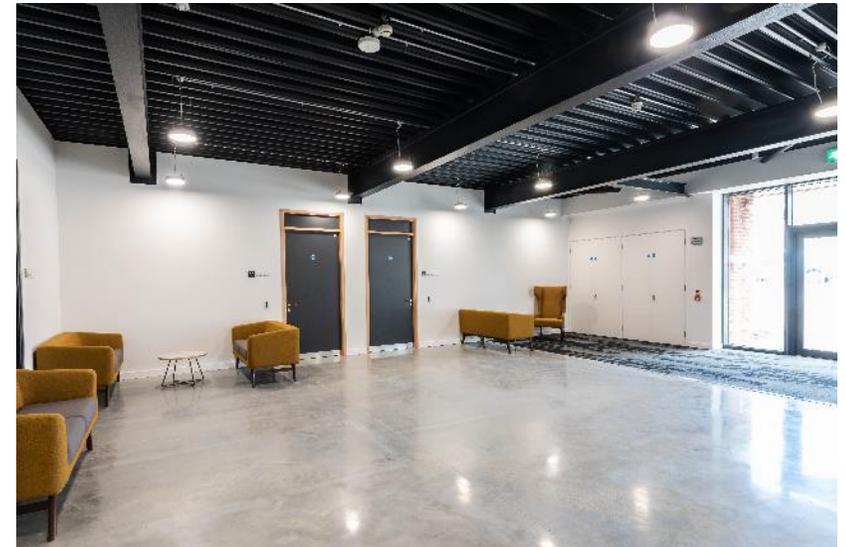
# SEARCHROOM AND JOHN BLATCHLY LOCAL STUDIES LIBRARY



- Adjoining, light, airy, flexible invigilated Searchroom and Local Studies Library spaces

## THE AUDITORIUM AND SEMINAR ROOMS

- 200 seater Auditorium
- Storage facilities for event preparations and fully integrated IT/AV
- PRS/PPL Music Licence
- 2 separate, soundproof Seminar Rooms
- Used independently or as break out spaces
- 25 classroom/ 30 cabaret style
- Integrated IT/AV
- Shared holding area with Auditorium for catering and breaks
- Premises and Alcohol Licence, on-site catering with customising options and tailored event management available



## WOLFSON LEARNING SPACE AND MEETING ROOM

- 35 classroom/ 40 cabaret / 60 theatre/ 80 standing
- Flexible space for a variety of events
- Bright welcoming space for all ages, with good natural light
- Integrated IT/AV
- Used independently or as break out space



- 10 boardroom style
- Natural light and private setting

# EXHIBITION SPACES AND THE SHOP

Visitors can:-

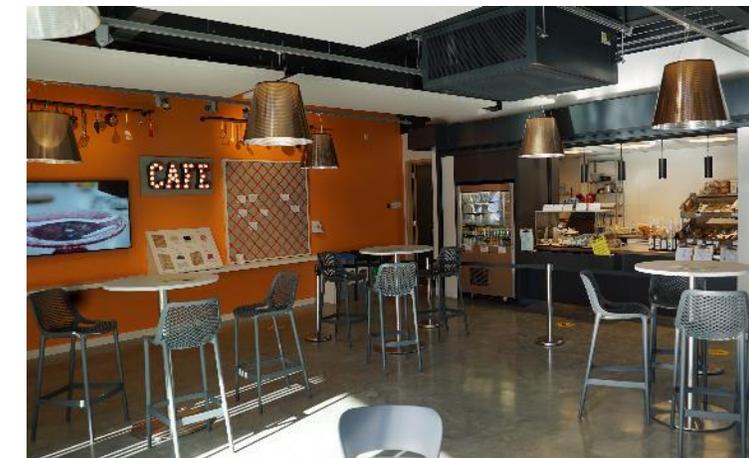
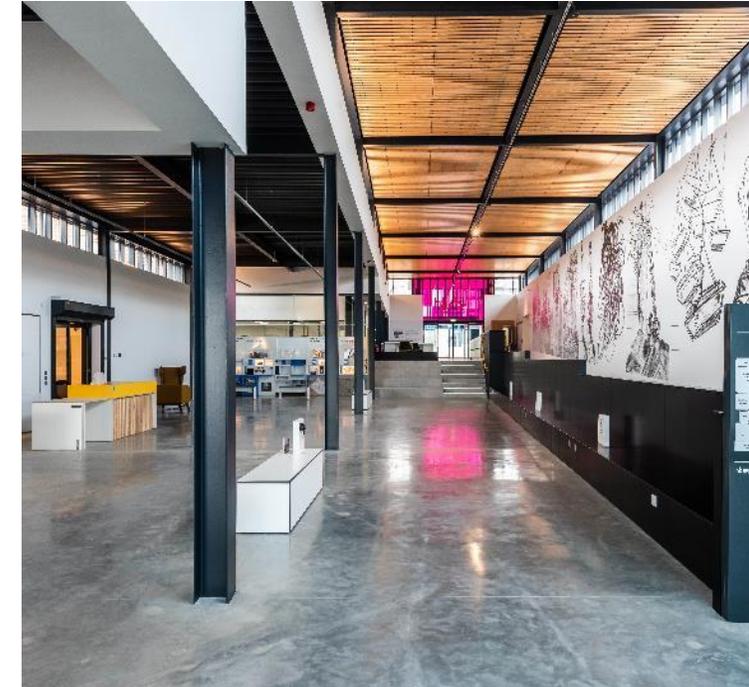
- Enjoy fixed exhibitions in The Street
- Explore the online archive
- Shop for locally sourced and heritage products



# THE STREET, CAFÉ AND FOYER

Provide:-

- A flexible space for a variety of events for up to 300 people standing
- Lockers for customer use
- First Aid and Changing Spaces Rooms, and dedicated buggy / mobility aide parking



## DECANT OF COLLECTIONS

Archivists, Conservator, Archive Assistants and Volunteers working with the Project Manager from Restore Harrow Green have:-

- Boxed items where possible, and wrapped and labelled volumes
- Rolled maps around rigid tubes, adding an acid-free outer wrapper on top to protect them from being squashed or damaged



## DECANT OF COLLECTIONS

On the left gaps on the shelves at Gatacre Road where the boxes have been removed to The Hold and on the right the first crates containing boxes arriving at The Hold on 22 February 2021.



# BRANCH BUILDING WORKS

## Bury

- Reroofing of the main building was completed in July 2019.
- Redecoration of the ground floor public rooms in Jan 2020.
- Upgrades to the radiator controls, and the installation of new electrical distribution boards in Summer 2020.

## Lowestoft

- CCTV upgrade
- New static metal shelving to house the more valuable research materials adjacent to the Searchroom including Port of Lowestoft Research Society Collections, ephemera, photos etc.
- New office/meeting room for staff/volunteers to conduct project work, oral history interviews etc.
- Audio/visual space for viewing digital images of prints, engravings, glass plates, photographs, local historical film footage and online exhibitions and to listen to oral history sound recordings.



# LOWESTOFT SEARCHROOM TRANSFORMATION



# LOWESTOFT SEARCHROOM REOPENING



# SUFFOLK ARCHIVES REBRAND

## New name

Suffolk Record Office has been replaced by Suffolk Archives since July 2019.

The website was already called [www.suffolkarchives.co.uk](http://www.suffolkarchives.co.uk)

The Twitter account has changed from [@KeyToThePast](https://twitter.com/KeyToThePast) to [@SuffolkArchives](https://twitter.com/SuffolkArchives)

## New brand

Uses visual language of the family tree to create a simple, bold and distinctive logo that's modern yet familiar to archive users.

**Website improvements** are due to be delivered in Summer 2021 including a new menu, upgraded map interface and exhibition features and a guest level shop using a WooCommerce connection.



Online exhibition

### With love from Dunkirk

Explore a collection of extraordinary letters written by men of the 1st Suffolk Regiment serving with the British Expeditionary Force in France between 25th and 27th May 1940, during the British army's retreat towards Dunkirk. For some, it would be the last message they sent to family and friends; not all of the letters' authors made it home.

VIEW DISPLAY



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# EXHIBITIONS AND INTERPRETATION TEMPORARY EXHIBITION PROGRAMME

Programme revised due to Covid-19:-

- *Global Events Suffolk Stories* 2 Oct – 23 Dec (reduced opening)
- *Pride in Suffolk's Past* 17 May – 4 July (delayed start)
- *Brick History* 17 July – 26 September 2021
- *House and Home* 15 October 2021 – January 2022
- *Suffolk Women's History* February – April 2022
- *Tudor Suffolk* May – July 2022

## Laura's Logo

Final Logo &  
Mock Ups

### Key Features:

Adaptable logo could be used alone or in combination with text, and in various colours.

Brush stroke, appears handmade, a personal touch that builds a feeling of warmth.

Imperfect house icon continues the personal touch, making it relatable.

Simple and minimal to be easily understood and to fit alongside the existing branding.

house  
& home  
EXHIBITION

house & home



University of Suffolk Graphic Design students' concepts for *House and Home*.

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Design for *Brick History*  
LEGO® exhibition.

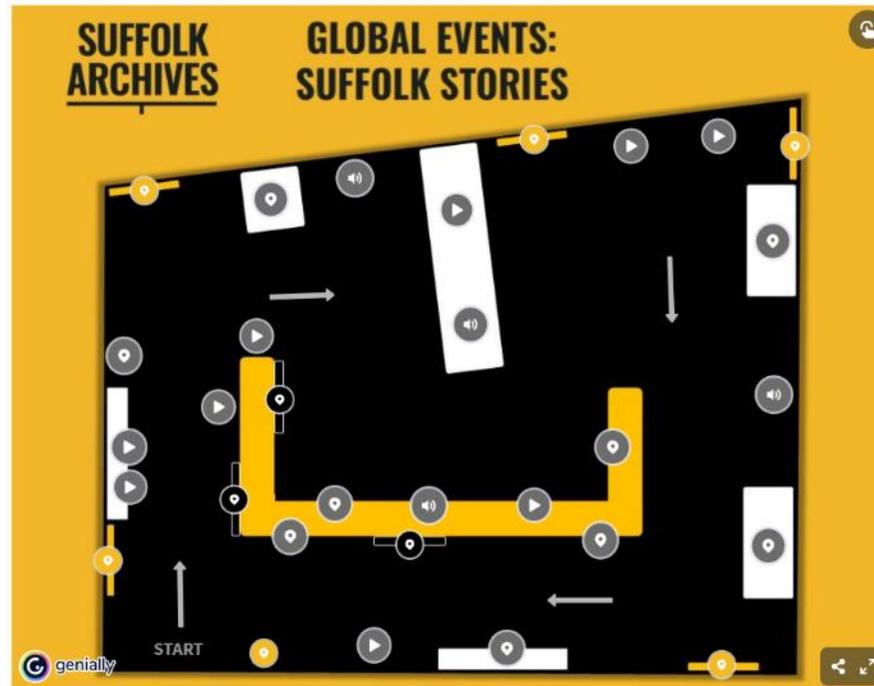
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# EXHIBITIONS AND INTERPRETATION

## *GLOBAL EVENTS SUFFOLK STORIES* 2 OCT – 23 DEC

A virtual online tour of the exhibition was launched in November during the second national lockdown including:-

- Video clips of walking around the exhibition, focusing on key items.
- Audio and video featured in the exhibition.



<https://www.suffolkarchives.co.uk/exhibitions/>

# EXHIBITIONS AND INTERPRETATION

## *PRIDE IN SUFFOLK'S PAST* 17 MAY – 4 JULY 2021

- The *Pride in Suffolk's Past* book is now for sale online.
- The exhibition is free admission, but with timed bookable online tickets. It includes items loaned from The National Archives, Britten Pears Arts, Museum of East Anglian Life and Ipswich Museum.
- A short introductory video of the exhibition is online.



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## EXHIBITIONS AND INTERPRETATION - FOYER DISPLAYS

- The new demountable walling system was set up on The Street in December for use by community groups and local projects <https://www.suffolkarchives.co.uk/exhibition-hire/>. The Tower Street Print Project were the first to use it for their W=F\*d: An Exhibition of printmaking.
- A movable display case is also available - seen here featuring Herd Community elephants made by the Ipswich Creative Change Group as part of the *Global Events: Suffolk Stories* exhibition.

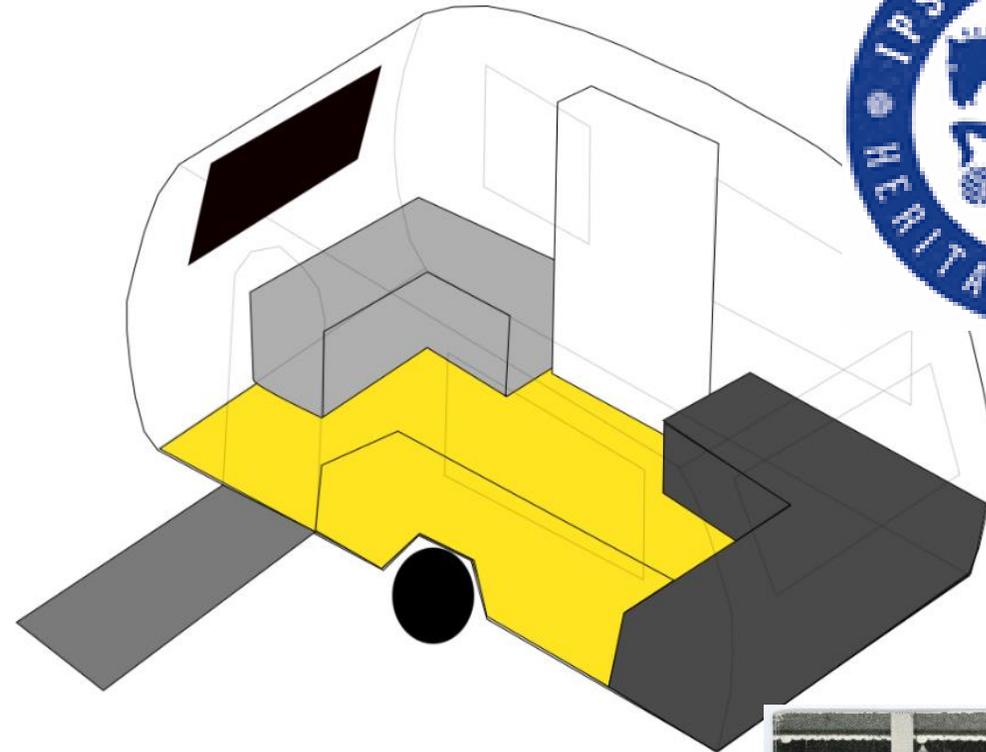


# EXHIBITIONS AND INTERPRETATION - ARCHIVES ON TOUR TRAILER

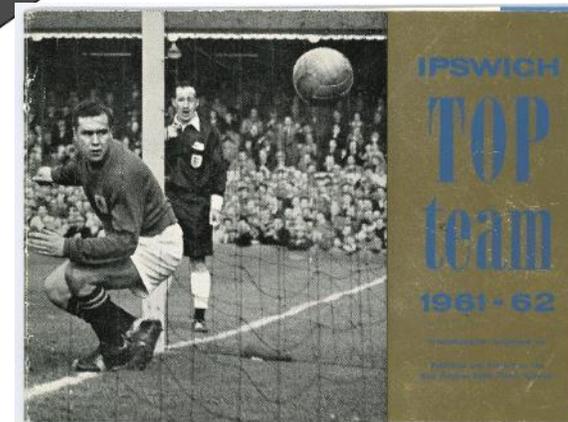
## Class of '82: Following Ipswich Town to UEFA cup victory

The first touring display will go on the road from June 2021. Over the summer it will connect with the Rural Coffee Caravan and Sporting Memories to form a schedule of locations.

From August and September with the start of the new football season we will focus on joining Ipswich Town and smaller local teams on match days.



<p><b>One of the best saves of any season</b></p> <p><b>IPSWICH Building Society</b></p> <p>RYAN W. COE    G. JOHN WHAYMAN General Manager (Sales)    General Manager and Secretary    and Secretary</p> <p>44 LEWIS BRIDGE STREET IPSWICH IP4 1BP    Telephone: 211021</p> <p><small>Member of The Building Societies Association Authorised for business by Prudential</small></p>	<p><b>Branches</b> 33 Market Hill, Framlingham IP13 9BA Telephone: 21400</p> <p><b>Local Agents</b> Estimates may be made at the office of the following authorized agents:</p> <p><b>Barry St. Edmunds</b>    Telephone Bury St. Edmunds &amp; Co. 214 Colchester Street    02231</p> <p><b>Chelmsford</b> J. Harris &amp; Co., 98 Duke Street    02773</p> <p><b>Cherry</b> F.W. Amos Associates Ltd. 14 High Street    31223</p> <p><b>Colchester</b> C.M. Stantard &amp; Son 2 Colchester Street    73185</p> <p><b>Harlow</b> T.J. Collier Street West Harlow    31223</p> <p><b>Harlow</b> Hendro Ward &amp; Co. 123 Main Road    Harlow 2366</p> <p><b>Harlow</b> Barnett &amp; Co. 123 High Street    3543/2020</p> <p><b>Harlow</b> E. H. Pendergast &amp; Son 50 Prince Street    28022/4/5</p> <p><b>Harlow</b> Barnett &amp; Co. 28022/4/5</p> <p><b>Harlow</b> Barnett &amp; Co. 28022/4/5</p> <p><b>Harlow</b> Barnett &amp; Co. 28022/4/5</p> <p><b>Harlow</b> Barnett &amp; Co. 28022/4/5</p>	<p><b>Football Fixtures 1980/81</b></p> <p><b>IPSWICH TOWN F.C.</b></p> <p>With the compliments of</p> <p><b>IPSWICH Building Society</b></p>
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## EXHIBITIONS AND INTERPRETATION – ONLINE EXHIBITIONS

Created using oral history recordings, video and interactive elements to explore aspects of Suffolk's history:-

- “*Workin’ on those airdromes*” – World War Two Black Engineers project – live for October Black History Month 2020 <https://www.suffolkarchives.co.uk/displays-online/black-us-servicemen/> has had over 1,700 views.
- *Basil Brown* – launched to coincide with the release of the new film *The Dig* IN January 2021 <https://www.suffolkarchives.co.uk/displays-online/basil-brown-a-pure-piece-of-rustic-suffolk/>
- *Take the Think with the Light*. NLHF project run by artist Juliet Lockhart using the Stopher brothers WW1 letters as inspiration for textile art which promotes wellbeing <https://www.suffolkarchives.co.uk/displays-online/take-the-thick-with-the-light/>





# COUNTYWIDE COMMUNITY PROGRAMME

[Land & Shore](#) – This strand of activities was launched in Lowestoft and includes ‘Ancestors’ performances in Lowestoft, a School Reunion in Dunwich and an Oral History Telephone Box in Tattingstone, sharing the stories discovered.





WOMEN'S  
LAND ARMY  
CLUB



## SCHOOLS - HIGHLIGHTS

- Takeover Day held Nov 2019 when Westgate Primary visited Bury.
- Nov 2020 saw a virtual takeover with Red Lodge Primary.
- [Online resources](#) – publication has begun, with more under development.
- CPD sessions held for teachers in Thetford, Newmarket and Ipswich – partnering with Historic England and other local heritage/cultural organisations.

*Superbly detailed  
and investigative*

Our first review on the Times Education Supplement website for our Victorian Crime and Punishment resource



# ENGAGEMENT WORK WITH THE RAF LAKENHEATH SCHOOLS WON PETE TAYLOR EXCELLENCE IN PARTNERSHIP AWARD FOR 2020

[Stories of RAF Lakenheath and Mildenhall](#) – working with schools on USAAF base; touring and online display, ‘I have three homes’.

A future project will concentrated on working with military connected children at RAF Lakenheath schools to discuss diversity, and the challenges faced by military children from all backgrounds.



# SCHOOLS – LOAN BOXES

- Two Toys Through Time loan boxes are now complete and have visited three schools. In their first two visits they were used by over 100 children. They include:-
  - a selection of toys (real and replica) from the Victorian period to the 1990s
  - archive images
  - notes for teachers
  - activity suggestions
  - ideas for toys to make, including downloadable templates of paper dolls



## Snap

Snap first introduced by John Jacques & Son Ltd in 1886 (made the original Happy Families). Each pack of cards contains a series of different designs, with multiples of each design. The pack in this loan box uses designs based on traditional nursery rhymes.

### How to play:

- Snap can be played with two or more players.
- Shuffle the cards and place them in a pile face down on a table.
- Players take it in turns to pick up a card from the top of the pack and place them face up on the table.
- Whenever a matched pair appears, the first player to shout 'Snap!' takes all the cards in the face-up pile.
- Play continues until the face-down pile is finished.
- The winner is the player who has collected the most cards.

The version of Snap that we play today was known to the Victorians as 'Easy Snap'. The usual way it was played then was for players to have their own piles of cards rather than a central pile. There was also Speed Snap, where instead of taking turns to turn over cards, everyone turns them over at the same time.



## Thomas the Tank Engine trains

The first Thomas the Tank Engine books by Rev. Wilbert Awdry were published in 1946. The stories were inspired by a wooden toy train that Rev. Awdry had made for his son, Christopher.

In Thomas's first appearance he is described as:

"... a tank engine who lived at a Big Station. He had six small wheels, a short stumpy funnel, a short stumpy boiler and a short stumpy dome. He was a fussy little engine, always pulling coaches about. [...] He was cheeky, too."

— from the story 'Thomas and Gordon' in *Thomas the Tank Engine*, 1946

The Thomas stories were first turned into a television series in 1984, and toys relating to the Thomas books and TV shows have been popular for decades.

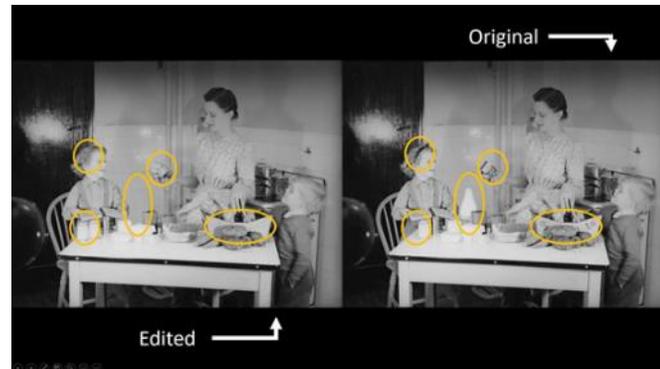
The first Thomas toys were released in 1957 as cardboard kits that you could use to make your own engines. Models like the ones in this loan box were produced from 1965.



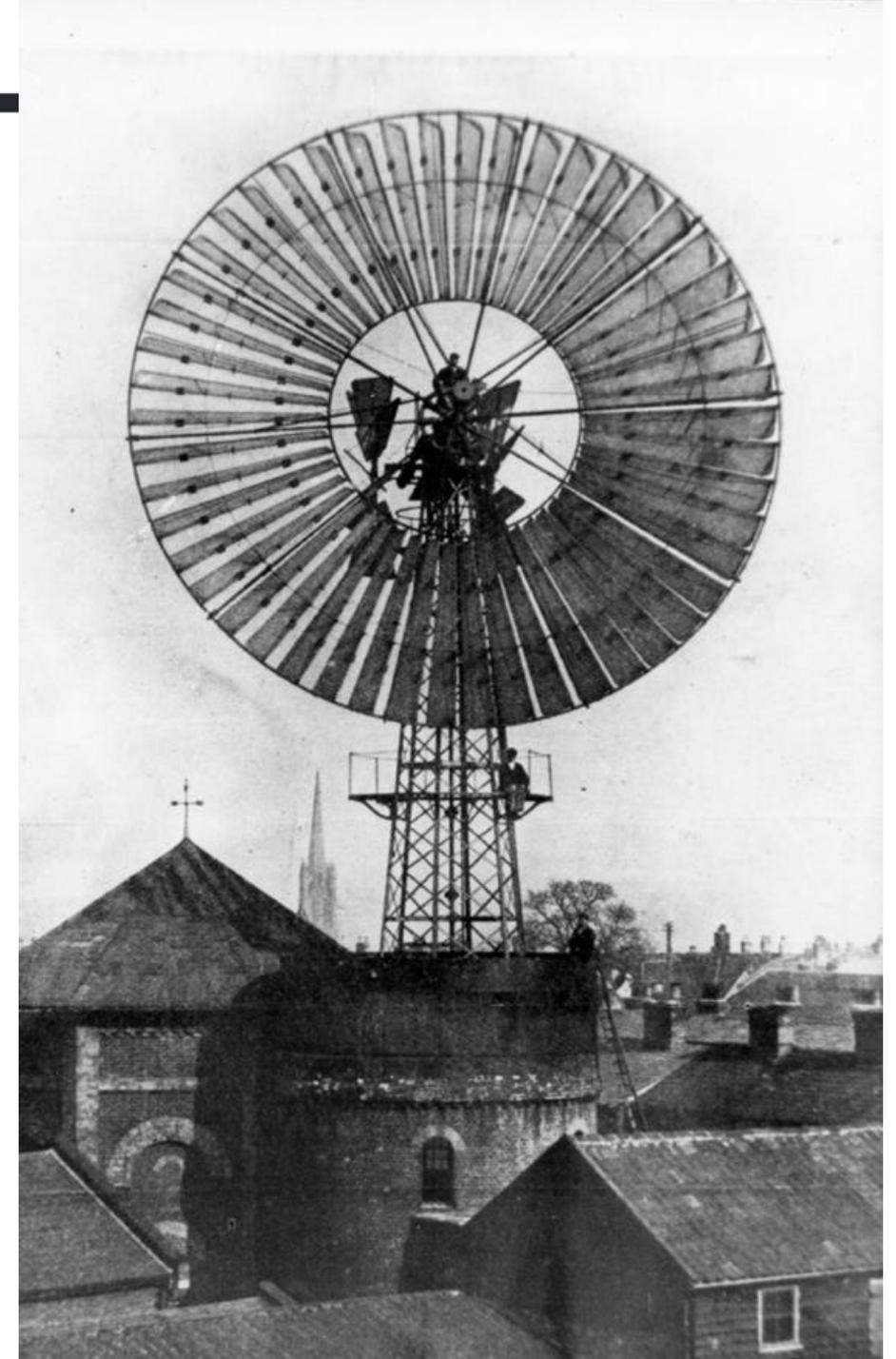
## SOCIAL MEDIA

During closure due to Covid-19 Suffolk Archives has:

- been putting even more effort in to social media
- experimenting with archive collection's to create
  - GIFs including of a photograph of a wind pump in Bury
  - online interactive [jigsaw puzzles](#),
  - and spot-the-difference challenges



- been contributing to the *History Begins at Home* national wellbeing campaign aiming to inspire meaningful conversations based on material from archives across the UK <https://www.historybeginsathome.org/>



# ONLINE LEARNING RESOURCES FOR NE SUFFOLK



## Victorian Seaside Holidays in Suffolk

This resource for KS1 and KS2 is packed with archive images. It takes pupils through planning an imaginary day out at the Victorian seaside, and includes local history, Victorian history, maths, literacy, and art and design. Students can find out what the Victorians did at the seaside, make their own bathing machine, write a postcard home, and more.



## Victorian Holidays in Lowestoft

This image resource is for any age group. It contains a PowerPoint of historic photographs of the history of Lowestoft as a seaside holiday resort from the Victorian era to modern day.



## The Lowestoft Fishing Industry

This image resource is for all ages interested in the history of the fishing in the town. The resource consists of a PowerPoint containing historic photographs and contextual information.

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# ONLINE LEARNING RESOURCES FOR NE SUFFOLK



## History of Beccles

This image resource is for any age group studying the history of Beccles. The resource consists of a PowerPoint containing historic photographs of the town from its early history through to the World Wars.



## History of Somerleyton Hall and Estate

This image resource is for any age group studying the local history of Somerleyton. The resource consists of a PowerPoint containing historic photographs of Somerleyton Hall and Estate, detailing the history from being mentioned in the Domesday Book to modern day.



## Murder in Halesworth

This resource for KS2 is based on the story of the last man to be publicly hanged in Suffolk and provides everything a teacher needs to guide their class through a re-enactment of a Coroner's Inquest. In following the story, pupils will learn about the workings of the Victorian Police and justice system in an engaging and memorable way.

# UNIVERSITY OF SUFFOLK



We have worked closely with the University of Suffolk to:-

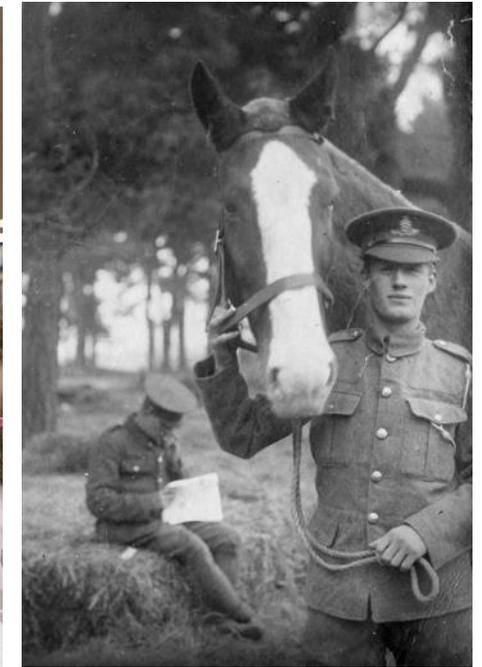
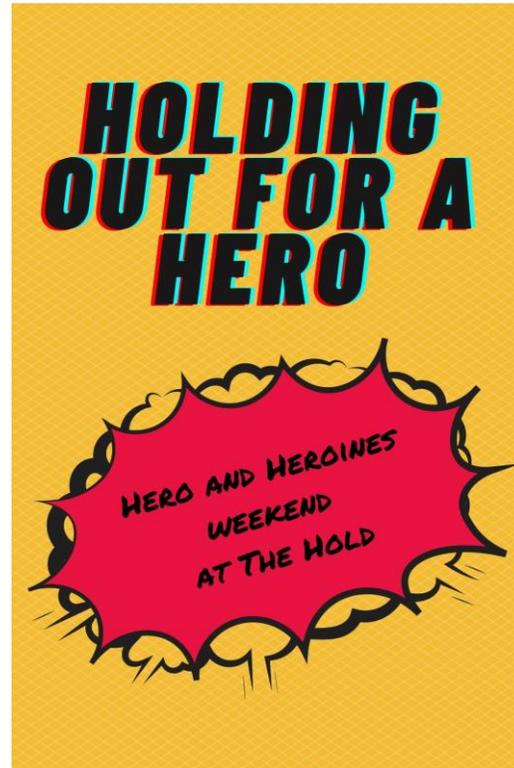
- highlight student volunteering opportunities available at Suffolk Archives including placements supporting the delivery of the Activity Plan.

We delivered the following workshops to students as part of their course modules:-

- MA in Creative Writing Seminar – “How archives can inspire your writing”
- History Dissertation students – Induction to the archives
- History Career Planning students – Introduction to archives and career potential
- Architecture students - “How archives can inspire design and urban planning”

# PUBLIC EVENTS PROGRAMME

- Exhibition events, including previews and tours
- Talks, including 'Treasures from the Archives Series'
- Online Lecture Series
- Family activities
- How To Events
- Lates
- Cinema Club
- Special events



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## VOLUNTEERING DEVELOPMENTS

- New volunteer management and support system implemented <https://suffolkarchives.volunteermakers.org/>
- 2 volunteer surveys completed over Summer 2019 and 2020, useful feedback on what we do well and how to move forward received: *'I like the camaraderie, the opportunity to gain new skills and knowledge and being valued for my contribution'*.
- Volunteer Week display created with content from the volunteers <https://www.suffolkarchives.co.uk/volunteer/volunteer-thank-you/>
- Volunteer Policy reviewed, new handbook written, training offer expanded, and newsletters increased to quarterly.
- Remote volunteering opportunities created through *Life in Lockdown* contributions and SSS research.
- New front facing volunteering roles at the Welcome Desk and in the Exhibition areas at The Hold developed alongside Archive Assistants.

