

ALISON SCOTT
Archivist
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RECENT CAREER HISTORY

AS Archive Services

Freelance archivist

current

I started working as a freelance archivist in November 2018. I have worked on the following contracts:

- Macallan Distillery, 2020-2026 – indexing letter books; transcribing 19th and early 20th century business letters; cataloguing physical and digital records; research
- Private client, 2026 – photographing resources on Second World War bombing at Glasgow City Archives
- Dr Guthrie’s Association, 2024-2025 – indexing school log books
- International Beverages, 2024 – scoping report on archive development
- Private client, 2024 – cataloguing family papers; researching and liaising with institutions with a view to depositing the collection
- Angel’s Share Glass, 2024 – cataloguing a small business collection in six days, including design notebooks and 913 individual photographs
- Private client, 2022 – family history research
- Private client, 2022 - scoping report on family records including advising on repackaging
- Glen Grant Distillery, 2022 – cataloguing the business archives held at the whisky distillery in Rothes; providing resources from the collection for heritage stories; and providing conservation and storage resources, advice and contacts
- Epilepsy Scotland, 2022 – cataloguing their archives; suggesting items for exhibition; and providing contacts for digitisation
- Dr Guthrie’s Association, 2022 – researching their archives held at the National Records of Scotland to fulfil the requirements of the Scottish Child Abuse Inquiry
- International Society for Clinical Electrophysiology of Vision, 2021 – cataloguing and rehousing historic records
- East Park School, Glasgow, 2020 – working with a freelance colleague on combined records management and archives policies including listing historic records
- Aberlour Child Care Trust, 2020 – Archives Revealed scoping report on their historic records
- Hunterian Museum, University of Glasgow, 2020-2021 - cataloguing private papers relating to a major collection of coins including sourcing conservation supplies
- Quarriers charity, 2019 - scoping report on physical and digital records to improve systems
- NHS Forth Valley, 2019 - research on the records of the Royal Scottish National Hospital to fulfil the requirements of the Scottish Child Abuse Inquiry

Scottish Jewish Archives Centre

Archivist

current

I started a three-year contract with the Centre in February 2025. My main tasks are to create professional guidelines for cataloguing and other archival services, supervise researchers, catalogue the backlog and upload catalogues into the Your Scottish Archives portal.

University of Stirling

Project Archivist

2023 - 2024

I produced a survey of the dispersed collections of the Institute for Retail Studies and a project report with recommendations for the future development of the collections. I carried out appraisal and disposals and organised transfer of core records to the Archives. I also produced a cataloguing scheme

and catalogued the photographs and slides and part of the research papers of John Dawson, the Institute's founding member.

Edinburgh Napier University

Cataloguing Archivist

2018 - 2022

I catalogued the papers of Jim Haynes, a leading figure in 1960s counterculture. His papers included correspondence, diaries and photographs relating to his many interests such as publishing and performing arts. I made connections within the university and in the wider archive and academic community to publicise the collection and encourage its use. I also assessed and chose cataloguing software.

Key achievements

- selecting software for the project
- writing an article in collaboration with colleagues at Manchester and Sussex universities for the Counterculture Studies Journal
- giving a seminar and workshop to Digital Humanities students using the collection

Glasgow City Archives

2015 - 2018

Project Archivist

I was responsible for a Wellcome Trust funded project to catalogue the public health records of Glasgow. I assisted in developing standards for catalogue entries in Calm cataloguing software, writing user in-put guides and supervising colleagues. I was responsible for outreach to publicise the collections and catalogues. I answered enquiries and helped researchers using the collections as a result of my outreach. I supervised a volunteer cataloguing films in the collection.

Key achievements

- creating catalogues using Calm software to the Public Health Department's records; its functional predecessor the Police Commissioners; and the annexed burghs (145 linear metres of records in total)
- disseminating the catalogue by contacting relevant organisations such as the Royal Society for Public Health, Centre for History in Public Health etc
- giving two seminars to postgraduate history of medicine students at University of Glasgow
- mounting an exhibition on Glasgow's 1957 mass x-ray campaign

OTHER EMPLOYMENT

University of Stirling (Project Archivist)	2014 – 2015
Wellington City Archives, New Zealand (Team leader)	2013 – 2014
Royal College of Physicians of Edinburgh (Project Archivist)	2011 - 2013
Lothian Health Services Archive (Archivist)	2009 - 2011
The Royal Bank of Scotland Group Archives, Edinburgh (Archivist)	2007 - 2009
Hutt City Council, New Zealand (Sole Charge Archivist)	2003 - 2006
Open Polytechnic, New Zealand (Off-Campus Tutor)	2003 - 2005
Photographic Archive, National Library of New Zealand, Wellington (Archivist)	2001 - 2003
Archives New Zealand (National Archives of New Zealand), Wellington (Acting Head of Arrangement and Description)	2001

Glasgow University Archives, Glasgow (Archivist)	2000 - 2001
National Archives of New Zealand Archivist (on secondment from Edinburgh City Archives)	1999 - 2000
Edinburgh City Archives, Edinburgh (Archivist)	1992 - 2000
Oxfordshire Archives (Cataloguing Archivist)	1991 – 1992

QUALIFICATIONS

University of Liverpool – Master of Archive Administration	1991
University of Strathclyde – Bachelor of Arts with Honours Class 2.1	1988