

A PROSPECTUS OF THE ARCHIVAL COLLECTIONS
HELD AT
THE BRITISH EMPIRE AND COMMONWEALTH MUSEUM
(Incorporating a Guide for Researchers)

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THE BRITISH EMPIRE & COMMONWEALTH MUSEUM

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Jo Duffy, June 2006

PREFACE

Like all major museums, the British Empire and Commonwealth Museum is much more than what it exhibits in its galleries. It is a major centre for education and scholarship on a subject of huge interest to students at every level and to a very wide public indeed, in Britain, the Commonwealth and throughout the world. This Prospectus shows how much the Museum has achieved in establishing itself as such a centre in a very short time. The riches that are set out in what follows have been assembled in the few years since 1988.

What the Museum's excellent staff has been able to achieve in so short a time is not the result of high spending in competition with other institutions. The Museum has no resources to spend on acquisitions and it works in close cooperation with other bodies concerned with preserving the history of empire and Commonwealth. It relies on the remarkable generosity of a large number of donors and those willing to lend material, most of these are private individuals but there are also important institutional ones, including other custodians of archives.

Diversity is the keynote of this Prospectus. Diversity, first of all, is most marked in the kinds of material listed. The Museum is already a very considerable archive in the conventional sense of holding documents, both manuscripts and printed sources. It has a large library of books, including the great Commonwealth literature collection from the old Commonwealth Institute. It has hundreds of thousands of photographs and hundreds of hours of film footage, again from private and corporate donors. So long as the Museum has been in existence, its staff and volunteers have been interviewing people with experience of the empire and Commonwealth. The result is over 7,000 hours of recorded sound. Under the slightly forbidding technical rubrics of 'material culture' or 'artefacts', is an astonishing range of objects, from high art and pieces of great anthropological significance to engaging colonial kitsch.

The Commonwealth and colonial associations of the material are equally diverse. The countries of the old Indian empire or of the colonial empire in Africa and the Far East are particularly well represented; the Caribbean or Australia, Canada and New Zealand are less so. Within those parameters the lives illuminated by letters, films, photographs or collected objects are also diverse. Since so far material has been collected and interviews have been conducted within this country, the lives have inevitably been mostly those of people going from Britain to work overseas, as government employees, teachers, business people or spouses. People living in Britain whose families are of Commonwealth origin have however, also offered valuable material and more is being collected.

Those using the Museum's collections have also been diverse and future users are likely to be even more so. The Museum is already a centre of academic research by individual scholars and by graduate and undergraduate students, particularly of the two Bristol universities, concerned with history, literature, sociology, anthropology or politics. The Museum's educational services for schools have been triumphantly successful. Children can be confronted with a superb range of things, not only to read and look at, but to listen to, to touch and above all to wonder at, thus enhancing their understanding not only of this country and its history but of much of the world

as well. You do not, of course, have to be undergoing formal education to wish to have your sense of wonder stimulated or to seek understanding. It is hard to imagine any individual visitor to the Museum who will not have such wishes fulfilled. So all encompassing was the experience of empire and Commonwealth that these collections can offer a voyage of individual, family, group or national self-discovery to very many people.

P.J. Marshall
Professor Emeritus
King's College, London
November 2004

PART I:

THE MUSEUM AND ITS COLLECTIONS

MISSION STATEMENT AND KEY AIMS

The Trust's Mission Statement for the Museum is:

The British Empire and Commonwealth Museum will provide a national forum for preserving, exploring and studying Britain's cultural heritage associated with the former Empire and today's Commonwealth, to promote an understanding of its integral role in Britain's cultural, historical and social heritage.

The Museum will show both how the British Empire evolved into independent nations of the Commonwealth, and also its global impact through interchanges of peoples, languages, institutions, trade and cultures.

The Museum's Key Aims are:

The promotion, creation and administration in the United Kingdom of a museum or museums of the British Empire and Commonwealth for the public benefit

To further the study and promote a wider understanding of the cultural, historical and social significance of the British Empire and the Commonwealth, from the era of John Cabot's pioneering voyage to the Americas in 1497, to the present day.

To ensure that education and access to the Museum's archives will occupy a pivotal role in any managerial role affecting museum provision.

Such other charitable objects as are in the opinion of the Trustees similar or compatible to the aforesaid.

HISTORY OF THE TRUST

The British Empire and Commonwealth Museum Trust was established in 1988 with the aim of setting up a museum that examined the history of the British Empire. Initially the focus was on oral history, but many of the people interviewed offered the Museum artefacts, books and personal papers, and as time passed the Museum's collecting policy shifted to reflect this. Donors often heard about the Museum via word of mouth from former colleagues or friends from their colonial days, and the collections reflect these kinds of linkages.

The Museum is housed in the Bristol 'Old Station' designed and built by Isambard Kingdom Brunel in 1841. The last train departed the site in 1965 and it soon fell into a state of disrepair. The Trust acquired and began restoration work on the building in 1992, and the Museum opened to the public on 25 October 2002. It is now a Grade I listed building. Since opening, the Museum has been widely praised for its contribution to the understanding of modern Britain through its exploration of the complex legacy of the British Empire. In 2004 it won a Good Britain Guide award, and was shortlisted for European Museum of the Year.

DONORS AND THEIR DONATIONS

Since its inception the Museum has gone on collecting material, and its resources continue to grow. The collections are made up of a mix of donated and loaned material. Donors range from private individuals (many of whom lived or worked across the Empire and Commonwealth) to large organisations and government departments including the Commonwealth Institute, the Royal African Society, the National Archives, the Foreign and Commonwealth Office, the Department for International Development, the Crown Agents, and most recently the Ordnance Survey. As a result, the size of the collections ranges from the very large to the very small. Indeed, some donors have given single items.

THE STRENGTHS OF THE COLLECTIONS

The Museum holds a range of different kinds of material including books and paper archives; material culture and artefacts; costume and textiles; paintings and prints; still images and photographs; moving images and film; and sound archives and oral history. In all, the holdings at the British Empire and Commonwealth Museum exceed 552,900 single items (spring 2004), consisting of over 88,400 entries on the Museum's various databases. From Hindu artefacts to old family photo albums, government reports to everyday kitchen utensils, the collection covers a huge span of time and space. Aside from its broad scope, the Museum's collection has a number of strengths:

- 1) Links between the various kinds of material:

One very unique aspect of the BECM's collections is the relationship between archives. The identity and experiences of any particular donor are retained in

order to contextualise the items within the collection. This connection is also retained across archives, as often a donor will donate artefacts, papers and photographs and perhaps be interviewed for the oral history collection as well.

2) Memoirs

The Museum holds a large number of published and unpublished memoirs of former colonial officers, their wives and families. These provide an extremely valuable resource for researchers and a real insight into the workings of Empire. Often the individuals concerned have also donated paper archives or been interviewed for the oral history collection.

3) Colonial families

Links between collections are not just restricted to the links across the various kinds of material donated by individuals. Thus, it is possible to trace the colonial experiences not just of individuals but also of their families. In several cases the Museum holds collections relating not just to colonial employees but also to their spouses and their children, allowing Empire to be viewed from a variety of perspectives.

COLLECTING PRIORITIES

Currently the Museum's greatest strengths lie in material from the twentieth century with much of its focus on colonial administration, colonial life, and the decolonisation period. For instance, there are large collections relating to the South African War (1899-1902) and to Mau Mau in Kenya (1950s).

Future collecting priorities include material relating to the slave trade and its abolition; the British Mandate in Palestine, (1919-1947); the Suez Crisis (1956), the EOKA crises (1955-1959); the Emergencies in Malaya (1948-1956) and Kenya (1952-1959); Macmillan's 'Winds of Change Speech' (1960); and the Hong Kong handover (1997).

THE LIBRARY

The BECM library holds approximately 25,000 books, of which around 15,000 were donated by the Commonwealth Institute in November 2002. With the closure of the Commonwealth Institute the British Empire and Commonwealth Museum holds the only library dedicated to Commonwealth Issues.

Secondary Sources

Aside from the Commonwealth Institute Collection there are approximately 9,500 books in the BECM Secondary Sources Library. They cover a vast array of topics and cover all areas and aspects of the former British Empire and Commonwealth. India and East Africa are particularly well represented, as are colonial administration, exploration and anthropology. The collection dates from the late nineteenth century and goes right up to the present day. The library does hold some rare titles and first editions.

The Commonwealth Literature Collection

Consisting of around 7,000 books, this is a comprehensive collection covering the 1950s to the 1990s. Attempts were made to collect all fiction published in English by Commonwealth writers.

Journals

Concentrating particularly on Africa, the Museum holds over 100 titles. The Museum does not itself subscribe to any journals, but has received significant donations both from individuals and institutions. Some titles are held in long runs, whereas the holdings are sporadic for others. In some cases only single issues are held. The best way of finding out if the Museum holds a journal for particular dates is to consult the accessions database.

The following list is of journal titles of which more than 5 issues are held:

9th Gurkha Rifles Newsletter
Aden Magazine
Africa South
African Affairs
African Studies
African Women
Africana Notes and News – Africaana Aantekeninge en Nuus
American Anthropologist
ASAUK
Asian Affairs
Asian Survey
The Aurora. A Journal of Missionary News and Christian Work.

Auto News
Bengal Past and Present
Blackwood's Magazine
British Journal of Canadian Studies
British Malaya – The Magazine of the Association of the British Malaya
Bulletin of Francophone Africa
The Bulletin of the Uganda Society
Business and Economy of Central and East Africa
Chowkidar
The Commonwealth Forestry Review
Community Development Review
Corona
Cotton Growing Review
East Africa and Rhodesia
East Africa and Rhodesia Journal
East Africa Journal
East African Annual
The Empire Forestry Review
Far Eastern Economic Review
Focus on Rhodesia
Foreign Affairs
The Garwhali
Geographical: The Royal Geographical Society Magazine
The Ghana Farmer
Historical Studies, University of Melbourne
History Today
History Workshop Journal
The Indian Forester
International Affairs
International Organisation
Journal of Administration Overseas
Journal of African Administration
The Journal of the East Africa and Uganda Natural History Society
The Journal of the East Africa Natural History Society
Journal of Imperial and Commonwealth History
Journal of Local Administration Overseas
Journal of the Bombay Natural History Society
Journal of the Hong Kong Branch of the Royal Asiatic Society
Journal of the Malayan Branch of the Royal Asiatic Society
Journal of the Royal Australian Historical Society
Journal of the Royal Commonwealth Society
Journals and Proceedings of the Royal Society of New South Wales Australia
The Kenya Farmer
The Lion and Tusk – The Magazine of the Rhodesian Army Association
The Martin Burn House Magazine
Newsletter – Government of Rhodesia
The New Zealand Journal of History
Nigeria
Nigeria Police Magazine

Nigeria Today
The Nigerian Field
The Nigerian Teacher
The Northern Rhodesia Journal
Northern Rhodesia Police Association Newsletter
The Nyasaland Journal
Optima
Oversea Education
The Overseas Pensioner
Port of Aden Annual
PostGen
Punch
Red Flash
Rhodesia Calls
Rhodesia Commentary
Royal Central Asian Journal
The Royal Garwhali Quarterly
The Sarawak Museum Journal
Spotlight on Zimbabwe
Straits Times Annual
Sudan Notes and Records
Swara – the Journal of the East African Wildlife Society
Tanganyika Notes and Records
Tanzania Notes and Records
Tanzanian Affairs
Teacher Education
Teacher Education in New Countries
Transactions and Proceedings of the Royal Society of Victoria
Transition Magazine
Tropical Agriculture
Tropical Science
The Uganda Journal
The United Africa Company Limited Statistical and Economic Review
War in Peace
West Africa
Wild Life. Official Journal of the Kenya Wildlife Society
The World Today
Zambia Newsletter

PAPER ARCHIVE

The British Empire and Commonwealth Museum Paper Archive consists of over 20,000 items, including original correspondence, notes, memoranda, ephemera, memoirs and official reports. The Museum has received collections from national archives, as well as many from individuals who served in the Colonial Service. The majority of material dates from the late nineteenth to the mid twentieth centuries, and covers many countries from the former Empire, particularly Africa and India.

The following list contains many of the major and medium-sized collections held by the BECM, and is designed to give a flavour of the sorts of material in the paper archive. However, it is by no means exhaustive, and it is recommended that researchers do not rely on the list, but come into the Museum in order to browse its databases. (Where possible an item count has been given for each collection to give a sense of its extent. It should be borne in mind that an 'item' can be an individual letter, a pamphlet, a file or even a long manuscript. The number of 'items' in a collection correlates to the number of entries on the accessions database for the collection. For some collections a box count has been given instead. Note: item counts refer only to the paper archive, and do not include materials in the photographic, film, oral history and material culture collections.)

Baker, 1997/053/-

Photocopies of 4 handwritten and unpublished diaries which cover service principally in India between 1899 and 1948. (Donor: Mr R.A.K. Baker)

Baker, 2002/113/-

An archive of papers relating to Malawi (government reports, reports of the Reserve Bank of Malawi, Parliamentary Papers from the 1960s and 1970s). (Donor: Professor Colin Baker) (734 items)

Beachey, 1998/094/-

A series of letters from Dr Greta Lowe-Jellicoe (in Sierra Leone) to her parents, dating from the period around 1926. Dr Lowe-Jellicoe was a medical missionary in Nigeria from 1926 to 1935. She talks about her experiences in Tape 676 of the Oral History Archive. (7 items)

Beazley, 2003/039/-

Copies of letters used by Mary Beazley for her unpublished book, Rhona Aitken. (Rhona Aitken was the wife of Administrative Officer Gordon Aitken in Nigeria). The letters cover the period 1947 to 1957. Mary Beazley was interviewed for the Oral History Archive (Tape 963), as was her husband John (Tape 964). After Oxford

University and wartime service in the RAF, John Beazley joined HM's Overseas Civil Service and in 1947 travelled by sea to Nigeria. Mary joined him three months later. His first appointment was as Assistant Controller of Imports in the Secretariat in Lagos, followed by eighteen month tours in the Western Region in Ijebuode, Abeokuta, Epe and Ibadan. Between tours they had four months leave (with the exception of the nine month period he spent on the 2nd Devonshire Course at Oxford). He was the first British Official to serve under a Nigerian superior, Sieron Adebayo, a man he greatly admired.

Bell, 2004/056/-

Mixed paper archive including reports and manuscripts of talks given by Mr William Bell. Much of the material relates to the Caribbean. Mr Bell was Director General of the Council for Technical Education and Training for Overseas Countries (TETOC). (46 items)

Betts, 2003/158/-

Three scrapbooks compiled by Marie Whate in Kenya, 1937-1956. They include newspaper cuttings, invitations to and photos of social events, and correspondence. The last scrapbook contains material on Mau Mau. (Donors: Mr & Mrs R.D.W. Betts)

Birnie, 2002/257/-

A collection of newspapers and pamphlets relating to East Africa, dating from the 1960s and 1970s. The donor moved to Uganda in 1969 and was there through the Amin Era before moving to Kenya in 1977. The collection includes newspapers on the release by Amin of Obote's detainees on Kololo airstrip. Also newspapers covering the death of President Kenyatta and paper ephemera from travelling on the Warwick Castle line. (Donor: Mrs Ann Birnie) (34 items)

Blancharde, 2000/207/-

A collection belonging to Brian Blancharde who lived, studied, soldiered and taught in Southern Africa for 20 years and then was senior lecturer in Commonwealth History at UWE. He believes that the Christian Church played an important role in the peace and democratisation process of South Africa. He was an international election observer in the first multiracial elections of 1994. He has also been interviewed for the Oral History Archive (Tapes 804 and SA014, SA015, SA016, SA017 and SA018). (85 items)

Bleakley, 1993/034/-

Manuscripts by Peter and Rachel Bleakley, relating to the Turks & Caicos Islands in the 1950s. Peter Bleakley was in the Colonial Service in Tanganyika from 1938-1951,

before becoming Commissioner of the Turks & Caicos Islands between 1952 and 1955. He was in Uganda from 1956-1961. Mr Bleakley was interviewed for the Oral History Archive (Tape 038). (4 items)

Brayne, 2003/194/-

Includes donor's mother's scrapbooks of India (1920s-1940s). Also books written by the donor's father Frank Lugard Brayne and other ephemera. (Donor: Mr T.L. Brayne) (114 items)

Breckenridge, 2002/218/-

A collection of books, journals and correspondence concerned with Kenya between 1954 and 1958. The collection includes some paper ephemera relating to Mau Mau rehabilitation camps. (Donor: Mr James W. Breckenridge) (93 items)

Bricom Group, 1992/010/- (also 1992/10/-), 1993/072/-

Reports, correspondence, memos, books and other paper archives from the Steel Brothers collection, along with a large collection of photographs. Much of it was compiled by Miss Mary McCracken on a visit to Burma during the winter of 1888/89 and presented to Steel Brothers & Co. Ltd. by Miss G.E. Murray, niece of Sir Robert McCracken in March 1980. (114 items)

Briggs, 1996/057/-

A small collection of correspondence relating to the career of Mr Richard Briggs in Somaliland and Trinidad. Mr Briggs was interviewed for the Oral History Archive (Tapes 184, 305 and 306) and gave a detailed account of life in the Colonial Agricultural Service. He was in Trinidad from 1958 to 1960, Somalia from 1960 to 1962, and Tanzania from 1964 to 1979. (10 items)

Broadbent, 2001/287/-

Small collection of correspondence between the donor Moira Broadbent and her husband R.E.C. Broadbent of the Indian Civil Service (Punjab) and Indian Judiciary (1933-1947). Also correspondence between R.E.C. Broadbent and Mohamed Din (a servant of Mrs Broadbent's parents). Both series of correspondence date from 1946-1947 and relate to the Partition of India and Pakistan. (6 items)

Buchanan, 2003/108/-

Mr D.J.F. Buchanan was a member of UNIP in Northern Rhodesia and has donated film and paper archives relating to this. Mr Buchanan was an Assistant Inspector in the Northern Rhodesian Police. (24 items)

Bush, 1994/103/- (also 1994/13/-)

Mixed paper archives including books, reports etc on Basutoland, Northern and Southern Rhodesia and Nyasaland, covering the period from the 1940s to the 1960s. (Donor: Mrs A.M. Bush) (126 items)

Carlin, 2000/237/-

A collection made by John Leslie Carlin and Colin Carlin both formerly of Mbulu Estate and John Henry Venning of Chisungu, all of Abercorn, Northern Rhodesia. The significance of this collection lies in the fact that it represents a portion of the wide range of information that was available to a white settler family in a very remote part of Central Africa in the period before and during the events that led to the independence of Northern Rhodesia and the other Southern African states. Colin Carlin was interviewed for the Oral History Archive (Tapes 120, 121 and 122). (81 items)

Carter, 2000/015/-

This collection includes a folder containing paper archives pertaining to the Austin and Peppin families, emigrants to Victoria and New South Wales from 1830-1860. The folder contains family trees for both families, correspondence, a map of the Minehead area, and other assorted documents. (Donor: Dr Harold Carter) (24 items)

Clough, 2000/008/-

An extensive collection of diaries of hunting trips in East India in the late 1920s and 1920s, including notes of hunting expeditions and photographs. (Donor: Mrs Monica Clough)

Cole, 2000/206/-

A collection of correspondence concerning the management of Lord Delamere's Estate at Soysembo in Kenya, covering the period 1924 to 1931, and 1946 to 1948. (Donor: Mrs Tobine Cole) (14 files)

Commonwealth Institute Exhibitions Archive, 2003/176/-

Notes referring to previous temporary and permanent exhibitions held at the Commonwealth Institute. The collection dates from about 1960 to 1990 and includes country specific exhibitions on Zambia, Ghana, Tanzania etc. (Correspondence, Plans, Artefact information).

Covell, 1996/045/-

Covell Family papers relating to the colonial experiences of Major General Sir Gordon Covell in India and Dr K.J. Covell in Tanzania. (6 items)

Crabbe, 2004/055/-

Small mixed paper archive relating to Tanzania and with a focus on education. Mr Crabbe was the Headmaster of Tabora school in the 1950s and early 1960s. (Donor: Mrs E. Crabbe) (10 items)

Craig, 2002/151/-

A collection of papers from the Rhodesian Army (unconnected to the Rhodesian Army Archive) relating to the subject of counter terrorism. A selection of over 100 mainly secret letters and reports dated between January 1968 and June 1976. (Donor: Mr Ian Peter Craig)

Craven, 2004/041/-

A selection of conference papers (mostly relating to Africa) from the 1960s and 1970s. (45 items)

Crawshay, 2003/058/-

Small collection of items relating to the career of Major Owen Crawshay who served in Bengal in the 1920s. Includes a number of letters, documents, photos, paintings and paper ephemera. (14 items)

Cressy, 2001/231/-

A mixed paper archive including books and correspondence on the Palestine Police Force and the Nigerian Police. The collection relates to the career of Michael Cressy and was donated by his nephew, Bernard Cressy. (47 items)

Crouch, 2001/089/-

A collection relating to the history of the Mayne and Crouch families and containing diaries, biographical materials and letters. Michael Crouch worked as a Political Officer in South Arabia during the period 1958 to 1967. Arthur Mayne, his grandfather, served in the Indian Civil Service. His wife, Emily Bonnycastle Mayne wrote diaries from 1897 to 1944 (excluding the period of WW1 to the end of the 1920s). (5 items)
(For reference purposes only)

Crown Agents, 2000/012/-

A collection of reports and correspondence about railways and harbours throughout the Empire. (167 items)

Davies-Campbell, 2004/026/-

John Davies-Campbell was a District Officer in Kenya during the Mau Mau period. The collection includes diaries, reports of meetings of DOs and chiefs' meetings on revenue. Also a series of accounts of a range of events and subjects. (8 items)

De Fonseka, 2003/143/-

Small collection of paper ephemera relating to the donor's life in Sri Lanka. Dr Chandra Pal de Fonseka grew up in a mansion in Sri Lanka, came to England to continue his medical career during the 1960s and subsequently settled in Bristol in 1969. He was interviewed for the Oral History Archive (Tape 2003/117). (11 items)

De Heveningham Baekeland, 2003/208/-

Material relating to the donor's childhood in Kenya, and career with the Foreign Office in Aden. Includes autobiographical manuscript. Mrs Susan de Heveningham Baekeland went out to Kenya with her family for medical reasons as a result of a severe attack of pneumonia. They lived on a coffee and dairy farm until the 'Wind of Change' speech in 1960, but then decided that that time had come to sell up. Arap Moi ordered her stepfather's deportation on a trumped up charge in order to confiscate their estates. During the Mau Mau troubles she entered Special Branch in Nairobi. Subsequently she learned Arabic and spent much time in Aden, again during the unrest and military operations, both with the Foreign Office and private companies. Mrs de Heveningham Baekeland was interviewed for the Oral History Archive (Tape 2003/124). (25 items)

Dent, 2001/099/-

A mixed paper archive including reports, newspapers, journals, pamphlets and paper ephemera relating to Sierra Leone. (Donor: Mr J.M. Dent) (49 items)

De Soissons, 2004/005/-

Mixed paper archives about UDI in Rhodesia. Books, reports, leaflets, pamphlets and journals (including *Rhodesia Commentary*, *Focus on Rhodesia*, and *Spotlight on Zimbabwe*). Also a copy of every major British newspaper published at the time of Rhodesia's declaration of UDI. (Donor: Mr Maurice de Soissons) (325 items)

Dobrée, 2003/164/-

A collection of paper archives, scanned photos and paper ephemera relating to the donor's father's career. G.N. Clark was in the Kings' African Rifles and then a District Officer in Tanganyika, 1924-1958. (Donor: Mrs Mary Dobrée)

Dring, 2002/220/-

The collection contains a series of letters from John Small (Jamaica, 1850s and 1860s) and the scrapbook of Edmund Hunt Dring (who was in India in the 1880s and 1890s and was the donor's grandfather). (Donor: Mr E.R. Dring) (200 items)

Evans, 2003/145/-

Scanned / photocopied letters, photo and commendation relating to the donor Mrs Rosemary Evans' Great Uncle, William Pope, who was a Lieutenant Colonel in the Royal Army Medical Corps during the South African War.

Evans, 2003/204/-

Material relating to the career of Aidan Oswald Evans in India. Includes Mr & Mrs Evans' Accounts ledger for 1915 to the late 1920s. (Donor: Mrs Joan Evans) (23 items)

Eyre, 2003/216/-

Materials relating to Mr V.E.F. Eyre's career in the Sudan Political Service, 1945-1955 and HMOCS in Aden Colony and Protectorate, 1955-1967. (Most of the material relates to Aden, as much of the Sudan material has been donated to the Sudan Archive at the University of Durham.) (22 items)

Farrant, 2003/157/-

The collection includes copies of letters written by Mr P. Farrant to his parents when he was an infantryman in India in 1946-1947 and relating to Partition and Independence.

FCO Library, 1992/011/- (also 1992/11/-), 1993/083/-, 1993/110/-, 1995/095/-, 1996/011/-, 1996/024/- (also 1996/24/-), 1997/041/-, 1998/011/-, 1998/103/-, 1998/120/, 1999/103/-, 1999/120/-, 20002/002/00, 2001/ 134/-, 2001/012/-, 2001/131/-, 2001/134/-, 2002/023/-, 2002/117/-, 2003/003/-, 2004/003/-

Reports, Command Papers, Parliamentary Papers, 1830s to 1960s. Many annotated by civil servants. Received from the FCO. These papers are also held in London, but the annotations make the BECM holdings unique. (in excess of 10,000 items)

Fisher, 2003/038/-

Assorted papers relating to the career in Aden of A.J.M. MacIntosh, the donor's uncle. The collection includes reports, correspondence, a diary and paper ephemera dating from the 1940s through to 1963. (Donor: Mr Alan Fisher) (49 items)

Former Army Staff College, Camberley, 1999/087/- (also 1999/87/-)

A large collection of books about the British Army in the late nineteenth and early twentieth centuries. Includes five volumes of press cuttings on the South African War. (550 items)

Foster, 1993/060/- (also 1993/60/-)

A collection of books and reports on development and agriculture in Africa and the Far East relating to the career of Mr Laurence John Foster. He was recruited from Reading University by the Colonial Agricultural Service and sent to Nyasaland as an Agricultural Officer to encourage the growth of food crops and cash crops. He later worked on research stations in both Nyasaland and Sarawak. Mr Foster was interviewed for the Oral History Archive (Tape 898). (17 items)

Frears, 2001/044/-

A collection of books and paper archives relating to Hal Wallhouse's colonial employment in Africa. The donor, Mrs Barbara Frears, is his daughter.

Gladstone, 2001/083/- (Donor – Mrs Lindsey Hoole)

A mixed paper archive relating to Wilma Gladstone's career in education in Ghana. In 1944 she joined the Colonial Service as an Education Officer. May 1945 saw her first assignment in Tamale in the Gold Coast. She contributed to establishing an Emergency Training College at Saltpond in Ghana and worked to develop the curriculum and standards in primary and middle schools by setting up a Curricular Development Centre, also at Saltpond. She worked in Africa until 1962, and received the MBE by the age of 48. The collection includes student essays and projects and an autobiographical manuscript. Mrs Gladstone was interviewed for the Oral History Archive (Tape 597). (11 items)

Grant, 2003/210/-

The collection consists of a series of diaries of India, 1892-1900 (in French), and East Africa, 1927-1951. They were written by Mabel Thompson's husband Dick Thompson who worked in the forest department in India. They retired to Kenya where they bought land and turned it into a thriving farm. (Donor: Mrs Enid Grant) (28 items)

Gray, 2003/153/-

A small selection of papers relating to the employment of Mrs M.E. Gray in the Medical Department of Uganda.

Gunn, 2002/234/-

A mixed paper archive of books, pamphlets, leaflets, newspapers and reports relating to South Arabia (specifically Aden). (Donor: Mrs P.A. Gunn) (52 items)

Guy, 2004/038/-

A collection of papers from Mr G.C. Guy's time as Governor of St Helena, and his time in the Turks & Caicos Islands, Dominica and Sierra Leone. Mr Guy was interviewed for the Oral History Archive (Tape 309).

Harley, 1999/071/-

A mixed paper archive including newspaper clippings on South Africa's democratisation process in the 1990s. Also materials relating to the career of Mr R.M. Harley in the Forestry Department of the Gold Coast in the 1950s. Mr Harley's wife, Mrs E. Harley, was interviewed for the Oral History Archive (Tape 389). (173 items)

Hay, 2004/030/-

Mrs Elizabeth Hay (née Partridge) made her first trip to India in the pre-Independence period as a Signal Officer for Mountbatten (1943-1946). She returned in 1952 post-Independence as a journalist and worked as an information officer at the Canadian High Commission. The collection contains newspaper articles written by the donor about India between 1952 and 1962. Also other materials relating to her journalistic career including correspondence and economic reports. Mrs Hay was interviewed for the Oral History Archive (Tape 2003/147). (14 items)

Hayward, 2004/074/-

A scrapbook from the Delhi Durbar of 1902-1903 compiled by Lord and Lady Wolverton. It contains handwritten descriptions of the Durbar, invitations, tickets, a list of those who attended the State Dinner, the speech of Lord Curzon, details of the parade on 8 January 1903, the *Holkar Sirkar Gazette Extraordinary* and 3 newspaper clippings relating to Lord Wolverton. (Donor: Sir Jack Hayward)

Heckford, 2002/216/-

Mr Roger Heckford worked as a patrol officer for the Northern Rhodesian Police between 1951 and 1964. These books, journals and paper ephemera relate to his career. (12 items)

Heigham, 2001/151/-

After war service in the Security Police and with the Intelligence Branch, during which he was posted to West Africa, J.B. Heigham eventually joined the Colonial Office and was posted to the Gold Coast. He became Deputy Commissioner for Labour, and his primary work concerned advising employers on labour disputes, supervising conventions and working with trade unions and trade disputes. Following independence he worked for the United Africa Company in Nigeria and was there at the time of the civil war. Later he became a business consultant working with the Lonrho group in Malawi until retirement in 1980. The collection consists of materials relating to Management and Training in Nigeria, Rhodesia and Malawi (1965-1984). Joe Heigham was interviewed for the Oral History Archive (Tape 894). (27 items)

Heisler, 1996/176/-

A mixed paper archive including many books, reports and pamphlets mostly on Zambia, but some on general African themes. (Donor: Dr Helmuth Heisler) (161 items)

Hemingway, 2003/123/-

A mixed paper archive relating to the career of John Cameron (the father of the donor, Mrs Hemingway). He worked in Africa from 1947 to 1985 and at the Institute of Education at the University of London. (297 items)

Henty Society Archive, 2001/075/-

A collection of published works by G.A. Henty, as well as some letters and artefacts owned by him. (169 items)

Hibernia Rubber Estate, Krian District, Malaya, 1996/142/-

This collection contains the Hibernia Estate Accounts for the Month of July 1935 and August 1935 with the Managers' Reports; correspondence mostly regarding the administration of the Hibernia Rubber Estate between Sir Robert H. Woods in Ballybrack, Ireland and his son Jack, living in Ipoh, Perak; and correspondence between the shareholders and partners in the Hibernia Estate mostly dated 1915-1917. There is a large scrapbook with correspondence on the Hibernia Rubber Estate pasted into it, together with pages of labelled photographs. (Donor: Mrs E. Alston)

Hodder-Williams, 2000/137/-

Small collection of correspondence from Professor Richard Hodder-Williams to his parents between 1962 and 1966 whilst teaching in Rhodesia. Professor Hodder-Williams was interviewed for the Oral History Archive (Tapes 102 and 103) and describes his working life as a teacher in a white prep school and as a university lecturer. Some material on UDI. (30 items)

House of Commons Slave Papers, 2004/001/004

Copies of House of Commons Slave Papers. (70 volumes and 3 catalogues)

Hughes, 2003/191/-

Papers relating to Miss Gwendolin Hughes' time in Uganda in the 1950s. Miss Hughes worked in Government House. There is some material on the Queen's visit in 1954. (Donor: Mrs Margaret Willey) (21 items)

Iles, 1995/093/-

A collection of Books and Journals. Also some miscellaneous paper ephemera relating to the career of C.E. Iles in West Africa (specifically Nigeria). (33 items)

Jeans, 2001/141/-

Mrs Margaret N. Jeans was born in Tientsin, Northern China, in 1918. She lived in China from 1918 to 1938. Later she trained as a nurse at Guy's Hospital and in 1949 she married a Civil Engineer who worked for the Colonial Office in N. Borneo. This collection of books and mixed paper archives relates to her experiences. Mrs Jeans was interviewed for the Oral History Archive (Tape 879). (19 items)

Kendall, 2001/299/-

Papers relating to the colonial experiences of the donor and his father. An unpublished memoir relating to the donor Brian Kendall's time with Sudan Political Service; 350+ letters relating to his father (C.H.B. Kendall)'s career with the Indian Civil Service. C.H.B. Kendall was in various posts in the ICS, shifting towards the judicial side of things after his marriage in 1910. In 1920 he became Legal Remembrancer in Lucknow, and from 1926 to his death in 1935 he was Judge in the Allahbad High Court. (377 items)

Kennan, 1994/064/-

Papers relating to the history of the Kennan family in Southern Africa. The collection includes transcripts of letters from Robert and Thomas Kennan to their parents (they served with the Frontier and Mounted Police in South Africa in the 1870s and 1880s, and the letters cover the period 1874 to 1884 and a trip to Basutoland in 1888). The papers also include the memoirs of Mr John D. Kennan, (dealing with Maseru, Basutoland and Nyasaland from the 1940s to the 1960s). John Kennan was born in South Africa in 1921. He has been interviewed for the Oral History Archive (Tape 155).

Kirkman, 2002/227/-

A large collection of memoranda and other materials relating to various parts of the British Empire (mostly Africa). Includes material on the Federation of Rhodesia and Nyasaland; Southern Rhodesia; Nyasaland; Southern Africa, especially the High Commission Territories; Ghana; Nigeria; and the Gambia.

Bill Kirkman was Africa correspondent for *The Times* in the 1960s and covered much of the decolonisation of the continent. He also broadcast frequently for the BBC African Service. He published a book, *Unscrambling an Empire*, in 1966. (162 items)

Laws, 2002/179/-

A small collection containing copies of letters dating from 1899 to 1905 from the donor's grandparents who were in the Gambia in this period. Her grandfather was David

Russell, a Judge in Bathurst (now Banjul) from 1899 to 1905. Also includes a 13 page manuscript account of the donor's trip to the Gambia in 2002 to visit the places they lived and worked. (Donor: Mrs Caroline Laws)

Le Breton, 2001/172/-

This collection includes the 1965 work diary of Charles T. Powell. Mr Powell served in Tanganyika / Tanzania with the Public Works Department from 1950 to 1968. The work diary records his daily work while constructing roads in the Mkomazi Game Reserve in 1965. (Donor: Mr D.F.B. le Breton) (3 items)

Lewis, 2000/213/-

A collection including annuals, magazines, surveys, reports, souvenir pamphlets, booklets and books from Aden, Kenya and the Rhodesias. (Donor: Mr Bernard Lewis) (95 items)

Lynn-Meaden, 2003/163/-

Paper archives relating to the career of Charles William Lynn. In 1929 he went to the Gold Coast (Ghana) as an Agricultural Officer. In 1936 he visited Nigeria to study 'mixed farming' and in 1937 he published *Agriculture in Northern Maprusi*. In 1947 he went on a study tour of Agricultural Extension methods in Kenya, Uganda, Britain, Canada, the US and Puerto Rico. In 1948 he became Senior Lecturere at Imperial College of Tropical Agriculture, in 1952 Director of Agriculture in Northern Rhodesia, in 1966 Director of Agriculture and Fisheries in the Bahamas, and in 1971 Agricultural Consultant for ODA St Helena and Mauritius. (Donor: Sylvia Lynn Meaden) (21 items)

Lyon, 2002/217/-

Books, journals and ephemera relating to Mr Lyon's career in the Northern Rhodesian Police in the late 1950s and early 1960s. The collection includes handwritten notes on Special Branch training, and a printed copy of the Southwold Report, 1960. (Donor: Christopher Lyon) (7 items and 11 photographs)

MacArthur, 2000/165/-

A mixed paper archive relating to Professor John MacArthur's career (Farm Economist and Economic Statistician, Ministry of Economic Planning, Kenyan Government, 1960-1967; Lecturer in Agricultural Economics, UCNW Bangor, 1967-1972; Senior Lecturer / Professor at DPPC, University of Bradford). Professor MacArthur worked as an agricultural economist in pre- and post-independence Kenya and played an important role in the valuation of farms prior to the buying out of white farmers. Later he worked with several aid agencies on the economics and development of Kenyan agriculture. He was interviewed for the Oral History Archive (Tape 310). (169 items)

MacDonald, 1993/113/-

Typed transcript of letters from Ensign W.H. Mountsteven, 1855 as he travelled by ship to join the 8th Kings' Regiment in Julundur. Mrs Daphne MacDonald, the donor, has been interviewed for the Oral History Archive (Tape 152) and recounts memories and anecdotes of her parents and grandparents as well as her own life in India.

Mafeking Mail, 2004/001/042

Siege Newspapers. A rare bound set covering numbers 1 to 159.

Marchington, 2000/177/-

This collection includes the minutes of J.A. Mallie & Co, Ltd (Shanghai) and the Rubber Trust, Ltd (Shanghai and Hong Kong), dated between 1910 and 1959. (Donor: Mr David Marchington) (16 items)

Morgan-Rees, 2000/034/-, 2000/131/-

A collection of books, reports and journals relating to the career of Mr A.M. Morgan-Rees with Colonial Service and Overseas Development Administration, working largely on agricultural development in Northern Rhodesia, Jamaica and other Commonwealth countries. Includes copies of 110 letters from Mr A.M. Morgan-Rees (Esq), Agricultural Economist, Secretariat, Lusaka, Northern Rhodesia. (Dated 11 April 1953 to 8 February 1954 and addressed to Miss Margaret B. Fairley). Mr Morgan-Rees was interviewed for the Oral History Archive (Tape 815). (309 items)

Morrison, 1993/124/-

A 45 page handwritten (sometimes very hard to decipher) journal of Jane Penelope Herring, wife of the master of the Centaur. Daily log of voyage to Calcutta between 2 December 1849 and 30 June 1850.

Morrison, 1994/018/-

A collection of correspondence between Andrew Morrison and Eloise Annie Morgan, at the end of the 19th century relating to Andrew Morrison's career in India, their engagement and marriage. (25 items)

Muffett, 2000/100/-

Dr D.J.M. Muffett's extensive research of the Nigerian Coup d'Etat in 1966, including transcripts of interviews and the original recordings of some of those involved. The collection also contains research of Lugard's campaigns in Nigeria at the beginning of the 20th century, including recordings of Nigerian witnesses and pre-xerox copies of correspondence between officers in the British Army regarding expeditions. (24 Tapes, see also the Muffett Archive under Sound / Oral History Archive.) (242 items)

Mulholland, 2002/188/-

A mixed paper archive focusing mainly on African agriculture and development. Many of the materials relate to the career of Sir Roger Swynnerton, some of which come from the Oxford Development Records Project. (Donor: Mr J.S. Mulholland) (126 items)

Mutter, 2000/135/-

A small mixed paper archive mainly relating to agriculture in Tanganyika. (Donor: Mr N.E.S. Mutter) (31 items)

Nicholls, 2000/143/-

Includes the 'Nyeri Unofficial Record Book' – correspondence between the DC of Nyeri (Kenya) and various Africans dating from the 1920s and 1950s. (Donor: Mrs Hermione Nicholls) (13 items)

Norvill, 2004/020/-

Correspondence between David A. Young (Postmaster of Pitcairn) and Dr Norman Thetford (an American GP living in New Jersey) written in the 1930s. The subject matter relates to health and medicine, and to life on the island. (Donor: Mr H.W.S. Norvill) (38 items)

Palestine Police Archive (Donor – DfID), 2004/039/-

These records consist of personnel files of former members of the Palestine Police and were received in March 2004 from the Department for International Development (DfID) in Glasgow. They date from the Palestine Mandate period, 1919-1947. BECM has also linked with St Antony's College Middle East Centre Archive, Oxford on an oral history project interviewing former members of the Palestine Police. St Antony's hold the service card records of the members, and the two archives are directly associated and enhance each other. (approx 8,000 Service Record Files)

Plowman, 1995/092/-

A collection of Clifford Plowman's yearly diaries written whilst working as a Colonial civil servant in East Africa from 1912 to 1948.

Potter, 2003/201/-

A range of materials relating to Malawi, including books, leaflets, pamphlets, journals and paper ephemera. Mr David Potter was an Education Officer in Malawi in 1956. He later became District Educational Officer and then Regional Education Officer. He left Malawi in 1967. He was on the Board for the Committee of the Independence Celebrations. (25 items)

Proud, 1999/134/-

A mixed paper archive including correspondence, paper ephemera, newspapers and journals relating to Mr Ian Proud's career in Palestine Police and the Nigerian Police. (219 items)

Reedon-Rodway, 1993/111/-

A small number of photocopied newspaper articles and letters from Rhodesia and Nyasaland, between 1950 and 1971. (Donor: C.G. Reedon-Rodway) (13 items)

Rees, 2001/047/-

Mixed paper archives including manuscripts and journals mostly dealing with education in Kenya in the 1950s and 1960s. (Donor: Mr Anthony Rees) (10 items)

Reilly, 1999/115/-

A collection of items relating to the Reilly family. Items donated include family and regimental photographs, a photographic album, printed and manuscript material, two flags, and personal family letters of correspondence. Also includes papers of Colonel Rawston Reilly (who served in Afghanistan in 1880, Sudan in 1885, and the NW frontier of India between 1897 and 1898), and family history information relating to both the nineteenth and twentieth centuries. (116 items)

Rhodesian Army Association, 2001/086/-

Unique operational records (restricted access) relating to UDI. A very large collection of Army, Airforce, and Civil records covering the efforts to combat insurgency. (Some restrictions on use.) (350 boxes. There are approximately 700 further boxes to come,

which will probably be received in the second half of 2005 and will have a separate accession number).

Rimington, 1993/052/- (also 1993/52/-)

A collection of journals, pamphlets and mixed paper archives relating to the career of G.P. Rimington in Kenya as an Agricultural Officer, 1940s-1960s. (175 items)

Royal African Society Archive, 2000/223/-

A collection of journals, reports, ledgers, paper ephemera, old accounts, cancelled membership, texts from past talks, minute books, conference files and papers. Also included are some documents relating to Mary Kingsley – original letters and clippings. (64 boxes)

Russell, 1997/149/-

Mrs Joan Russell worked as an Education Officer in the Northern Region of Nigeria. This mixed paper archive relates to her career. She was interviewed for the Oral History Archive (Tape 141). (204 items)

Sanders, 2002/123/-

Mixed paper archives on Lesotho including reports, leaflets, pamphlets, journals, books and newspapers. (50 items)

Saul, 1997/077/- (also 1997/7077, 1997/77/-)

A collection of journals, along with newspaper articles written by Mrs Mary Saul and the manuscript of her autobiography. All of the material relates to Borneo and Sarawak. (99 items)

Shadbolt, 2004/034/-

A collection of papers relating to Mr Kenneth Shadbolt's time as a District Officer in Tanganyika, 1952-1961. (85 items)

Silverlock, 1998/066/-

A collection of paper archives (notes, journals, books and reports) relating to Mr Roy Silverlock's career in Ghana. For 15 years from 1948 to 1963 he worked in the Gold Coast, first of all concerned with the eradication of the diseased crops and then later as

director of a cocoa research station until finally becoming the head of the whole of the Cocoa industry in Ghana. He has also been interviewed for the Oral History Archive (Tapes 605, 606 and 607). (276 items)

Smithers, 2001/280/-

A collection of mixed paper archives and newspaper reports collated by David Smithers, who was working as a journalist during the independence period of the West Indies. He later became involved in development work. He worked in West Africa, the Caribbean and later Bangladesh. Mr Smithers was interviewed for the Oral History Archive (Tapes 541 and 532). (19 lever arch files and box files)

Smyly, 2001/005/-

Correspondence between Mr and Mrs William J Smyly and Mrs Dorothy Collins. The sequence begins on 3 June 1997 and ends 21 August 2000. The correspondence covers mostly the handover of Hong Kong but much reminiscing takes place – old schools, Hong Kong personalities and so on. (approx. 200 pages.)

Stowell Kenyon, 1996/118/-

A small collection of manuscript material relating to Shanghai between 1942 and 1944. Mr John Stowell Kenyon arrived in Shanghai in 1928 and was interned by the Japanese during WW2. He was interviewed for the Oral History Archive (Tapes 327, 328 and 354).

Tanner, 2000/037/-

The collection of a Forestry Officer based in East Africa (Uganda) including photographs, daily diaries, maps and a handling collection. See also the Ralph and Penelope Tanner Archive under Sound / Oral History Archive. (230 items)

Thomas, 1997/092/-

A small mixed paper archive relating to Kenya. Includes two manuscripts on 'Mau Mau ceremonies as described by participants.' (Donor: Mr Corry Thomas) (16 items)

Thomas, 2004/010/-

Paper archive relating to the Coley Estate, a sugar plantation in Jamaica, in the early twentieth century. Letters and other correspondence, plus accounts, agreements, bills and receipts, etc. The material covers the period from 1906 to 1964. (Donor: Mrs Mary Thomas) (33 items)

Trotter, 2001/090/-

Charles Trotter was a commercial photographer based in Nairobi during the 1950s. The collection contains approximately 40,000 monochrome negatives, representing the range of assignments made by Mr Trotter. (Approximately 1,500 loose prints have been made from these negatives and are stored at the Museum.) The collection also includes the diary of Mr Trotter's mother's trip to Nairobi from Britain (1917-1918) and mixed paper archives and ephemera from East Africa. Charles Trotter was interviewed for the Oral History Archive (Tape 948). (71 items)

Twiss, 1999/054/-

A photocopy of the diary of Colonel Godfrey Twiss, January to June 1868. His personal account of his experiences with detailed references to the Abyssinian Campaign.

Vicars-Miles, 2003/077/-

Papers relating to the career of Peter Hamblin-Smith, a District Officer in Sierra Leone in the 1920s. The collection includes his diaries for 1925, 1927 and 1928. (Donor: Mr A.E. Vicars-Miles) (5 items)

Wall, 2002/244/-

A collection of paper archives relating to East African Railways and Harbours. (Donor: Mr John Wall)

Watts, 2001/112/-

A manuscript account of an expedition to Eastern Nigeria and the Western Cameroons, between 5 November and 3 December 1955. Ronald Watts was an Assistant District Commissioner in the Sudan from 1939 to 1946, and a secondary school teacher in the Sudan from 1948 to 1954.

Whatmore, 2002/228/-

A large collection of children's books based on Empire themes dating from the early twentieth century. (Donor: Mrs Pauline Whatmore) (302 items)

White, 2001/153/-

Diary of trip to Java and Singapore with a cricket team in 1895. The diary was written by Ethel Eaglesfield Ratton (the donor's grandmother) when she was 30 years old. (Donor: Mrs Sheila White)

Wicksteed, 2003/017/-

12 folders containing personal papers and diaries; 1 fact sheet on Malaysia C.O.I., London; 1 Bound series of documents and papers from the records of Lintag Civilian Internment Camp, Sarawak. (Donor: Mrs Nicola Wicksteed)

Willet, 2001/181/-

A small mixed paper archive relating to the courts and police in Northern Rhodesia in the 1950s. (Donor: Mr Stewart Willet) (5 items)

Willing, 2001/123/-

A collection of letters and notes and the transcript of Chloe Willing's book on her father's experiences. All belonged / refer to her father, R.S. Browne, a Forestry Officer in Burma, 1922-1939. Chloe Willing was interviewed for the Oral History Archive (Tape 758). (25 items)

Wilmot, 1993/063/- (also 1993/63/-)

A collection relating to labour and agriculture in the British Solomon Islands Protectorate and in East Africa. Ben Wilmot went out to Tanganyika as a health inspector after service in the RAMC. Subsequently he became involved in labour legislation and attempts to enforce labour laws. He was interviewed for the Oral History Archive (Tape 325) and spoke extensively about a number of tropical diseases and their influence on populations. (46 items)

Winthrop, 2001/243/-

An extensive collection of ephemera covering the career of Brigadier H.E. Winthrop (14th Sikh Regiment). Items in the collection include a number of photographs covering the 1920s to the end of the Second World War (Some images of vast parades of the Indian Army troops on the NW Frontier, and group shots of the Indian Royal Family and British Government Officers). Also a large quantity of documentation including military passes and personal passports. (c. 85 items)

Witt, 1995/001/- (also 1995/1/-)

Mixed paper archives including books on Malawi and Northern Rhodesia. Their collection's focus is on areas including social life, African education and teaching materials. (Donor: Mrs Joyce Witt) (121 items)

Wright, 2000/084/-

A mixed paper archive including lecture notes, conference reports, books, journals, manuscripts, material on African languages and diaries of colonial service in East Africa between 1933 and 1956. (310 items)

Young, 2002/095/-

A collection of papers and ephemera relating to 1958 Commonwealth Games in Cardiff. The donor's father was the Chairman of the Empire Games Village. (Donor: Sally Young) (89 items)

SOUND / ORAL HISTORY ARCHIVE

The Core Collection

The core collection of the sound archive consists of approximately 1,000 interviews with people who lived and worked in the former Empire and Commonwealth. The archive holds in excess of 7,000 hours of recorded sound. Seventy percent of the interviews are from European informants – they include administrators, colonial wives, educationalists, medics, foresters and agriculturalists. Geographically the archive includes Africa, the Indian subcontinent, Asia and the Caribbean, and it spans the twentieth century. A more detailed breakdown of the contents of the archive by country, profession and decade appears below. This is one of the largest collections of oral recordings covering the colonial and post-colonial periods in the world and is used extensively by researchers, academics and students. The collection is also widely used by the Museum in exhibitions and its education programmes.

85% of the collection is held on cassettes and 15% on mini discs and CDs. The content of approximately 50% of the collection has been logged, and around 200 of the interviews have been fully transcribed.

Oral History broken down by Occupation	
Administration	343
Military	257
Childhood	247
Colonial Wife	174
Education (Administration, Teacher, Student)	138
Agriculture	75
Police / Security	68
Health	68
Business / Industry	64
Medical	59
Science / Research	47
Development / Aid	43
Forestry	41
Missionary	32
Politics	28
Engineering	22
Transport	20
Finance	17
Exploration	17
Media	15
Law	14
Animal Husbandry	14
Shipping	10
Artist	4
Miscellaneous	105

Oral History broken down by Territory			
India	358	Sarawak	16
Nigeria	214	Somaliland	15
Kenya	211	Solomon Islands	14
Malaysia	127	Bangladesh	13
Tanzania (incl Zanzibar)	109	St Helena	12
Zambia	98	Brunei	11
Uganda	95	Lesotho	10
Ghana	93	Mauritius	10
Hong Kong	81	Bermuda	9
Sri Lanka	75	Malta	8
Zimbabwe	71	Israel	8
Singapore	50	West Indies	8
Malawi	49	Gibraltar	8
Pakistan	48	Cameroon	7
Burma	44	Falkland Islands	6
South Africa	43	British Guiana	5
Sudan	41	Vanuatu	5
Australia	35	Papua New Guinea	5
Jamaica	28	Barbados	5
Canada	28	Swaziland	5
Palestine	25	Madagascar	2
Sierra Leone	22	Tibet	2
Egypt	22	China	1
Aden / Yemen	21	Congo	1
Fiji	19	Korea	1
Somalia	19	Jordan	1
Trinidad	19	Kiribata	1
Cyprus	18	Andaman Islands	1
New Zealand	18	St Lucia	1

Oral History broken down by Decade	
1890s	4
1900s	11
1910s	34
1920s	110
1930s	286
1940s	418
1950s	436
1960s	340
1970s	154
1980s	68
1990s	39

The Sound Archive also contains the following collections:

The Commonwealth Institute Sound Archive

2000 LPs, CDs and cassettes of world music, poetry, literature and drama.

Commonwealth Soldiers

28 interviews conducted by Christopher Somerville for his book *Our War*. (Cassette)

Empire – BBC Radio 4

30 interviews with an overview of Empire – recorded in 1996

Exploration

4 interviews with members of the Alpine Club, recorded by the Museum as a special project in 1995. (Cassette).

Gandhi Archive

30 tapes made by Arun Gandhi (the grandson of M.K. Gandhi) with colleagues and friends of Gandhi including some who were present when he was assassinated. (30 quarter inch reel-to-reel).

Hong Kong Diaries / The Closing Years

Original tapes of two Radio 4 programmes.

8 audio diaries recorded during Hong Kong's last year as a colony.

Original tapes of 'Changing Flags' exploring national identity and its survival.

Broadcasts of Chris Patten's monthly programmes on Hong Kong Radio.

Copies of Radio 4 and Today programmes.

Miscellaneous tapes.

(Dat/Cassette).

Lowering the Flag

4 CDs of Radio 4's 2002 series on Independence. The original uncut interviews are available to the Museum.

The Muffett Archive (see also Paper Archive, 2000/100)

Dr D.J.M. Muffett was a District Officer in Nigeria in the 1950s and 1960s. He is an authority on Nigerian politics and was a personal friend of the premier of Northern Nigeria who was assassinated in the 1966 military coup. This is a unique collection of 25 quarter inch tapes recorded in Nigeria in the 1960s including eyewitness accounts of the 1966 coup d'etat. (Many of the tapes are in Hausa).

Roderiguez Collection

6 interviews by Ruth Crosskey with men from Roderiguez who fought in Egypt and the Middle East during WW2. (This is a very little known story from WW2 – the men did eventually return to Roderiguez but have had very little compensation from the British for their war service). (Mini Disc/CD/Cassette – contents logged).

The Sharma Archive

30 video and 67 audio tapes made by Partap Sharma. Interviews and footage of Indian nationalists, freedom fighters and writers. Indian perspectives on the Raj. Some transcripts available (CDs, Videos and Cassettes).

South African Collection

9 interviews with people who were involved in the anti-apartheid movement in the UK. (Cassette – fully transcribed).

Ralph and Penelope Tanner Archive

Consisting of 50 interviews – approximately 350 hours of contemporary recordings made in 1969-70. (All in Swahili or English on quarter inch reel-to-reel. Some transcripts available).

1. Religion

Interviews with priests and nuns of all denominations. (According to Dr Tanner he interviewed about 90% of religious personnel in each country). The majority of these tapes are in English, though some are in Swahili.

- Zimbabwe, 1969: White Fathers, Holy Cross Nuns
- Zambia, 1970: White Fathers, Holy Cross Nuns
- Guyana: Jesuit Priests, Canadian Order (non-committal, for one year only), Sisters/Nuns

2. European Tribes

Mombassa, 1960-1963: A study of Europeans in Mombassa, East Africa.

3. Prisons

Interviews with criminals and prison officers in a high security prison in Mombassa. Mainly in Swahili. (Copies of these tapes are still with SOAS, who at one stage were applying for funding for research based on the tapes. They were going to digitise and transcribe them for the Museum.)

4. Miscellaneous

Tapes of lectures in the UK and Africa.

STILL IMAGE AND PHOTOGRAPHIC ARCHIVE

PHOTOGRAPHS

The British Empire and Commonwealth Museum's Image Collection is one of the largest photographic resources in the UK on the colonial period. It consists of over 500,000 still images in a variety of formats, including prints, albums, slides, negatives, transparencies and digital images dating from c. 1870 to the present day. The collection touches on all commonwealth countries and covers a range of themes including agriculture, landscapes, architecture, development, hunting; everything from daily domestic life to key political and royal events. Material has been donated by families, organisations and professional photographers, resulting in a diverse collection and providing a range of different perspectives of life across the Empire and Commonwealth. BECM is currently researching and digitising a broad selection of images from this unique collection. We expect to launch a fully functional website, *Images of Empire*, offering high resolution downloads in 2006. See www.imagesofempire.com for more details.

The collection is of great importance to academics and researchers of the Empire. However, a large percentage of the images in the collection can also be appreciated solely for their imaginative, aesthetic or intellectual context and as an example of the development of photography as an art form and as a method of recording history. Facilities are available to make digital copies of photographs for researchers.

There are several larger significant collections, which are detailed below:

Bricom Group, Ltd, 1992/010/- (also 1992/10/-), 1993/072/- (also 1993/72/-)

A collection of photographs (loose and albums) from the Steel Brothers' Collection. Much of it was compiled by Miss Mary McCracken, sister of Sir Robert McCracken, on a visit to Burma during the winter of 1888/89 and presented to Steel Brothers & Co, Ltd by Miss G.E. Murray, niece of Sir Robert McCracken in March 1980. The photographs of Burma include local people, working life, monuments, buildings and the teak industry. (16 albums and 536 loose photographs)

Clough, 2000/008/-

A collection of hunting logbooks, illustrated with photographs, which record hunting trips in East India in the late 1920s and early 1930s. The logbooks are completed chronologically, season by season. For each hunting season the book lists, in the form of a tally, the animals and birds which were killed. (Donor: Mrs Monica Clough) (1216 photographs, loose or in albums)

Colonial Survey Archive (Donor – Ordnance Survey)

A large collection covering the photographic survey of all the former colonies with the accompanying maps and records. The collection consists of about 1.5 million different black and white vertical air photographs of survey standard (both Directorate of Overseas Surveys (DOS) and non-DOS materials generated by the RAF, USAF, US Navy and various contractors.) The collection dates from 1946 and goes through to the 1980s.

The collection is accessible to researchers by special appointment.

Crown Agents, 1999/221/-

The Crown Agents' Collection is a set of 115 photograph albums documenting the development of the railway network across the Empire from the 1890s to the 1960s. The collection contains over 7,000 images of high quality.

The Crown Agents arranged the supply of railway material to, and the building of railways in, the colonies. The photographs consist of technical builders' shots of the locomotives, carriages and ancillary equipment, as well as views of the newly constructed railway lines in countries including Ceylon, Jamaica, Palestine and Nigeria.

This is a unique collection of interest to railway enthusiasts and to those studying telecommunications and transportation in the Empire.

Hill, 2000/132/-

Mary Hill worked as a freelance photographer and undertook a number of assignments with the World Bank during the 1960s. The majority of these were large scale land settlement and development projects in Malaysia, India, Pakistan, Sri Lanka and Singapore. The Museum holds 1,000 of Hill's photos both in black and white prints and 35mm colour slides.

Projects covered include: Prai Thermal Power, Malaysia, 1968; Malaysia Steel Mine, 1968/9; Irrigation project at the Muda Dam, Malaysia; Jengka Triangle Project (Palm Oil), Malaysia; Indus River Project, India; and Port expansion, Singapore.

Huxley, 1995/076/- (also 1995/76/-), 1995/130/-

Born in London, Elspeth Huxley moved to Kenya with her family. During the 1930s she travelled widely in Africa taking photographs both for her own interest, and for commissioned assignments. She became a well-known commentator on East Africa in particular, and wrote a number of books on the region as well as novels and memoirs. Perhaps her best remembered book is *The Flame Trees of Thika*, based on her parents' pioneering days. Elspeth Huxley died in 1997 leaving the Museum her

photographic archive. She had also previously recorded an oral history interview with a Museum researcher.

The collection covers Tanzania, Kenya and Uganda, and deals with a variety of subjects such as the Mau Mau Emergency, the Kikuyu people, Royal Safaris and more general themes including wildlife and landscapes. The collection contains over 5,500 prints, postcards, 35mm slides and negatives.

The Museum's Huxley collection is frequently requested by researchers studying the colonial period and the contribution of photography to cultural subjectivity and the representation of ethnicity.

McKenzie, 2003/121/-

A collection of professional photographs of the Festival held at the 1978 Commonwealth Games in Edmonton, Canada. The donor's husband organised this cultural festival, which was the first of its kind to accompany a Commonwealth Games. (Donor: Mrs Margaret McKenzie) (5 albums)

Payne, 2002/027/-

A collection of 30 'Memory Books' or diaries kept by Mrs Howard Payne, mother of Mrs M. Jeans (see 2001/141/-). The books take the form of scrapbooks containing photos, letters and ephemera. Mrs Howard Payne was married to a merchant and travelled the world. She was possibly a missionary. She was interned in China during the Second World War and walked across China to join her husband who was interned in a different camp with their five children.

Trotter, 2001/090/-

Charles Trotter was a commercial photographer based in Nairobi during the 1950s. The collection contains approximately 40,000 monochrome negatives representing the range of assignments undertaken by Mr Trotter. Approximately 1,500 of the negatives have been made into loose prints.

The photographs capture important historical events as seen through the eyes of a professional photographer. The photographs cover East Africa (Kenya, Uganda and Tanzania in particular) and include royal visits and safaris, government visits, the Mau Mau Emergency, the Kikuyu, sporting events, agricultural shows, visiting film stars, landscapes and wildlife reserves.

Winthrop, 2001/243/-

A collection of 8 photograph albums covering the military career of Brigadier H.E. Winthrop (14th Sikh Regiment). Approximately 600 photographs covering the 1920s to

the end of the Second World War. Images include vast parades of the Indian Army troops on the NW Frontier, and group shots of the Indian Royal Family and British Government Officers.

Witt, 1995/001/-

A collection of 12 photograph albums plus several hundred loose photographs, 15 framed photos and a set of 20 postcards. The collection documents everyday life in East Africa from 1949 to 1956. It includes photographs of village schools, school sports days and prize givings, Empire Day celebrations, the tobacco industry and game reserves. (Donor: Mrs Joyce Witt)

Wright, 2000/084/-

Mrs Wright was born in England in 1917 and spent her childhood in the Solomon Islands and the New Hebrides. Her husband was in the King's African Rifles in Kenya; she worked as a housekeeper in a home for pregnant and nursing mothers. In 1951 she moved to Tanganyika. The collection of over 100 photographs and postcards relate to East Africa and include wildlife and safari scenes; village scenes along the banks of the River Juba; fruit plantations; ruins of tombs and settlement walls; and processions and ceremonies showing villagers in traditional dress.

Young, 2002/095/-

A collection of photographs relating to the 1958 Commonwealth Games held in Cardiff. The Donor's father was the Chairman of the Empire Games Village. Images include the Duke of Edinburgh visiting the Games Village and meeting the competitors; the Games opening ceremony; and photos of various events including wrestling, weightlifting, swimming and sprinting. There is also some film footage in the collection. (Donor: Mrs Sally Young) (32 loose photographs)

PAINTINGS AND DRAWINGS

The Museum also has significant holdings of paintings and drawings including:

Contemporary Commonwealth Art

Over 500 original artworks produced by artists from all over the Commonwealth, dating from the 1930s to the present day. The artists represented in the collection include:

Aubrey Williams
A.M. Shaw
Vera Waddington
Beohar R.M. Sinha

Ali Imam
Risham Hosain Syed
Riffat Alvi
John Beresford-Peirce

Bailey
W. Westhofen
Mabel Withers
Algernon Talmage

Naina Kumari
Nazareno Camilleri
Lee Joo For
Meryl Barry
E. Goldsmith
Adekunle Adebiorioye

E.M. Struben
Sam Ntiro
Emehyo Bahaba
'Embah'
R. Fawcett
F.M. White

Virenda Shah
Don Binny
Kjell B. Sandved
Shirley Purdie
Navneeth Parihk
Jimo B. Akolo

Some of the works were commissioned by the Commonwealth Institute and others were gifts to members of the Royal Family. The collection as a whole represents a huge spectrum of artists and disciplines and is valuable in terms of its diversity and as a sample of seventy years' work by Commonwealth artists.

The National Collection of Mercantile Marine Paintings

This collection consists of over 500 mostly nineteenth century portraits of ships, painted predominantly in a naïve manner by amateur artists including sailors and long-shore men. Includes oils, watercolours on paper, canvas, glass, bone and wood.

MOVING IMAGE AND FILM ARCHIVE

The British Empire and Commonwealth Museum's growing Moving Image Collection currently contains approximately 1,000 films, comprising over 400 hours of cinefilm footage dating from the 1920s onwards. The Museum's collecting policy aims to acquire and preserve moving images for the last hundred years from all areas included in the former British Empire, the British Commonwealth and spheres of British influence in the first half of the twentieth century. BECM is currently researching and digitising a broad selection of film from this unique collection. We expect to launch a fully functional website, *Images of Empire*, offering high resolution downloads in 2006. See www.imagesofempire.com for more details.

While official images are already covered in the other major Film Archives, the strength of the BECM's collection is that it contains many unique amateur film collections shot mainly by British people living and working in these areas at the time, and reflects places and events in an entirely different and significant context from newsreels, official documentaries etc. This type of film material is becoming increasingly important in offering a social and anthropological view of history of lasting interest both to scholars and (via the medium of television, film shows, exhibitions, etc) to the general public.

The films portray family, civil service and army life, people at work and at leisure, holidays and travel, and social, sporting and ceremonial occasions. The occupations of the film makers include forestry, dam-building, agriculture, mining, teaching and commerce. The films also show the countries of the Empire themselves – their people and landscape, cities, bush, forests and shores. Major political events and political figures are also recorded, including Independence celebrations in a number of countries.

The largest collections to date cover India and various countries in Africa.

In addition, the collection contains government produced information and travel films from different countries, commercial documentary and news films, and television material. The archive also holds VHS copies of numerous 'talking heads' interviews, recording the experiences of people who have lived and worked in the Empire and Commonwealth.

Some of the key film collections from *Images of Empire* are listed below:

St. Joseph's Missionary Society Collection, 2002/107/-

In excess of 750 mins

Late 1920s – onwards, various countries

St Joseph's Foreign Missionary Society, a Roman Catholic society, was founded at Mill Hill, London, in 1866 by Cardinal Herbert Alfred Vaughan (1832-1903). The priests are commonly known as the Mill Hill Missionaries or Mill Hill Fathers. A women's congregation, the Franciscan Missionaries of St Joseph (the Mill Hill Sisters), was started in 1872. In their first 100 years Mill Hill Missionaries established

foreign missions in the USA (1871); southern India (1875); north-west India, including territory in present-day Pakistan (1879); Borneo (1881); New Zealand (1886); East Africa (1895); Congo (1905); Philippines (1906), Cameroon (1922); Sudan (1938), Falkland Islands (1952), and Chile (1965). This collection comprises some 80 films illustrating the mission's evangelical, medical and education work in their foreign stations. The quality and sympathy of the reportage varies, but some of the films include valuable ethnographic information. The films date from about 1920 onwards.

Rhodesia Collection, 1996/087/-

In excess of 600 mins
1950s-1970s – Southern Rhodesia

A collection of films and documentaries on Rhodesia produced by the Central African Film Unit, the Rhodesia Information Service, the Rhodesian Broadcasting Corporation, and Bridge Film Productions, Rhodesia.

The collection was donated by Peter Hagelthorn, editor of a journal called *Rhodesians Worldwide*. He bought the films on behalf of *Rhodesians Worldwide* from the cameraman Henry Berriff of the Central African Film Unit. Mr Hagelthorn has been interviewed for the Oral History Archive, as has Henry Berriff. The collection also includes the Rhodesian Heritage Film Archive which was acquired by Mr Hagelthorn from Tom Lawler, Secretary of the Anglo-Rhodesian Society, following the dissolution of the Society in 1980.

Hawley Collection, 2002/107/-

In excess of 560 mins
1950s-1970s – UAR, Kuwait, Oman, Iraq, etc.

Sir Donald Hawley was in the Diplomatic Service in the Trucial States (U.A.E.), Nigeria and Malaysia from 1958-1981. He has published a number of books about the Middle East.

Highlights of his career include:

WW2: Served with the Royal Artillery in Palestine, Libya and Egypt

1944 to 1956: Served with the Sudan government, finally as a judge.

1955: Joined the Diplomatic Service, spending 3 years in London.

1958: Political Agent in Dubai (Trucial States), responsible for all 7 states.

1962: Head of Chancellory at British Embassy in Cairo.

1965: Counsellor & Head of Chancellory, Lagos, Nigeria.

1968: Commercial Counsellor, British Embassy, Baghdad.

1971-75: British Ambassador to Oman.

The collection also contains 13 folders of photocopied press cuttings and photographs.

Hayburn Collection, 1998/008/-

Approx 335 mins

1930s-1940s – Various countries including China, India, Egypt and Australia.

A collection of films made by Frederick S. Hayburn who worked for the firm of Marconi from 1904-1930s, becoming Managing Director of Marconi Marine in 1933. In 1935 he became 'Foreign Envoy' for the Marconi organisation and most of these films date from his foreign tours in this capacity. He later became Mayor of Brentford and Chiswick. He died in 1950.

Mowat Collection, 2001/184/-

Approx 350 mins

1960s-1970 – Gilbert and Ellice Islands

Mr. John Mowat and his wife Peggy spent three years from 1967 to 1970 teaching in the Gilbert and Ellice Islands. Mr Mowat initially went to the islands on a six month sabbatical (seconded from the College of Education, St Mathias, Bristol) to improve English teaching in primary schools. This was organised by the Ministry of Overseas Development. Mr. and Mrs. Mowat were both interviewed for the Oral History collection (tapes 186 and 189).

Smart Collection, 2001/096/-

Approx 80 mins

1930s – Mostly British Honduras, also Basutoland, Nyasaland, Jamaica and the UK

The collection was donated by Mrs. Shirley Simmins. Her father, Harold Smart OBE, was born in Basutoland (Lesotho) on 31 December 1899, and became the first Agricultural Officer in British Honduras (Belize). He served there from 1928 to 1938 and most of these films were shot in order to document his work. Mrs Simmins was educated in Africa. She has donated various items to the Museum.

Wilson Collection, 2002/098/-

Approx 75 mins

1950s – Malaya

Captain R.F. Wilson was a senior pilot for 22 months with 848 Helicopter Squadron in Malaya during the Emergency. Some of his film appears in Programme 2 of the Empire in Colour TV series (TWI). The collection comprises ten reels of film, including footage of military action in Malaya in the early 1950s.

The Commonwealth Institute Video Collection

Over 150 videos about the Commonwealth covering a wide range of subjects from travel and environment to history and politics.

COLLECTIONS SHOT LARGELY IN AFRICA

Gladstone Collection, 2001/083/-

Approx 185 mins
1960s - Ghana

This collection was shot by Miss Wilma Gladstone O.B.E. who first went to the Gold Coast in May 1945, from Edinburgh as an Education Officer at the Teacher Training College in Tamale. She set up a Curriculum Development Centre at Saltpond on the southern coast, and was eventually created Principal Education Officer, her position until her retirement and return to Scotland in 1962. Her films include numerous scene with former slavery ports in Ghana. Miss Gladstone was also interviewed for the Oral History collection (tape 597).

Morrison Collection, 2001/079/-

Approx 340 mins
1930s-1960s – Mostly Nigeria

This collection was shot by Mrs. Elisabeth Lang Brown's father, William Graham Morrison who came from Scotland and went to Nigeria in 1931 as a civil engineer, and worked for the Nigerian Electricity Supply Co. He was the surveyor for the Hydro Electric Power Stations Jekko I & II. He afterwards worked for ATMN (Amalgamated Tin Mines of Nigeria) and after the outbreak of War traveled back to West Africa, in September 1939, on an Elder Dempster ship sailing in a convoy. His films reflect most of his works and travels.

Rees Collection, 2001/047/-

Approx 300 mins
1950s - Kenya

Mr. Rees joined the Staff of the Kagumo Teacher Training College in Kenya as an Education Officer in 1953. He subsequently worked in the Ministry of Education, and from 1963 till the end of 1965 was Senior Education Officer at Embu, in charge of the newly formed Eastern Region of Kenya. He was actively interested in the Outward Bound Mountain School at Loitokitok and the Boy Scout Movement. He left Kenya at the end of 1965. Mr Rees has also donated educational reports and speeches relating to Kenya in the 1950s and 1960s, including material relating to the Kikuyu and Mau Mau.

Marsh Collection, 1998/121/-

Approximately 1525 mins
1960s – Tanganyika and Kenya

Mr Marsh was a District Engineer with East African Railways & Harbours from the 1950s onwards. The donor, Mrs. Marsh, has also contributed to the Oral History Archive and donated other items. She is a member of Corona Worldwide (formerly the Women's Corona Society).

Beasley Collection, 2001/315/-

Approx 60 mins
1930s – Mostly Gold Coast

Film shot by Walter Henry Beasley, in the Gold Coast in the 1930s. The collection includes scenes showing work at a gold processing plant on the Gold Coast.

COLLECTIONS SHOT LARGELY IN INDIA

Dalyell Collection, 1998/005/-

Approx 230 mins
1920s-1930s – India, Bahrain

The 37 cine films were shot in India and the Persian Gulf by Eleanor Dalyell, who married Percy Gordon Loch (1887–1953) of the Indian Political Service in 1928. Loch was the Political Agent in Bahrain in 1916–18 and again in 1932–7. In India he was posted to Mysore in 1929–31, Eastern Kathiawar Agency in 1931, and Rewa in 1931–2, all of which are represented in his wife's films. She also filmed in the North West Frontier Province in 1930–1.

Many of the films were shot using the first Kodak colour film stock – Lenticular – produced between 1929 – 1935 which makes this collection a unique asset of the Images of Empire archives. As the operator of this projector Mrs Loch became known as the cinematographer of Bahrain and often hosted cinema parties for the Bahrain royal family and visiting dignitaries.

In 1938 Colonel Loch assumed the name and arms of Eleanor's late father, Dalyell of the Binns. The films were passed to the Museum in 1998 by the Scottish Screen Archive, which had received them, along with footage of Scottish interest, from the Dalryells' only child, Tam (b. 1932), a long-serving Labour member of the British parliament.

Vernede Collection, 1999/072/-

Approx 240 mins

1930s – India

Raymond Veveysan Vernede was born in 1905, the son of Arthur Henry Vernede ICS, and joined the Indian Civil service in 1928 after taking his degree at Oxford. He married Nancy Kendall, daughter of Sir Charles Kendall, ICS, Judge of Allahabad High Court. He served as a District Officer in the United Provinces for 19 years, in the districts of Agra, Banares, Jhansi, Meerut, Allahabad, Unao, Garhwal and Gorakhpur. He retired in 1947 when India became independent.

The cine films were shot by his mother-in-law, Lady Charles Kendal, as well as by sister-in-law, Mrs. Barbara Donaldson, from late 1920s onwards, both in various areas of India, as well as in England.

Mr Vernede has written a number of books on British life in India, and has also recorded his memoirs on Oral History Tapes 726 and 727. Mrs Vernede's memoirs are on Tapes 728 and 729. Mr Vernede has also donated other materials to the Museum.

Hartgill Collection, 2000/120/-

Approx 1050 mins

Late 1920s -1930s – India, England and overseas holidays

This collection was shot by Major General William Clavering Hartgill CB, OBE, MC, KHS, 1888-1968, (and donated by his daughter Mrs Jean Hippisley Cox). General Hartgill was born and educated in Dannevirke, New Zealand, and did his medical and surgical training at the London Hospital. In 1914 he joined the R.A.M.C. as a Lieutenant and served from 1914-1918 in France and Belgium and in the Somaliland Campaign in 1920. He traveled widely during his army career between the wars, and from 1941-43 was Deputy Director-General of Army Medical Services at the War Office. From 1944-47 he was an Honorary Surgeon to the King. He retired in 1947. His collection of films reflects his work and travels.

Kendal Collection, 1997/153/-

Approx 520 mins

1930s – India, Afghanistan

This collection was shot by Colonel John Hamilton Bernard Peyton (Indian Army). His daughter Mary Dalrymple's nephew by marriage, Squadron Leader Spencer Kendal, donated the collection. Squadron Leader Kendal has also deposited a collection of photographs and other items. One of these films includes scenes from the Indian festival of Banpati at Chowpatty, Bombay, in 1931.

Roberts Collection, 2001/132/-

Approx 130 minutes

1930s-1940s – India, Britain and Europe

This collection was shot mainly in India between 1932 and 1942 by Mrs Valerie Roberts' father, Austin Havelock Layard. The Layard family had held distinguished posts in Ceylon since 1803. Mr Layard was a high ranking official in the Indian Civil Service in the Central Provinces during the 1920s and 1940s and between 1932 & 1938 was Deputy Commissioner in Delhi. In 1948 and 1949 he served in the office of the U.K. High Commission in Delhi and Calcutta.

Mrs Roberts spent much of her childhood in India, and later married an army officer who was stationed in Malaya during the Emergency. She has been interviewed for the Oral History Archive (tape 290).

Bolland and Maharao of Kotah Collections, 1998/133/-

Bolland Collection Approx 810 minutes

Maharao of Kotah Collection Approx 210 minutes

1920s-1960s - India

David Bolland filmed his collection in India between 1952 and 1970. He has also donated an album of photographs. The collection also contains copies of Maharao Brijraj Singh of Kotah's 16 mm films dating from the 1920s and 1930s, with his commentaries.

MATERIAL CULTURE

The Material Culture Collection held at the British Empire and Commonwealth Museum contains a very diverse array of items. A large proportion of the collection has been acquired by the Museum through donations from individuals representing many different professions and lifestyles, many of whom provide a unique context to their donation through an oral history interview. The Museum has digital photographs of around 80-90% of its artefacts.

In addition to the many thousands of items donated by individuals, the Museum holds over 10,000 objects in its Permanent and Schools Collections, which came from the Commonwealth Institute. These collections were established to represent the culture and economies of the Commonwealth between 1950-1997. They include many arts and crafts related items. The two tables at the end of this section provide an overview of the Commonwealth Institute Collections. (There is a separate database for the Commonwealth Institute Artefacts – the permanent collections have been catalogued but the materials in the handling boxes have not.) Other major sections of the collection have been donated by large organisations, such as the Foreign and Commonwealth Office, National Archives and Crown Agents.

The Museum also holds the Royal Collection which consists of some 200 items on loan from Buckingham palace. The collection is mainly made up of gifts presented to members of the Royal family on visits to commonwealth countries and dates from 1900.

The Artefacts Collection covers all Commonwealth countries and many topics and materials from geology to taxidermy, textiles to sculpture. Included in this collection are items once belonging to the former Imperial Institute. Many of the artefacts held at the Museum represent everyday items from all over the former Empire and Commonwealth. They range from the camping equipment of a forestry officer (Silverlock and Proud) to the ornate silver tea set of a district officer's wife (Walker).

The collection also includes some extremely rare items given as gifts to District Commissioners (Tom Russell, Solomon Islands), some very common tourist items (although not so common amongst British collections), a large collection of weapons and firearms dating back to 1780 (FCO muskets), hunting trophies (Clough, Witt, FCO), various weights and currencies (including rare shell money from the Solomon Islands and Burmese 'Opium' weights), and souvenirs of every shape and size from all over the Empire.

The FCO artefacts date to as early as 1780 and include firearms that were used in the South African War, and those that have been traded in West Africa and adapted. The FCO collection also includes fine examples of scientific equipment and instruments.

Commonwealth Institute Collection broken down by Country			
Country	Permanent Collection Individual Artefacts	Handling Collection Standard Box (approx 10-15 items per box)	Handling Collection Large Box (approx 15-20 items per box)
Anguilla	8		
Antigua & Barbuda	22+30		
Australia	319	2	1
Bahamas	30		
Bangladesh	155	4	
Barbados	37		
Belgium	11		
Belize	26		
Bermuda	9		
Botswana	70	1	
Brunei Darussalam	40		
Burma	2		
Cameroon	8		
Canada	169	7	4
Cayman Islands	15		
Channel Islands	42		
Cook Islands	84		
Cyprus	147		1
Dominica	23		
Falklands	1		1
Fiji	91		2
Gambia	145	2	
Ghana	256	3	
Gibraltar	4	1	
Grenada	10		
Guyana	119	6	
Isle of Man	53		
India	550	9	4
Jamaica	79	2	
Kenya	260	5	
Kiribati	33		
Lesotho	64	1	
Malawi	69	2	
Malaysia	412	4	
Maldives	3		
Malta	126	1	1
Mauritius	19	0.5	
Montserrat	8		
Mozambique	0		
Namibia	19	1	
Nauru	21		
New Zealand	99	3	
Nigeria	838	7	

Niue	22		
Pakistan	66	1	
Papua New Guinea	217	1	1
Pitcairn	4		
St Christopher & Nevis	4		
St Helena	23		
St Lucia	33		
St Vincent & Grenadines	16		
Samoa	11	1	
Seychelles	110	5	
Sierra Leone	189		1
Singapore	78	1	
Solomon Islands	100	2	
South Africa	51	1	2
Sri Lanka	99	5	
Swaziland	83	1	
Tanzania	157	2	
Tokelau	32		
Tonga	81	2	
Trinidad & Tobago	47	1	
Tuvalu	57	1	
Uganda	93	3	
UK	61		
Vanuatu	43		
Virgin Islands	2		
West Samoa	69		
Zambia	56	1	
Zimbabwe	168	2	
Africa	2	6	4
East Africa	21	1	1
South Africa	26		
West Africa	24	2	2
Asia	26	1	
South East Asia	11	1	2
Caribbean	52	7	11
Pacific	117	2	
Unknown	147		1
Other (eg. Shoes, Musical Instruments)		6	8

Commonwealth Institute Collection broken down by Material Types	
Basketry & Plant Fibre	613
Consumer Goods	95
Clay	342
Feathers	62
Glass	22
Horn & Ivory	47
Large Items	12
Leather	122
Metals	392
Models	382
Musical Instruments	210
Paintings, Prints & Drawings	176
Paper & Books	67
Personal Adornment	162
Plaster	28
Plastic	28
Science & Technology	73
Shell	43
Stones & Minerals	84
Taxidermy	132
Textiles	964
Weapons	491
Wood	697
Items unaccounted for	1,680

COSTUME AND TEXTILES

The Costume and Textile Collections contain over a thousand items of costume, most of which have come from donors who have taken part in oral history interviews. The collection also contains hundreds of textiles, which come from the former Commonwealth Institute. The collection is predominantly, though not exclusively, twentieth century, and its regional strengths are South East Asia and Africa.

PART II:

DOING RESEARCH AT THE MUSEUM

VISITING THE MUSEUM FOR RESEARCH PURPOSES

At present the Museum has limited desk space for researchers, so **all research visits must be booked in advance**. Future plans for the Museum envisage a much larger space for the archives and library, creating much more capacity for researchers. See the final section below on 'Phase II of the Museum's Development' (p.82).

The archive's opening hours are subject to change, so it is best to check the museum's web pages for the most up to date information on opening hours and how to book an appointment. Unfortunately researchers cannot be accommodated at the weekends.

See: <http://www.empiremuseum.co.uk/aboutus/museumarchives.htm>

We ask that users of the archives or reference library pay the Museum's entrance fee on their first visit. Subsequent visits to the archives or reference library will be free if made by appointment.

On their first visit to the archives researchers are requested to provide a letter of introduction from their university, college or school, or if this is not possible, to supply a letter detailing their research interests and intended uses of the research. They will also be asked to sign a form undertaking that they will abide by the stipulations of the 1998 Data Protection Act as they relate to the collections held at the BECM.

MUSEUM ADDRESSES AND PHONE NUMBER

Postal Address: British Empire & Commonwealth Museum,
 Clock Tower Yard,
 Temple Meads,
 BRISTOL,
 BS1 6QH.

URL: www.empiremuseum.co.uk

Telephone
(Main Switchboard): 0117 925 4980

FEES FOR RESEARCHERS / REPRODUCTION AND COPYING

A fee structure exists, depending on the nature of the enquiry, and whether the material is for commercial or educational use.

Research Fees (incl. staff time)

Students and accredited members of recognised academic institutions	Free
Private / family history research	£30
Founder Members	Free
Life Members	Free
Member patrons	£18 per day (or part thereof)
Other Friends	£21 per day (or part thereof)
Other non-profit making	Free

Example **Reproduction Fees** for Paper and Photographic Archives (**non-commercial use** – reference or private study only) * :

Photocopies	15p per sheet
Digital image file/s on CD	£6 per image

Example **Reproduction fees** for the Oral History and Sound Archive (**non-commercial use** – reference or private study only):

Cassette to cassette	£10.00 per tape
Cassette to CD	£10.00 per CD
¼ inch tape to cassette	£10.00 per tape
Available transcripts	25p per A4 page
Typing of new transcript	£15 per hour
Printout from database	10p per A4 page
Postage for cassettes	£1.00 per tape
Postage for any other item	10% of order

Other fees

Letters and Addresses (The archive does not release the addresses of interviewees)	Letters can be forwarded for a fee of £2.00 per letter plus a £10.00 administration fee
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THE FULL FEE STRUCTURE FOR REPRODUCTION IS AVAILABLE ON REQUEST.

The rates listed here apply from August 2005, and are at the discretion of the Museum staff. These rates will be subject to change.

* **Non-commercial users** are defined as those who are conducting research, tracing close relatives, or involved in education.

CATALOGUE AND HANDLISTS

The Museum's holdings are catalogued, as far as is possible, when they are received. Each item is given an accession number, and is entered on the Museum's Accessions database, which is run on FileMaker Pro v.5. There are separate sections of the database for Artefacts, Costume, Moving Image, Oral History, Paper Archives and Still Images. The way in which accession numbers are generated is described in the section below 'An Explanation of Accession Numbers'.

The Books held in the reference library, just off the Museum floor, are a special case. See the section below on 'The Library' for details of how they are catalogued.

There are very few handlists available for specific collections at present, but the accessions database is fully searchable making it entirely possible for a researcher to identify the material relevant to their topic. A section on using the database appears below. The main exception to this is the Oral History Archive, for which there is a catalogue of holdings called *Voices and Echoes*. This was first published in 1998, and was revised in 1999, but it has not been updated since. Nevertheless, *Voices and Echoes* is an indispensable resource for researchers, and there are copies available for consultation in the Museum library.

Ultimately it is hoped that the Accessions Database will be put online, but for the moment it can only be consulted from inside the Museum.

AN EXPLANATION OF ACCESSION NUMBERS

Each collection has its own unique accession number, which allows researchers to identify material from the various different types of archive that came from the same donor. An accession number is broken down into three numerical parts as follows:

The first number refers to the year in which the collection was received.
The second number is a sequential number for each collection received.
The third number is a sequential number within a particular collection.

For example, 1992/010/001 refers to the first item in the Bricom Group Collection, which was received in 1992. Each subsequent item has its own individual number within the collection, so the second item would be numbered 1992/010/002, the third would be 1992/010/003 and so on. Repeat donations within the same year are accessioned under the same collection number 1992/010 and given consecutive item numbers. A repeat donation in a different year would receive a separate accession number. For instance, the Bricom Group collection was added to in 1993, under the accession number 1993/072.

Oral History Tapes have been accessioned in a different way to the rest of the collections, and although each tape has a unique number, this does not relate to the accession number of a collection donated by an interviewee.

THE LIBRARY

The library has two floors, and the material on these floors is catalogued on two different databases.

The books downstairs are, in general, either purchased by or donated to the Museum. They are listed on the Accessions database on FileMaker Pro. The four bays of floor-to-ceiling shelving on the ground floor of the library relate directly to the themes portrayed in the Museum galleries, and are ordered to reflect this.

The themes are:

- General
- Exploration and Plunder
- Luxurious Trade
- Plantations in the Americas
- Islands of Empire
- Pax Britannica
- Conflict and Control
- Shrinking the Globe
- Britain's White Colonies
- Humanitarian Impulse
- Empire at Home
- Colonial Families
- Forest, Plain and Jungle
- Developing Dilemmas
- Empire Embattled
- The Commonwealth Ideal
- The Commonwealth Comes to Britain

The books shelved upstairs in the library in general come from the Commonwealth Institute Collection and are catalogued on a separate database called Heritage[†]. The material in the Commonwealth Institute collection is divided into literature and reference books, which are stored as follows:

Literature section

The literature section is stored on the upstairs level of the library on the mezzanine floor. This is shelved according to the nationality of the author or, in the case of literary criticism, the subject of the book.

The collection contains literary theory relating to both general and specific areas of the Commonwealth. If, for example, studies of the literature of the Caribbean are required, these are shelved under 'Caribbean General', but those for specific areas are shelved under 'Jamaica', 'Trinidad' and so on.

[†] Please note that not all titles catalogued on Heritage are shelved in the reference library. If you want to consult a title shelved elsewhere in the Museum please ask a member of staff.

Within a literature section relating to a specific area, the material is subdivided by classmark into 'Literary Theory', 'Prose', 'Poetry', 'Short Stories' etc. (There is a Guide to Classmarks available in the library if you need further details.) Within these subdivisions, material is shelved in alphabetical order of author's surname (or in the case of multiple authors, in alphabetical order of title, excluding definite and indefinite articles – 'An', 'The' etc).

Reference Section

The reference section is stored on the carpeted area of the upstairs level of the library. It is also shelved by country or area, and then divided by subject. Subjects included in this section are varied, but particularly well represented are materials relating to art, textiles and crafts. There is also a section devoted to oral folklore within each area. For further information please use the search facility on the Heritage database.

USING THE HERITAGE LIBRARY DATABASE

Heritage is a standard library system.

When searching for items on a particular topic –

- Select '**general search**' and enter the key word or phrase.

The database will locate all items that contain this word or phrase either in the title or as a keyword. Very wide searches such as 'India' or 'British Empire' will select a great deal of material.

If you have a more specific search topic –

- Select the '**advanced search**' option and enter your search limitations.

The 'advanced search' will allow you to search for two topics simultaneously or to cut out information irrelevant to your requirements. It also allows you to select a specific kind of media, such as videos, CDs or journals.

For help with using Heritage, please use the Help key on the system or consult the Staff.

There are also help sheets available and these should be close to the PC you are using. If they are not, please ask a member of staff for one.

CLASSMARKS USED IN THE LIBRARY

Below is a list of the classmarks used in the library. Please be aware that the library is always classifying more books, so this will mean that new classmarks will be introduced.

The list of classmarks will be updated periodically for users.

Country Codes

MUZ	British Empire	OH	Asia
MV	Britain	OHF	Malaysia
MZC	Cyprus	OHKT	Brunei
MZM	Malta	OI	China
NA	North America	OMY	India
NB	Canada	ONS	Pakistan
NV	The Caribbean	ONU	Bangladesh
NVP	Jamaica	ONW	Sri Lanka
NVQ	The Bahamas	OS	Africa
NVS	Trinidad and Tobago	OU	East Africa
NVUA	Antigua and Barbuda	OUK	Kenya
NVUD	Dominica	OUM	Uganda
NVUK	St Christopher and Nevis	OUNT	Tanzania
NVWB	Barbados	OUPS	Seychelles
NVWG	Grenada	OUR	Mauritius
NVWJ	St Vincent and the	OUS	Mozambique
NVWL	Grenadines	OUV	Malawi
NYB	St Lucia	OUW	Zimbabwe
NYC	Guyana	OUY	Zambia
O3Y	Belize	OV	Southern Africa
OA	Antarctica	OVB	South Africa
OC	Australia	OVO	Lesotho
OD	New Zealand	OVP	Swaziland
ODI	Pacific Islands	OVQ	Botswana
ODK	Tonga	OVT	Namibia
ODL	Tuvalu	OX	West Africa
ODS	Kiribati	OXC	Cameroon
ODU	Samoa	OXD	Nigeria
ODV	Solomon Islands	OXJ	Ghana
ODW	Vanuatu	OXM	Sierra Leone
ODX	Papua New Guinea	OXS	The Gambia
ODZ	Nauru		
	Fiji		

Subject Codes

A	Philosophy and	Q	Social Welfare
D	Mathematics	R	Politics
H	Natural History	T	Development
J	Health	U	Technology
K	Education	V	Art
L	Social Sciences	W	Languages
P	Soc., Pol. and Econ. History	Y	Literature
	Religion		

HOW TO USE THE ACCESSIONS DATABASE (FILEMAKER PRO)

Opening the Researchers' Version of the Database

- Double click **Accessions.fp5** on the desktop
- You will be prompted to put in a password – leave the box blank and click on **Cancel**
- Go to **File** on the tool bar at the top of the page
- Click on **Open**
- A box will come up – click on **Hosts** at the bottom left corner of the box
- A list will come up – select **Accessions Database** and click on **Open**
- The database will open
- Go to the button in the top left corner of the screen which should say **No. 1 – Dat...** and click once
- A drop down menu will appear – select **No. 8 – Search Layout**

You can then follow the instructions below to search the database.

Searching the Database

- Go to **View** on the tool bar at the top of the screen
- Select **Find Mode**
- Click in the field that you would like to enter your search criteria. You can type your search terms into any field, and you can search more than one field at a time.
- For instance, if you were searching for paper archives relating to Forestry in India you would need to select 'Library' from the drop down menu in **Archive Type**, then click on the **Country** field and select 'India' from the drop down menu. Finally you would click on the **Summary Description** and type 'Forestry'.
- Press **Return** or click **Find** to carry out your search
- If you know the Accession Number of the item you want to find, click in the Accession Number box and type the number (eg. 2003/001/004) and press **Return** or click **Find**
- You should then have a selection of records to browse that will meet your criteria. You can scroll between them by clicking the pages of the ring binder at the top left hand side of the screen. You can also drag the bookmark at the side of the binder to move between records
- Note the accession number for the item you want to see
- If you have any difficulties using the software FileMaker Pro has a **Help** function. Otherwise, ask a member of staff!
- For each new search you want to make go to the **View** on the tool bar and select **Find Mode** again.
- Once you have identified the material you would like to see you will need to ask a member of staff to collect the item for you.

PLEASE NOTE: Some archives are inaccessible due to ongoing documentation.

Useful Database Fields

The Search Layout is divided up into the following fields, the most useful of which are marked in **bold type**:

Accession number:	Unique number for each item held by the Museum
Donor Name:	This field shows the surname of the donor, or in some cases the name of the donating organisation
Archive Type:	Refers to the type of artefact – Photo, Library, Artefact or Costume. (Sometimes this field has been left empty).
Country:	This field has a drop down list that allows you to search by keyword
Image Ref (Disc & Folder No):	Digital Photo Number referring to artefacts / costume etc (You can use this number to request a photo of an artefact – please bear in mind these photos are not of high quality)
Simple Name:	A general description of the item – ie. book, journal etc.
Full Name:	A specific description of the item – usually the title where it has one!
Summary Description:	As much information as possible about the item – things like dimensions, number of pages, illustrations etc. Also information on the general theme and keywords.
Store:	This field indicates which archive the item has been stored in.
Library Shelf Reference:	Relevant only for books
Library Ref 2:	Relevant only for books
Box number:	Relevant only for paper archives, this field tells you the number of the box in which the item has been stored.
Materials:	What the item is made of – paper, glass, wood, metal, wool, cotton, leather etc. (This is more relevant for artefacts / costume)

The section below on ‘Simple Names and Full Names’ explains more about the way the materials in the archives have been categorised.

LIMITATIONS OF THE DATABASE

The Accessions Database has some problems and limitations, but none of these are insurmountable! An awareness of these will make searching the database more effective for researchers.

The database is currently still being added to almost daily, and at the moment there is no up-to-date 'read only' version for researchers to access. There is an older version of the database which was up-to-date in January 2004, and this is the one which we initially make available to researchers. (The instructions above on p. 64 for searching the database refer to this version).

Researchers can consult the up-to-date read-write version of the database but will need to ask a member of staff. If you are using this version you must be very careful indeed to make sure that you are in 'Find' mode before you type anything, otherwise you might overwrite and alter existing records. If you think that you may have done this, or are at all worried, please consult a member of staff.

The database has been compiled and added to by a large number of people, some permanent Museum staff and others volunteers. There is an Accessions Manual designed to ensure that all the records on the database have been entered in a consistent style, but unfortunately some inconsistencies still remain, particularly with reference to the earlier records on the database. One key problem is that some records have no information entered into the keyword fields, and thus if you rely on these fields when you are searching some material will not be found. There is also a problem with some of the earlier accession numbers. Accession numbers should be in the format 2000/002/002, but some appear in the format 2000/2/2.[†] Equally, there have been some minor mistakes made when inputting data. Museum staff are in the process of correcting these errors, so if you come across one, please note it and let a member of staff know so that the record can be updated.

The best advice about searching the database is to be aware of its limitations. If you're looking for a material on a particular topic do a keyword search, but also do a search putting your keywords into the description field instead. This should bring up records where the keyword fields have been left blank. In other words, think laterally! Staff will also be able to help you with your search and give you guidelines on how to find material. Use their knowledge of the collections to your advantage.

[†] Where collections have been found to have been entered on the database with both Accession Number formats both have been given in this prospectus.

SIMPLE NAMES AND FULL NAMES

Two of the most useful fields for researchers in the Accessions Database are 'Simple Name' and 'Full Name', as briefly described above.

The following information has been taken from the Accessions Manual and is designed to give a sense of the ways in which the Museum's collections have been broken down and categorised. Each major division of the Museum's holdings – Paper Archive, Still Images, Moving Images, Sound, Artefacts and Costume – have different conventions which are detailed below:

Paper Archive

There are 13 divisions within the paper archive which relate to the 'Simple Name' field in the Accessions Database. Each one has slightly different conventions about how the 'Full Name' field is to be filled in. The 'Description' field usually contains further details about the item.

- Book:** Book in this case describes all published and bound books, hardback and paperback, reference, fiction or other. For general consumption, not 'repeat' published (see Journal) or promotional (see Pamphlet). The title of the book appears under 'Full Name'.
- Pamphlet:** Pamphlet in this case describes printed and published material of a promotional (ie. non-literary) value. This division includes booklets, brochures, guides and souvenir literature, leaflets and programmes. The title of the pamphlet appears under 'Full Name'.
- Journal:** Journal in this case covers all items printed and published on a repeat basis (ie, weekly, monthly or yearly - but excluding Annual Reports: see Report below) Includes everything from weekly newsletters for a Regimental Association to the *National Geographic Magazine*. 'The title of the journal appears under 'Full Name'.
- Newspaper:** Newspaper in this case covers all items published and printed on a daily basis. Includes cuttings of newspapers (entered as Newspaper not cutting, clipping, clippings or variations thereof). The title of the newspaper appears under 'Full Name' along with the word 'clipping' if applicable.
- Command Papers:** Command Papers and British Parliamentary Papers in this case refer specifically to the documents contained in the red boxes from the Foreign and Commonwealth Office. As such, 'entry protocol' does not correspond to the other divisions in the Paper Archives. The 'Full Name' field contains the primary details from

the cover of the item, and further details appear in the 'Description' field.

- Report:** Report in this case refers to printed (and sometimes published) reports and documents relating in some way to the workings of the Colonial and Civil Service. This includes Annual Reports, articles, circulars and all manner of academic and occupation related printed paper archives. The title of the report appears under 'Full Name'.
- Leaflet:** Leaflet in this case is in some ways a 'catch all' term reserved for single sheets, folded but not bound, fragments of or small printed (and sometimes published) documents that do not fit into any of the other headings. The title of the leaflet appears under 'Full Name'.
- Map:** Map in this case refers to all printed and non-printed geographical depictions of space according to cartographic conventions. Map includes small atlases and collections of maps, road maps, military maps, street maps and tourist maps (see also Paper Ephemera and Pamphlets). Large atlases that would be placed on the shelves in the library should have both Book and Map as Simple Names. The title of the map appears under 'Full Name'.
- Paper Archive:** Paper Archive in this case refers to any miscellaneous collection of various paper archives – a mixed folder containing job applications, bus tickets, menus, letters and so on. This 'Simple Name' should only be used when a large collection of mixed paper archives are deemed to be of sufficiently low value accession as a group (as opposed to items accessioned singly – see Paper Ephemera below). Here the 'Full Name' field would contain the words 'Mixed Paper Archives' and the 'Description' field would contain a short description of the general theme of the archives.
- Paper Ephemera:** Paper Ephemera in this case is a loose term referring to all miscellaneous paper archives not described in the other categories. In contrast to Paper Archives described above, these items are accessioned singly. Examples include passports, pension documents, receipts, menus, ration books etc. The 'Full Name' field indicates the type of paper artefact (ie. scrapbook, visitor book, ticket etc.) and further details appear in the 'Description' field.
- Correspondence:** Correspondence in this case refers to all non-published correspondence in paper form. Entered as Correspondence, not letter, air mail letter, aerogramme etc. The 'Full Name' field is in the form of 'Correspondence between&.....', and

the 'Description' field contains the date of the correspondence, the number of pages and a brief summary of the contents.

Manuscript: Manuscript in this case refers to unpublished academic or work related documents, such as papers for a conference, non-personal reminiscences (but see Memoir below). The title of the manuscript appears under 'Full Name' if applicable, otherwise there is a short description of its contents.

Memoir: Memoir in this case refers to all unpublished autobiographical and biographical accounts including diaries, reminiscences, resumes and recollections. The format for filling in the 'Full Name' field is as for Manuscripts (see above).

Still Images

The only Simple Name used here is Photograph, but within the Full Name field there are six divisions, which are as follows:

Negative: This term is used for a single negative, or strip of negatives.

Photograph: Photograph refers to printed black & white and colour images printed on photographic paper. This term is used instead of photo, photographs, photos, image and images.

Postcard: The term is used for all published photographs in postcard format. Non-published photographs printed on photographic paper with a 'postcard' design on the back are entered as Photograph.

Slide: Refers to all mounted slides and Glass Lantern slides (the latter should be specified as Slide - Glass Lantern).

Transparency: This term is used for all transparencies.

Photocopy: This term refers to all photocopies of photographic images. The terms Xerox and copy should not appear in this field.

For paintings and drawings see the section below on Artefacts.

Moving Images / Oral History

The 'Simple Name' and 'Full Name' fields are not relevant to these kinds of material. The sections of the database relating to these two divisions of the archives are slightly different to the other sections, although very straightforward to use.

Artefacts

There are 16 separate divisions corresponding to the 'Simple Name' field within the Museum's material culture collections, along with 55 sub-divisions or categories which correspond to 'Full Name' in the database.

The table below shows the 16 'Simple Names' along with their sub-divisions:

SIMPLE NAME	FULL NAME
Agriculture / Subsistence Equipment	Agricultural Equipment
	Gathering Equipment
	Hunting Equipment
	Fishing Equipment
Animal Equipment / Remains	Animal Equipment
	Animal Remains
Botanical Specimen	Plant
Container	Bag
	Basket
	Case
	Box
	Vessel
	Receptacle
Furniture / Furnishings	Seat
	Table
	Camp Equipment
	Furnishing
	Furniture
Transport Equipment	Railways
	Air Transport
	Shipping
	Other Transport
Medical / Science Equipment	Medical Equipment
	Natural Science Equipment
	Scientific Equipment
Culinary Equipment	Culinary Preparation
	Culinary Cooking
	Culinary Consumption
Currency	Issued Currency

	Exchange Object
	Currency Equipment
Armament	Firearm
	Bladed Weapon
	Armour
	Archery Equipment
	Other Armament
Communications Equipment	Mark Making Equipment
	Other Communication
Leisure Equipment	Sport
	Game
	Leisure
Performing Equipment	Musical Instrument
	Performance
Tangible Representation	Sculpture
	Model
Visual Representation	Painting
	Picture
Other Artefact	Remembrance Equipment
	Toilet / Cosmetic Equipment
	Stimulant / Narcotic Equipment
	Social Control Equipment
	Religious / Ritual Equipment
	Production / Replication Equipment
	Tool / Implement
	Miscellaneous Artefact

AGRICULTURE / SUBSISTENCE EQUIPMENT:

Agriculture/Subsistence Equipment in this case refers to any artefact (artefact in this context meaning a 'thing' produced by a human - from a fossilised footprint to a computer modem) that is/was primarily involved in the procurement of food and/or water. This could include anything from a fishing net to a tractor wheel, from irrigation equipment to a blow-pipe.

Agricultural Equipment: Refers to all artefacts specifically involved in the organised cultivation of land, including things as diverse as irrigation equipment, sickle holders, bird-scares and grain-dispensers.

Gathering Equipment:	Refers to all artefacts produced by non-agricultural societies used in the procurement of non-animal sustenance such as digging sticks, dilly bags, rubber tapping implements and so on.
Hunting Equipment:	Refers to all artefacts used to catch or/and kill animals (apart from fish). Includes anything from blow-pipes to spears, harpoons to falconry equipment (see also Armaments).
Fishing Equipment:	Refers to all artefacts specifically used in catching fish including fish hooks, fishing nets, floats and fishing forks.

ANIMAL EQUIPMENT / REMAINS:

Animal Equipment / Remains refers to any animal related artefact and / or any object descended from the remains of an animal. Includes skins, tusks, cow-bells, pig trough, saddles and so on.

Animal Equipment:	Refers to all artefacts primarily involved with the husbandry and care of animals - including equestrian equipment, cow-bells, branding iron, milking stool, chicken feeder and so on.
Animal Remains:	Refers to all items coming descended from the remains of an animal - including skins, mounted heads, stuffed 'curios', feathers and so on. (NB. If animal remains have a separate function they would have two Simple and Full Names – a gorilla's hand ashtray, for instance, would be both Animal Remains and Stimulant / narcotic equipment).

BOTANICAL SPECIMEN

Botanical specimen refers to any plant or plant product (including flowers, seeds, trees, leaves, fungi and so on) preserved in its natural form (ie. one not made into a man-made product) including pressed flowers, seeds, plants specimens and so on.

Plant:	As above, plant describes any plant or plant product.
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CONTAINER

Container in this sense is very broad and refers to all receptacles used for the storage or transportation of goods. If the container has a specific function (a basket used for carrying chickens for instance) once again there would be two 'divisions' in the Simple Name.

Basket:	Refers to all types of woven or plaited receptacle.
Bag:	Refers to non-rigid receptacles specifically used for the transport of goods such as pouches, shoulder bags, hand bags and so on.
Case:	Refers to rigid receptacles specifically used for the transport of goods such as suitcases, briefcases, hat boxes and so on.
Box:	A broad term referring to all receptacles used for the storage of goods, such as storage tins, snuff boxes, and so on.
Vessel:	Refers to all upright vessels used for storage including bottles, jars, jugs and so on.
Receptacle:	Refers to all miscellaneous containers not fitting into the above categories.

FURNITURE / FURNISHING

Furniture / Furnishing in this case refers to portable objects used for functional or decorative purposes within a living space. Including tables, chairs, bookshelves, tents, decorative textiles, pillows, wall hangings, and so on.

Seat:	Refers to any furnishing item that one sits upon, including chairs, benches, pews, and so on.
Table:	Refers to any furnishing item that one places objects upon, including coffee tables, desks, trestle tables and so on.
Camp Equipment:	Refers to any furnishing item used out of the home or when travelling, including tents, camp chairs, camp equipment, awnings and so on.
Furnishing:	Refers to any miscellaneous decorative furnishing item, including wall hangings, pillows, cushions, bed sheets, bath mats and so on.

Furniture: Refers to any miscellaneous functional furnishing item, including cupboards, book shelves, fridge, washing machine and so on.

TRANSPORT EQUIPMENT

Transport Equipment in this case refers to any artefact primarily associated with man-made transportation systems. Includes railway sleepers, ships logs, traffic cones and so on.

Railways: Refers to any artefact primarily associated with the railway industry, including railway whistle, locomotive plate, oil locomotive lamp, uniform badge and so on.

Air Transport: Refers to any artefact primarily associated with air travel, including in-flight catering equipment, aircraft navigation instruments and so on.

Shipping: Refers to any artefact primarily associated with shipping or water-borne transport including rigging, captain's log (see also Paper Archives), tiller, boat insignia, canoe paddles, and so on.

Other Transport. Refers to any artefact primarily associated with transport and travel that does not fit into any of the above categories including road signs, model cars, steering wheels and so on.

MEDICAL / SCIENCE EQUIPMENT

Medical / Science Equipment in this case refers to all artefacts used in, or associated with, the fields of science and / or medicine such as thermometers, measuring equipment, binoculars, scalpels and so on.

Medical Equipment: Refers to artefacts directly or indirectly associated with restoring the body to health including surgical instruments, medicine, optical aids and so on.

Natural Science Equipment: Refers to all artefacts specifically associated with the study of plants, animals and geological specimens including measuring equipment, specimen bottles and so on.

Scientific Equipment: Refers to an instrument, or component used in the observation or measurement of scientific principles

that doesn't fit into the above categories including telescopes, astronomy equipment, measuring equipment and so on.

CULINARY EQUIPMENT

Culinary Equipment in this case refers to all artefacts specifically associated with the preparation, cooking and consumption of food and drink, including knives, pots, wooden spoons, kettles, baking tray, cheese graters and so on.

- Culinary Preparation:** Refers to any artefact primarily used in the preparation of food, including cooking knives, lemon squeezers, pastry cutters, rolling pins and so on.
- Culinary Cooking:** Refers to any artefact primarily used for the cooking of food, including sandwich makers, kettles, clay ovens, hot plates, cooking pots and so on.
- Culinary Consumption:** Refers to any artefact primarily used as an aid for the consumption of food, including cutlery, plates, mugs, chopsticks, fish slices, snail picks and so on. This description can also be used to embrace diverse culinary related artefacts such as napkin rings.

CURRENCY

Currency in this case refers to all artefacts primarily associated with the organised exchange of wealth, including issued currency, non-issue media of exchange, and all the paraphernalia involved with wealth exchange.

- Issued Currency:** Refers to all issued units of currency including banknotes, coins, cheque books and so on.
- Exchange Object:** Refers to all (non-issued) artefacts primarily used as exchange items, including manillas, currency bars, ingots and so on.
- Currency Equipment:** Refers to any non-exchange artefact primarily associated with the exchange of wealth, including coin moulds, gold weight, money box, alms bowl and so on.

ARMAMENT

Armament in this case refers to any artefact primarily used or associated with acts of physical aggression between people or groups of people, including rifles, daggers, knuckle-dusters, ammunition, arrows, and so on. If an item was/is also used for hunting purposes it will also be entered under Agriculture/Subsistence Equipment (Simple Name) and Hunting Equipment (Full Name) and likewise if it fits any other category.

Armament has been divided into five categories:

Firearm:	Refers to any weapon discharged by an explosive device, including rifles, muskets, pistols, flintlocks and so on.
Bladed Weapon:	Refers to any weapon with a blade, including swords, knives, daggers and so on.
Armour:	Refers to any artefact primarily used to defend the user against violent attack, includes shields, helmets, shin guard, horse armour and so on.
Archery Equipment:	Refers to any artefact used primarily for archery, including bows, archer's loose, arrows, quivers, arrow tips and so on.
Other Armament:	Refers to artefacts used or associated with acts of physical aggression between people but not able to fit into the above categories, including knuckle-dusters, ammunition, gun-flints, holsters, sword rests and so on.

COMMUNICATIONS EQUIPMENT

Communications Equipment is a very broad term and refers to all artefacts primarily associated with the communication of information and / or ideas, including fountain pens, telephone cabling, oil paints, postage stamps and so on.

Mark Making:	Refers to any artefact primarily used to make physical marks with the aim of communicating ideas or communication, including pencils, paints, paintbrushes and so on.
Other Communication:	A very broad term referring to any artefacts involved in the transference of information not described above, including postage stamps, megaphones, recording equipment, filling systems and so on.

LEISURE EQUIPMENT

Leisure Equipment refers to any artefact primarily used or associated with a sporting and / or leisure activity, including counters for a game, tennis balls, children's toys and so on.

Sport:	Refers to any artefact primarily associated with organised (potentially) competitive outdoor leisure activities requiring physical exertion, including tennis rackets, surfboards, shuttlecocks, javelins and so on.
Game:	Refers to any artefact primarily associated with (potentially) competitive indoor leisure activities requiring no exertion, including playing cards, chess pieces, mahjong set and so on.
Leisure:	Refers to any artefact associated with leisure but not described in the above two categories, including skipping ropes, toys, kites and so on.

PERFORMING EQUIPMENT

Performing Equipment refers to all artefacts associated with drama, music, dance and any other creative activity defined by its expression and performance, including puppets, drums, jew's harps and so on.

Musical Instrument:	Refers to any artefact primarily designed for musical and / or rhythmic expression, including drums, wind instruments, lyres, gamelan instruments and so on.
Performance:	Refers to any non-musical artefact associated with expressive creative performance, including shadow puppets, Punch and Judy dolls, theatre equipment, dance masks and so on.

TANGIBLE REPRESENTATION

Tangible Representation refers to all three-dimensional artefacts with a representative, artistic, aesthetic and / or ritual function, including totem poles, wooden statuettes, model figures and so on.

Sculpture: Refers to all artistic (ie. conforming to prevailing attitudes of what 'art' is), aesthetic and / or ritual three dimensional artefacts, including figures, temple reliefs, carvings, 'primitive' sculptures, and so on.

Model: Refers to all three dimensional artefacts designed to represent actual 'things' in a faithful (ie. non-artistic) fashion, including miniature ships, model soldiers, working machine models and so on.

VISUAL REPRESENTATION

Visual Representation refers to any two dimensional artefact with a representative, artistic, aesthetic and / or ritual function, including paintings, posters, prints and so on.

Painting: Refers to any original two dimensional artefact with representative, artistic, aesthetic and / or ritual function, including paintings, drawings and mosaics.

Picture: Refers to any reproduced two dimensional artefact with a representative, artistic, aesthetic and / or ritual function, including prints, posters, advertising boards and so on.

ARTEFACT

Artefact is the 'catch all' Simple Name and is used when the artefact being accessioned does not fit into any of the divisions described above. Artefact has been divided into nine categories, all of which would normally operate as Simple Names but have been 'relegated' to Full Name both to reflect the Museum's collection, and to make object entry easier and more economical.

Remembrance Equipment: Refers to any artefact that is primarily used to recall, remember and / or celebrate a past activity or event, including grave stones, medals, souvenirs, keepsakes, trophies and so on.

Toilet / Cosmetic Equipment: Refers to any artefact primarily associated with washing, dressing and / or personal adornment, including mirrors, make-up, hair-pins, jewellery, handkerchiefs and so on.

Stimulant / Narcotic Equipment:	Refers to any artefact primarily associated with the consumption of stimulants and narcotics, including coffee grinders, clay tobacco pipes, snuff equipment, beer making equipment and so on.
Social Control Equipment:	Refers to any artefact primarily used to enforce control (not including weapons), including manacles, leg-irons, chastity belts, stocks and so on.
Religious / Ritual Equipment:	Refers to any artefact primarily associated with religious or ritual practice (see also Tangible and Visual Representation), including skull caps, tattooing Equipment, crucifixes, amulets, icons head dresses, Koran stands and so on.
Production / Replication Equipment.	Refers to any artefact specifically in the process of making or manufacturing something, including stamps, casts, moulds and so on.
Tool / Implement:	Refers to any artefact used to carry out mechanical functions (whether manually or by a machine), which is not described in the above divisions and categories, including brooms, brushes, bevelled pebbles, hammers and so on.
Miscellaneous Artefact.	Is the 'catch all' Full Name that refers to any artefact or item not covered or described in the above divisions and categories.

Costume

'Costumes and Textiles' is a very loose term referring to all of the artefacts stored in the Costume Room at the Museum. This includes all garments, footwear, accessories, cloth, textiles, and any other woven or felted material.

The costumes and textiles themselves have been split into 9 separate 'divisions' which correspond to the 'Simple Name' field in the database. These divisions can be suffixed or prefixed by 12 'qualifiers'. Short descriptions of both the 'Simple Names' and 'qualifiers' appear below:

NB. Some items fit into more than one of the 'Simple Name' terms and / or 'qualifiers', and in these cases they will be assigned both. So, for example a pair of

Army Boots would be described as 'Men's Footwear and Uniform - Army Kit', whilst a Topee would be described as 'Uniform - Men's Protective Wear and Headgear'.

Outerwear: Outerwear in this case is a broad term referring to any garment or item of clothing worn outwardly and visibly (excluding footwear and headgear) and including, for instance, a leather jacket, a pair of trousers, a women's day dress and so on.

Protective Wear: Protective Wear in this case refers to any garment or item of clothing specifically worn for protective purposes including, for instance, a hard hat, a rain jacket, a beekeeper's mask and so on.

Underwear: Underwear in this case refers to all items of clothing and garments worn either underneath daily garments, or at night to sleep in, including petticoats, stockings, night dresses and so on.

Footwear: Footwear in this case refers to all items of clothing worn on and / or over the foot and / or ankle, including shoes, socks, boots, spats, spurs and so on.

Headgear: Headgear in this case refers to any item worn on and / or around the head and / or face, including hats, caps, helmets, and so on.

Accessories: Accessories in this case refers to any non-garment item worn on the body and / or carried with the body, including belts, buckles, ties, feather boas, scarves, and so on. (This excludes weapons like swords, which are accessioned as Artefacts.)

Material / Textile: Material / Textile in this case refers to any woven or felted material, cloth, textile and / or fabric, including bed sheets, sarongs, textile hangings, and so on.

Haberdashery: Haberdashery in this case refers to any fragment of a cloth, textile, or fabric, coming from a garment or item of clothing, including sleeves, pockets, silk fragments and so on.

Flag: Flag in this case refers to all material based flags and banners.

The following Qualifiers can be used with any of the first six Simple Name terms described above. The qualifiers are used as prefixes, and if applicable more than one can be used.

Uniform: Uniform in this case refers to any garment or item of clothing worn by members of the same organisation that denotes membership to that particular organisation including, for

instance, a policeman's cape, a pair of Indian Colonial Service trousers, and a nurse's hat. Note: the organisation to which the item is associated with should be mentioned in the full name, unless it is one of the military organisations listed below.

- Army Kit: Army Kit in this case refers to any item of clothing or garment specifically associated with the terrestrial armed forces.
- Navy Kit: Navy Kit in this case refers to any item of clothing or garment specifically associated with the marine armed forces.
- Air Force Kit: Air force Kit in this case refers to any item of clothing or garment specifically associated with the airborne armed forces.
- Unisex: Unisex in this case refers specifically to non-gender specific and non-age specific item of clothing.
- Adult's: Adult's in this case refers to any non-gender specific item of clothing specifically used by adults.
- Men's: Men's in this case refers specifically to clothes and garments used exclusively by men.
- Women's: Women's in this case refers specifically to clothes and garments used exclusively by women.
- Child's: Child's in this case refers specifically to non-gender specific clothes and garments used exclusively by children
- Boy's: Boy's in this case refers specifically to clothes and garments used exclusively by boys.
- Girl's: Girl's in this case refers specifically to clothes and garments used exclusively by girls.
- Infant's: Infant's in this case refers specifically to clothes and garments used exclusively by babies and toddlers.

PHASE II OF THE MUSEUM'S DEVELOPMENT

Building upon the success of the Museum's award winning first phase of capital development, the Museum's Trustees are keen to move on to the second phase in order to enlarge and enhance the Museum and to utilise the potential of the site and building to the full.

The overall goals of the second phase of capital development (£30 million) are as follows:

- To bring the whole site into effective use
- To provide 30,000 square feet of additional accommodation
- To double the size of the permanent galleries and create additional temporary exhibition spaces
- To create areas for live events through which the past can be explored
- To create new galleries for children
- To improve the storage facilities and create dedicated archive areas within the vaults
- To erect an education centre containing teaching rooms, a resource area, a lecture theatre and an audio-visual room for use by all ages
- To set aside a space for lectures and receptions for up to 500 people.

By 2010, the British Empire and Commonwealth Museum proposes to establish the National Centre for Colonial Studies on the site, with the involvement of the surrounding universities.

INDEX (BY COUNTRY) TO COLLECTIONS MENTIONED IN THIS GUIDE:

This Index follows the conventions of the Accessions Database drop down menu for the Country field.

Please bear in mind that this prospectus is not exhaustive and these are only some of the Museum's larger or more significant collections. Thus, some headings do not have collections listed below them, but this is not an indication that the Museum holds no material on that particular country, just that the relevant collection has not been listed in this guide.

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