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Contributors

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Sheppard, Julia.

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Wellcome Collection
183 Euston Road
London NW1 2BE UK
T +44 (0)20 7611 8722
E library@wellcomecollection.org
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**THE WELLCOME INSTITUTE
FOR THE
HISTORY OF MEDICINE**



WELLCOME COLL.
/(40)

**THE CONTEMPORARY
MEDICAL ARCHIVES CENTRE**

This booklet is one of a series describing the Special Collections in the Wellcome Institute for the History of Medicine.



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Cover

Items from various collections including: photographs of Sir Henry Head (GC/16); letters from Sigmund Freud to Charles Singer, and drawings by T. H. Huxley (PP/CJS); laboratory notebook of W. E. van Heyningen (PP/VAN); diaries of Sir Albert Cook (PP/COO); reprint of article by Sir George Pickering (PP/GWP); correspondence on Beit Memorial Fellowships (SA/BEI); moving films of Sir Edward and Lady Mellanby (PP/MEL); photographs of patients of Dr Frederick Parkes Weber (PP/FPW); Malvern Drainage Case plan (GC/63).

The
Contemporary Medical Archives Centre

CONTEMPORARY MEDICAL ARCHIVES CENTRE

Wellcome Institute for the History of Medicine

It is a pleasure to announce the opening of the Contemporary Medical Archives Centre at the Wellcome Institute for the History of Medicine, 11 Euston Road, London NW1 2BE. The Centre is a joint venture between the Wellcome Foundation and the National Archives.

Julia Sheppard

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The Wellcome Institute exists to provide library resources and research and teaching facilities for all persons with serious interests in the history of medicine and the allied sciences. It is supported solely by the Wellcome Trust, the charity created by the will of Sir Henry Wellcome (1853-1936).

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**The
Contemporary Medical Archives Centre
in the
Wellcome Institute for the History of Medicine**

Julia Sheppard

**Wellcome Library
for the History
and Understanding
of Medicine**

**WELLCOME
COLLECTION**

/ (40)

INTRODUCTION

The establishment in 1979 of the Contemporary Medical Archives Centre as a permanent unit within the Wellcome Institute for the History of Medicine can be seen as a natural development of the activities and collections of the Institute, itself the result of the fertile imagination and energy of Sir Henry Solomon Wellcome (1853-1936). During his lifetime, he established the Wellcome Historical Medical Museum and Library. The present Institute now contains library and research facilities, making it one of the principal centres in the world for the study of the history of medicine, supporting an active academic research centre closely linked with University College London. Apart from housing more than 400,000 printed books, the Library holds a wide range of important collections. These include over 10,000 Oriental manuscripts in forty-three different languages, Hispanic and other manuscripts in the American Collections, a large Western Manuscript Collection which dates from c. A.D. 400 and includes more than 100,000 autograph letters, and Iconographic Collections of paintings, drawings, prints, and photographs.

All historians need the raw data of history provided by archives—the reports, correspondence, diaries, photographs, and other papers which have been produced in the course of an individual's or an institution's life. The historical value of a seventeenth-century doctor's correspondence would be easily recognised, but twentieth-century records are often accidentally discarded or wilfully destroyed without any thought for their long-term historical value. Not everything can or should be preserved, but twentieth-century papers may be just as significant historically as those of earlier generations.

Archivists attempt to preserve records in various ways: by undertaking survey work to locate relevant material, by listing collections, and by publicizing the necessity of treating modern documents with respect. If appropriate, they have offered to house collections in repositories for safe-keeping. This is effectively what the Contemporary Medical Archives Centre (CMAC) aims to achieve in the field of twentieth-century medical history.

The CMAC operates within the Wellcome Institute Library and therefore shares the high standards of care and custody afforded to all special collections in the Library. It also benefits from immediate access to reference works and printed sources in the Library. The Centre is the responsibility of professional archivists who supervise all aspects of the acquisition and cataloguing of collections, as well as access to them.

DESCRIPTION OF COLLECTIONS

The Contemporary Medical Archives Centre is concerned to preserve the personal and working papers of twentieth-century British practitioners and scientists in medical and ancillary disciplines. Within this broad definition the archives are intended to reflect all aspects of modern medicine, from the research which leads to major scientific advances to clinical practice, public health, unorthodox and fringe medicine. The CMAC is glad to receive appropriate collections from individuals or bodies preferably as gifts or bequests, although in some cases deposits are accepted. Copyright can also be transferred to the Trustees of the Wellcome Trust.

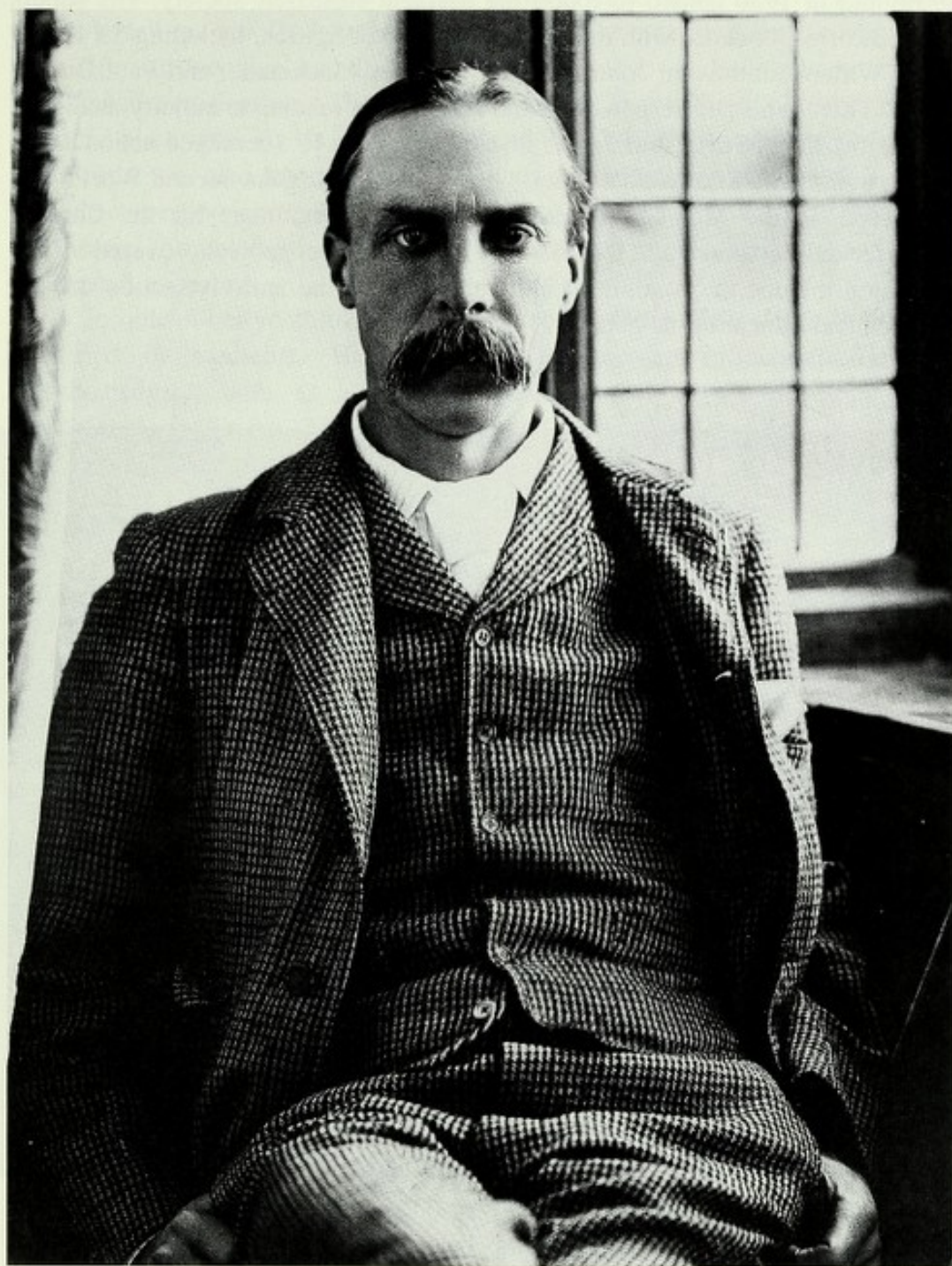
The collections are available for consultation by *bona fide* scholars who have signed the usual reader's undertaking form (see pages 26-27 below). In some cases certain items are too sensitive to be made generally available and specific restrictions or a closure period may apply. Since its establishment the Centre has acquired over 200 collections, and at present these occupy some 1,180 feet (400 metres) of shelving.

The archives in the Centre are arranged under four sections: Personal Papers; Societies and Associations; General Collections; General Practice.

PERSONAL PAPERS

In this section will be found the more important collections of papers personal to individuals. Collections vary in size from 1 to 90 archive boxes, that is to say from a few letters to over 1,000 A4 files, and they do not necessarily represent all the working or personal papers of the individuals concerned.

Eminent physiologists' papers held by the Centre include those of **Ivan de Burgh Daly** (1893-1974), **Sir Charles Lovatt Evans** (1884-1968), and **Sir Edward Albert Sharpey Schafer** (1850-1935). The private papers of Sharpey Schafer comprise one of the most important collections in modern medical history. Schafer (who renamed himself Sharpey Schafer in honour of his teacher, William Sharpey, one of the founders of modern British physiology) made important contributions to neurophysiological research, including nerve fibre and cerebral localization, as well as participating in early research on histology, endocrinology and embryology. He was a key figure in British physiology from the 1880s to the 1930s, a time when international attention was focused on the work done in Britain. Apart from material relating to his tenure of the Jodrell Chair at University College London and the Chair of Physiology at Edinburgh, the collection is particularly rich in his extensive correspondence with British and foreign colleagues, including Sir Charles Scott Sherrington, Harvey Cushing, Luigi Luciani, and Santiago Ramón y Cajal.



Sir Edward Albert Sharpey Schafer (1850-1935). One of a series of photographs in the collection which were taken in the same place in Schafer's home, this one showing Schafer in his late 40s at about the time of his first wife's death in 1896. (PP/ESS/M.20200).

Another collection of significance is that of **Sir Thomas Lewis** (1881-1945), who is remembered not only for his work in the field of cardiology but also as a pioneer of 'clinical science' as a recognised discipline in medicine. He spent most of his career at University College Hospital, founded the journal *Heart* in 1909, and in 1930 helped to found the Medical Research Society. His papers include correspondence with many notable medical figures, including Sir Henry Dale, Willem Einthoven, John Fulton, Sir James Mackenzie, and Paul Dudley White. There is also correspondence and memoranda relating to military medicine. During the First World War Lewis investigated D.A.H. (deranged action of the heart), commonly known as 'soldier's heart', and during the Second World War he served on the Medical Research Council's Committees for the Care of Shipwrecked Personnel and for Vascular Injuries. Other subjects covered by this collection include the funding of clinical research, the anti-vivisection debate, and medical education in general.



A cartoon by Sir David Low from the *Evening Standard*, 6th December 1930 (PP/MCS/B.26). The Irish Censorship law of 1928 had outlawed all books, newspapers, and periodicals advocating or advertising birth control, and on 31st December 1930 Pope Pius XI was to issue a papal encyclical on marriage which was strongly against contraception. The Stopes Collection includes the draft of a letter written by Marie Stopes to David Low after she had seen the cartoon '... I was never more delighted or amused than by your caricature ... If I had lectured to you for hours you could not have hit the nails more gloriously on the head of the shrinking President between the two smugly self-satisfied Roman Catholic clerics.' (PP/MCS/A.164).

On the fringe of the medical profession (not a doctor of medicine and never accepted by the profession) was **Marie Stopes** PhD (1880-1958), whose papers in the CMAC consist largely of letters received by her from people who had read *Married Love*, *Wise Parenthood* or another of her works, requesting information on birth control or other sexual matters. Some of these letters have been published by Ruth Hall in *Dear Dr Stopes* (London, 1978). The correspondence covers issues relating to birth control and the establishment of clinics with their attendant legal and ethical ramifications. The collection as a whole is of great potential interest to social historians. **Dr Grantly Dick-Read** (1890-1959), as a pioneer of natural childbirth, was also frequently at odds with the medical profession. His papers include correspondence which highlights the difficulties he faced in disseminating his theories that childbirth was a normal rather than a pathological event and should be treated as such.

In spite of her youthful ambition to do so, **Melanie Klein** (1882-1960) never qualified in medicine. However, she became an influential figure in psychoanalysis, both as a practising analyst and in the development of psychoanalytic theory. She is remembered particularly for her use of play techniques in the psychoanalysis of young children. Her papers, given to the CMAC by the Klein Trust in 1984, include detailed case material on both her child and adult patients, manuscripts of her published and unpublished writings, autobiographical items and photographs.

Dr E. F. Griffith (1895-1987) was a general practitioner who became involved in the promulgation of birth control and sex education during the 1930s and was one of the founders of the Marriage Guidance Council. In the late 1940s, he trained as a Jungian analyst. The collection of his papers in the CMAC includes correspondence, manuscript and case material covering these various aspects of his career. With his own papers were received some belonging to his father-in-law and colleague **Dr Noel G. Harris** (1897-1963), who was consultant physician in psychological medicine to the Middlesex Hospital. In both of these collections there are paintings and drawings by patients with psychological problems. Griffith wrote a number of books, including the much re-issued *Modern Marriage and Birth Control*.

Medical research is well represented in the Centre's collections. The papers of **Hans Grüneberg** (1907-1982) cover his work as a geneticist at University College London, and consist of 20 boxes of correspondence, 1932-1982. A number of collections include laboratory notebooks, such as those of **W. E. van Heyningen** (b.1911) on bacterial toxins and dysentery, 1947-61; **Sir Edward Mellanby** (1884-1953) and **Lady Mellanby** (1882-1972) on nutrition and dentistry; and **Sir Leonard Rogers** (1868-1962) on various tropical diseases. Sir Leonard made significant contributions to the treatment of cholera, amoebic dysentery, abscess of the liver, and leprosy, as well as undertaking important work on kala-azar, tropical fevers, and snake venoms. Unfortunately, no notebooks relating to work on penicillin are to be found in the collection of **Sir Ernst Chain** (1906-1979), joint Nobel Prize winner with Sir Alexander Fleming (1881-1955) and Lord Florey (1898-1968) for his research on the first antibiotic. But the collection as a whole contains much related correspondence about penicillin, as well as numerous letters from scientists and colleagues across the world. The area of medical politics is



A selection of children's drawings c. 1925 used by Melanie Klein for the study of play techniques in analysis. (PP/KLE/B.19).



Drawing by Louis Wain (1860-1939) entitled 'Caught! Keep your mouth shut and let me open your mind for you.' Wain was a patient at the Springfield Hospital during the time when Dr Noel G. Harris was on the staff there, 1923-39. (PP/NGH/58).

24th May, 1943.

Dear Professor,

Professor Florey has just left the country for North Africa where he will stay for 2-3 months in order to supervise the clinical application of penicillin. Before he left we had a thorough discussion on the penicillin supply situation and we both agreed that a great effort must be made to get more material from the firms, and I undertook to lead all the necessary negotiations.

In particular it seems very important to clarify the relationship of our group with the I.C.I. I understand that a new research manager has taken the place of Mr. Barrowcliff; would it be at all possible for you to introduce me to him? I feel that if a conference between representatives of the I.C.I. with executive authority, yourself and myself could be arranged we could come to an arrangement satisfactory to all concerned. If such a meeting is to take place in Manchester I am willing to go there at any time convenient to you. I feel that in the past there has been a good deal of misunderstanding and confusion which badly needs clarifying. After all, I.C.I. are the only firm with which we have made an agreement and which is under obligation to send us material. I am very worried about the ^{penicillin} competition: we have heard, on good authority, that the American firms are making very large amounts of penicillin which have, up till now, been used for clinical trials, but which will be placed at the disposal of the chemists very shortly. It should be easy to point out to the I.C.I. that we have gone a long way towards the elucidation of the structure of penicillin and that, given sufficient material, we would be able to finish the problem within a measurable time period. Clearly it is in the immediate interest of the I.C.I. to have the problem solved as soon as possible, quite apart from the very important question of prestige. I understand that the I.C.I. produce quite large amounts of penicillin at present; if we could have at least a few million units per week this would be a very great help.

I feel that the existing agreement between the I.C.I. and ourselves is somewhat loose and, if a meeting such as I suggested could be arranged to draw up a more rigid agreement, it would be in the interest of everybody concerned.

Yours very sincerely,

Sir Robert Robinson, F.R.S.
Dyson Perrins Laboratory,
Oxford.

Carbon copy of letter from Sir Ernst Chain to Sir Robert Robinson, 24th May 1943. Imperial Chemical Industries (ICI) had supported work on penicillin since 1941. Chain had wanted the British Government to support a state-owned penicillin factory, and in the absence of this hoped to stimulate British commercial firms to enter into penicillin production. (PP/EBC/B.23).

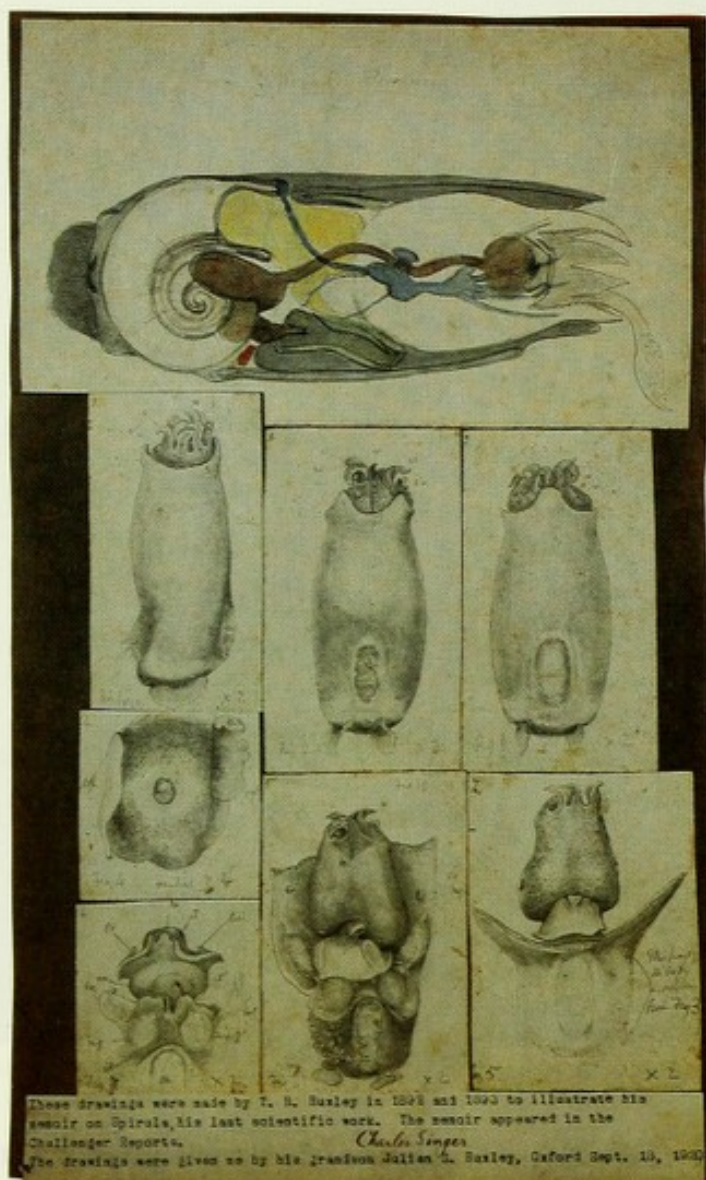
revealed to some extent in the papers of Sir Edward Mellanby, Secretary of the Medical Research Council, Lord Moran (1882-1977), President of the Royal College of Physicians, and J. R. Hutchinson (c. 1880-1955), a Medical Officer in the Ministry of Health.



A variety of official and other publications and related correspondence on food, 1934-38: part of the large collection of material on public health assembled by Dr J. R. Hutchinson as Medical Officer at the Ministry of Health from 1919. (PP/JRH/A.48).

There are three collections which are particularly interesting for the historiography of science and medicine, namely the papers of **Walter Pagel** (1898-1983), a pathologist and medical historian, of **Charles Singer** (1876-1960), a leading authority on the history of science and medicine, and of his son-in-law **Edgar Ashworth Underwood** (1899-1980), who was a medical historian and Director of the Wellcome Historical Medical Museum.

Best known for the syndromes bearing his name, **Dr Frederick Parkes Weber** (1863-1962) accumulated during his long career an extensive and valuable collection of assorted material (books, reprints, cuttings, case notes, correspondence and photographs) on rare diseases, unusual manifestations of common diseases, and developments in medicine generally. These are of great interest to the historian, as are the detailed case notes he kept both on his Harley Street private practice and on his hospital patients. A number of the case notes are written on the reverse side of photographs of patients, thus forming a valuable early series of clinical photographs.



Drawings by T. H. Huxley (1825-1895) given to Charles Singer by Huxley's grandson, Sir Julian Huxley (1887-1975) in October 1920. (PP/CJS/C.31).



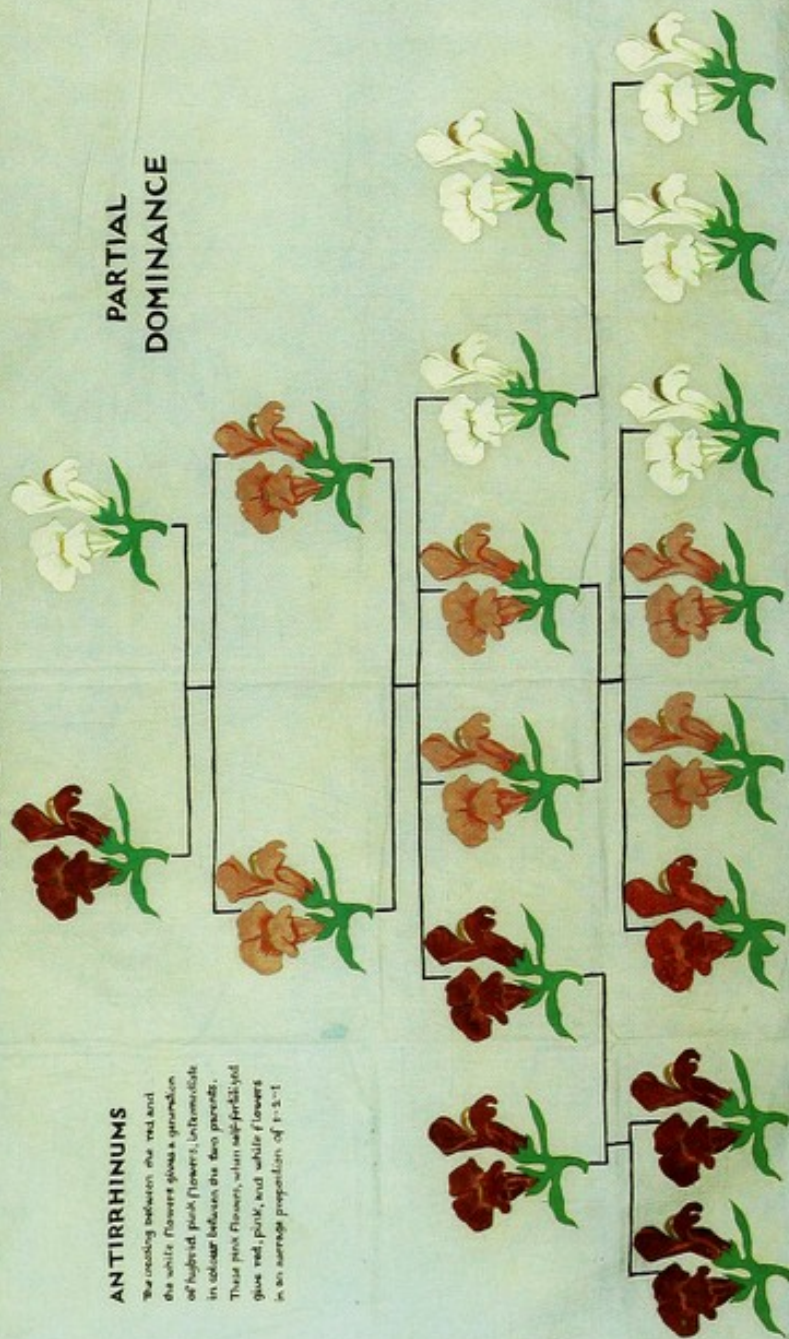
Examples of clinical photographs taken at the German Hospital, London, c. 1896-1905, with notes and cuttings by Dr Frederick Parkes Weber. (PP/FPW).

MENDEL'S LAW

ANTIRRHINUM

The crossing between the red and the white flowers gives a generation of hybrid, pink flowers, uniform in colour between the two parents. These pink flowers, when self-fertilized, give red, pink, and white flowers in an average proportion of 1:2:1

PARTIAL DOMINANCE



Eugenics Society: calico chart, made for education and exhibition to the public. This one demonstrates Mendel's Law of reproduction and was used in a lecture on Heredity, Healthy and Unhealthy Families, [1940]. (SA/EUG/G.32).

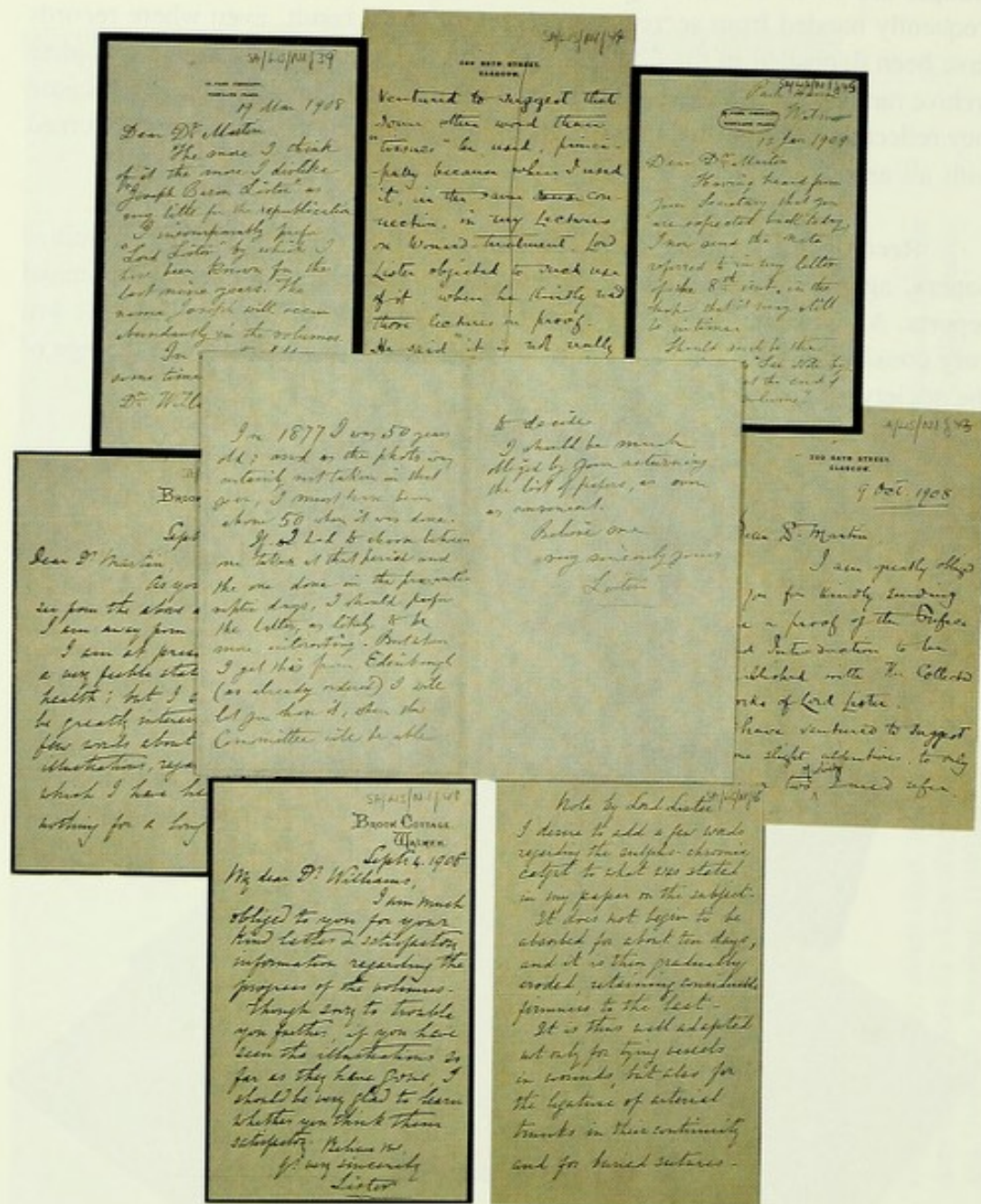
SOCIETIES AND ASSOCIATIONS

The records of organizations, be they professional societies or pressure groups, are often at risk, especially if they lack a permanent home and are frequently handed from secretary to secretary. As a result, even where records have been deposited in the CMAC, there are likely to be gaps, and a complete archive rarely survives. Nevertheless, such records are of immense interest because they reflect the accumulated knowledge, opinions and actions, of groups concerned with all aspects of medicine.

Records found in this section normally consist of minute books, committee papers, agendas, correspondence, newspaper cuttings, pamphlets, and annual reports. As with the Personal Papers section, the size of these collections will vary considerably depending on the completeness of the archive and the age of the society.



British Pharmacological Society: general minute book, 1931-35 (SA/BPS/A.1); Anatomical Society of Great Britain and Ireland: Treasurer's account book, 1922-25, minutes of Editorial Committee, 1926-43 (SA/ASB); Eugenics Society: 1st Annual Report 1908, 3rd Annual Report 1910-11 (SA/EUG/A.1, A.3); Abortion Law Reform Association: press cuttings book, 1950-52 (SA/ALR/E.6).



Correspondence of Joseph Lister (1827-1912) with Professor (Sir) Charles Martin, Director of the Lister Institute, in connection with the publication of his collected papers to commemorate his 80th birthday, 1907-1909. He comments that he prefers the title Lord Lister to Joseph Baron Lister. (SA/LIS/N.1).

Professional groups, such as the **British Pharmacological Society** or the **Association of County Medical Officers of Health**, created documents of a wider interest than might be suggested by their titles. The development and proliferation of such organizations is evidence of changes in the direction and hierarchy of the medical profession. The British Pharmacological Society was founded in 1931 by a group of 20 pharmacologists including J. A. Gunn, H. H. Dale, and W. E. Dixon. From a still small membership of only 82 in 1947, it expanded dramatically after a more liberal membership policy was instituted in 1966, to 1,000 members by 1974. The records also reflect the increased number of meetings and specialist activities—for example, the formation in 1970 of a separate Clinical Pharmacological Section of the Society.

Pressure groups aim to create changes in public opinion or even changes in the law. An example of these bodies is the **Abortion Law Reform Association**, which was founded in 1935 to advocate the legalization of abortion in certain circumstances; an aim largely achieved by the 1967 Abortion Act. Less successful, the **Voluntary Euthanasia Society (EXIT)** was founded in 1935 and is still campaigning for voluntary euthanasia to be legalized. In other instances, associations may aim merely to educate the public or members of the relevant professions. One example of this is the **Camberwell Council on Alcoholism**, founded in 1962, whose minutes, correspondence, and annual reports can be found in the Centre.

Another example is the **Eugenics Society**, which was founded as the Eugenics Education Society in 1907. The eugenics movement believed that human mental and physical characters were heritable and that steps should be taken to ensure the constant genetic improvement of the race. The Society promoted public awareness of eugenic theories and the means by which eugenic measures could be carried out. Its correspondence includes letters from many leading figures in the eugenics movement (including three boxes of papers of Dr Marie Stopes). The interlocking of material within different collections is frequently found: evidence on particular issues or correspondence from particular individuals may well be located in several collections.

The **Lister Institute**, established in 1891 as the British Institute of Preventive Medicine, was a private research body funded by the sale of the sera and vaccines it produced and by private endowments, principally Lord Iveagh's benefaction of £250,000 in 1899. Because its Chelsea headquarters were bombed during the Second World War, and because many of the scientists connected with it took their research papers with them when they left, the archive that survives is less than comprehensive and pertains mostly to organizational and administrative matters during the earlier years of the Institute. Lacunae in the records can, however, be made up to some extent by consultation of the minutes and annual reports, which are held in the CMAC on microfilm with the remaining original documentation.

The Centre also holds the archives of a number of other charitable and scientific bodies, such as the **British Migraine Association**, the **London Committee of Licensed Teachers of Anatomy**, and the **Multiple Sclerosis Society of Great Britain**.

GENERAL COLLECTIONS

In this section may be found single items or smaller groups of papers. They vary from unpublished autobiographies to lecture notes, speeches, correspondence, reports or other miscellaneous documents. A box of papers of **Sir Almroth Wright** (1861-1947) the celebrated bacteriologist, for example, contains notes and drafts of two of his books on general philosophical topics and copies of his correspondence with a close friend and confidante, Mrs Mildred Bliss. The papers of **T. R. Elliott** (1877-1961), the physician and physiologist, include miscellaneous correspondence and a group of documents covering his interest in record-keeping during the First World War.

Examples of autobiographical material are the journal of **Rosa Louisa Hunt**, 'A Red Cross VAD Member during the First World War' and again on the nursing side, there are the reminiscences of **Pamela Clewett**, 'A Probationer Nurse at St. George's during the Second World War'. The memoirs of a paediatrician, **Dr Eric Pritchard** (1864-1943), have been given to the Centre: entitled 'Harley Street Calling', they provide an account of his life and career at a time when paediatrics was a new branch of medicine. Two other collections of autobiographical material can be used alongside the papers of Sir Ernst Chain in the Personal Papers section: **Ronald Hare** (1899-1986), who carried out distinguished work in the field of bacteriology and was involved in the early research work on penicillin, placed his autobiography and notes in the Centre. Also relating to penicillin research are the papers and correspondence of **Norman Heatley** (b.1911), Lord Florey's assistant during the war years.

The General Collections also include photographs, drawings, reprints, and other published or ephemeral items, as well as tape-recordings with transcripts. In one particularly interesting collection there is a selection of ephemera and publicity material, including advertisements, posters, and newsletters relating to the firm **Sequah Ltd.** This company, through agents who were called Sequahs, sold quack medicines in England and abroad at the end of the 19th century. Prescription registers listing more orthodox medicines supplied by chemists from London, Hampshire, Norfolk, and Cumberland are also held by the Centre, as well as other chemists' records, such as cashbooks, ledgers, poison books and medical recipes.

SEQUAH'S

PRAIRIE FLOWER

A Boon to Suffering Females

The Greatest Female Remedy Ever Introduced

TO COMPARE OTHER FEMALE TONICS WITH THIS IS TO COMPARE A LIGHTED CANDLE WITH THE SUN

Advertising poster used by Sequah Ltd in Trinidad, 1891. The text at the bottom reads 'to compare other female tonics with this is to compare a lighted candle with the sun'. (GC/68/10(i)).

GENERAL PRACTICE



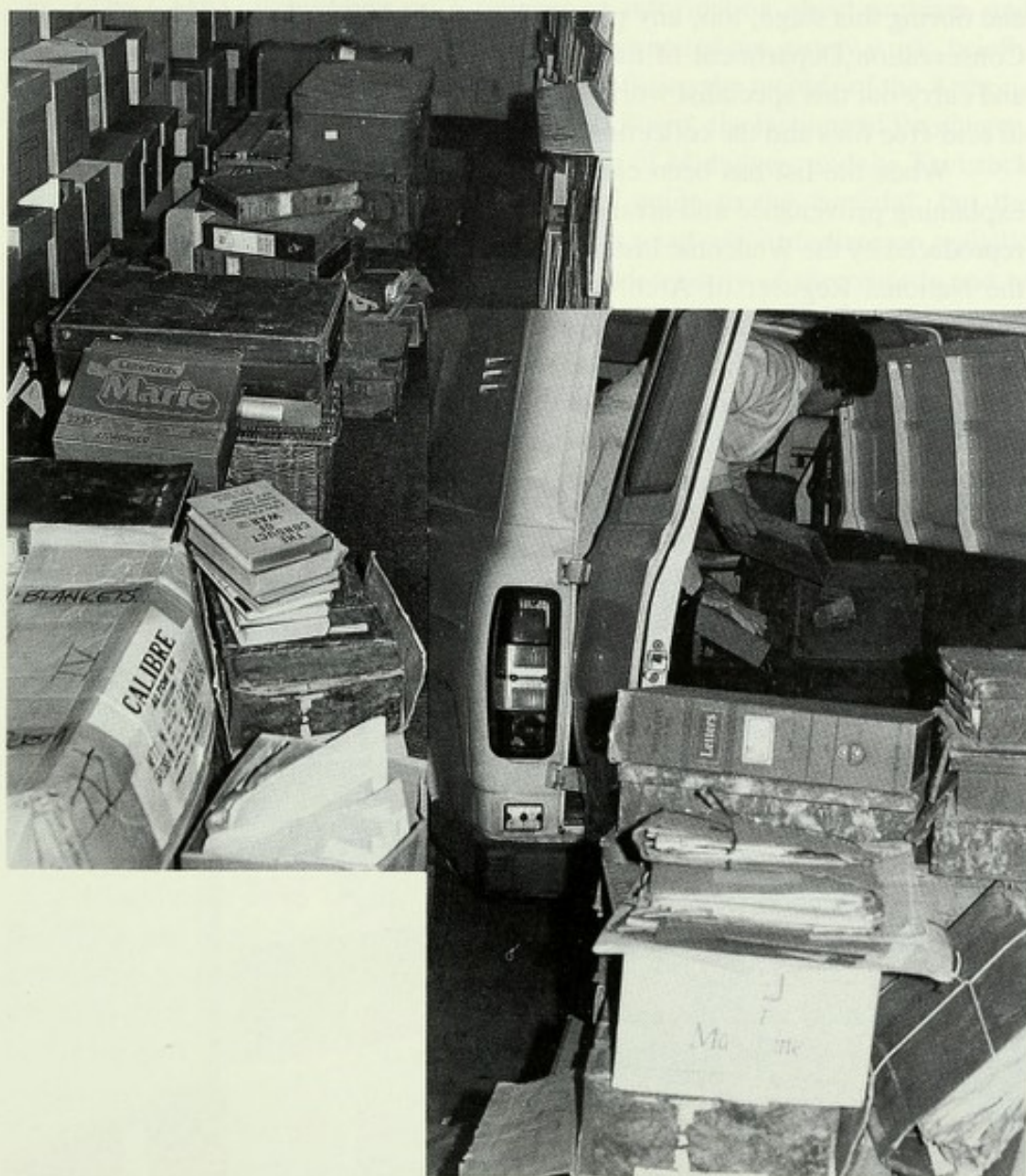
Partnership agreements 1925-6, photographs of a doctor's surgery, and patient notes: selected from General Practice collections. (GP/1, GP/2, GP/4).

Since the establishment of the National Health Service, the patient records of general practitioners are normally channelled to the local Family Practitioner Committees or, in the case of administrative records, destroyed by the practice itself when the records cease to be of current use. Sadly, it is difficult to acquire records of doctors working in general practice for any period in the twentieth century.

A few such records have, however, been placed in the Centre. The records of a practice in Musselburgh, Scotland, include plans and photographs of the premises, together with a description of the work of the doctors which was recorded by one of the partners. A recent acquisition by the Centre is a series of tape-recordings, with transcripts, of interviews with doctors in the London area during the 1970s, in which they discuss their work and their professional interests and concerns. Apart from accounts by doctors themselves, the administration of practices can partly be gleaned from records such as daybooks, cashbooks, and partnerships accounts. It is also valuable to retain some records of patients made by the doctors, and a few examples of these have been deposited with the CMAC, subject to the usual closure restrictions.

MAKING COLLECTIONS AVAILABLE

The CMAC is staffed by professional archivists who collect, transfer, and list archives before making them available for research. When a collection comes into the Centre it may be in disarray and in a poor physical state. The provenance of the material can help to explain its content, and it is thus vital that ownership and background be noted. If possible, papers will be collected personally by the archivists so that they can note any sequences or significant ordering of the material. This and other supporting information may be vital when it comes to listing the material. Temporary transfer boxes are used for packing and moving the papers and, if necessary, material is roughly identified for swifter retrieval before a full catalogue is made.



Transporting records to the Wellcome Institute. The material may arrive in any type of container.

When papers have been stored in damp or dirty conditions they may well have become infested with insects or mould, and fumigation is a first priority after unpacking. At this point a rough list is normally made. The archivist needs to know as much as possible about the salient dates and incidents of the individual's life and career or the institution's administrative history. Before creating any 'finding aid' (a list or catalogue), the archivist assesses the nature of the collection and decides how best to describe it. It is essential to look for any underlying arrangement and to disturb this as little as possible. If records and papers are in too disorganized a state, or only a random selection of them survives, it may be necessary to impose some kind of artificial order. Rearrangement of material is undertaken only after careful thought. In sorting papers, duplicate or ephemeral items may be discarded and personal or sensitive papers noted, or set on one side, either for return to the family or for discussion about access arrangements. The archivists remove rusty fastenings, which are replaced with brass paper-clips, and during this stage, too, any papers that need conservation will be noted. The Conservation Department of the Wellcome Institute is close at hand to advise and carry out this specialist work. Finally, the papers are flattened and rehoused in acid-free files and the collection is placed in permanent archive-quality boxes.

When the list has been completed, it will be typed, with an introduction explaining provenance and arrangement, and if appropriate, an index. Lists are reproduced by the Wellcome Institute and copies sent to interested bodies including the National Register of Archives who themselves send further copies to the copyright libraries. The CMAC reports annually to the NRA, which publishes a *List of Accessions to Repositories*. The collections are housed in secure accommodation in appropriate atmospheric conditions and are normally made available in the Library, after prior arrangement with the archivist.



The Conservator supervises the fumigation of papers which have been stored in damp conditions and may be affected by mildew or contain live insects.

SURVEY/LOCATION REGISTERS

(a) General

Acquiring and listing collections for use within the Wellcome Institute for the History of Medicine is not the only work of the CMAC. It is evident that there exists a vast amount of material held by organizations, professional societies, royal colleges, etc., much of which is of historical interest. In some cases, certain of these records have been placed in the CMAC; for example the records of the Lister Institute, already mentioned, which were transferred in 1985. Many bodies, however, wish to retain their records yet are uncertain how best to look after them and make them available. Indeed, many organizations have little or even no idea of what records they possess. The Centre, by drawing attention to the material and by listing it, tries to increase care and respect for the records or, at the very least, endeavours to ensure their survival.

The CMAC is building up a register of information about archives and records of relevance to its aims. To this end it has carried out survey work, briefly listing archives *in situ*. Survey work has included listing the records of the Arthritis and Rheumatism Council, the Central Midwives' Board, the Institute of Psychiatry, the Queens' Nursing Institute, the Royal College of Midwives, and the Tavistock Centre. Such lists are inevitably only a brief guide to the material, but the opportunity is taken whilst looking at the records to advise custodians on realistic improvements they can make in the housing and security of the records and to discuss access arrangements. The lists are usually made available to historians who might otherwise have overlooked these archives or have experienced difficulty in finding out whether a particular institution holds any records of relevance to their research.

(b) Hospitals

Various surveys of hospital records in the London area have been made by the Centre, including those of Charing Cross Hospital, the Lock Hospital, Middlesex Hospital, St. George's Hospital, and St. Peter's Hospital Group.

Typically, the administrative records of a hospital will include minutes, committee papers, financial and legal papers, correspondence, and nursing records. In addition, there are usually miscellaneous photographs, press cuttings, ephemera, and other papers connected with events such as the opening of a new building or a visit by a member of the Royal Family.

In addition, there are the records of patients. Most clinical records until the 1920s and 1930s were bound in volume form; in the case of specialist and psychiatric hospitals, sometimes whole runs of these volumes have survived from the early 19th century. Modern patient records are normally in individual files and these have not survived so well, especially those of the inter-war years. An increasing number of hospitals, in particular teaching hospitals, are now microfilming modern case files. The Centre has been concerned with the whole problem of the preservation of clinical records and, in conjunction with the Public Record Office (PRO), has initiated public debate and discussion on the matter. A symposium jointly organized by the Wellcome Institute and the PRO was held at the King's Fund Centre, London, in 1985 and attended by historians, archivists,



An example of the storage of hospital records in a basement. Many institutions have valuable archives similarly disintegrating for lack of correct storage.

epidemiologists, record administrators, and other interested parties. The proceedings have been published.* The CMAC continues to have an active interest in the issues surrounding the sampling and selection of hospital case records.

N.H.S. hospital records are, in fact, public records, and some have been transferred to local authority record offices approved as places of deposit by the PRO. A survey of these records in county and other local record offices was conducted by the CMAC in 1980, and that information, together with additional information from the National Register of Archives, the PRO, and the University of Manchester Institute of Science and Technology survey of 1981, is incorporated into a location register on hospitals which is held in the CMAC.

**Hospital Clinical Records Proceedings*. Kings Fund Centre, London, 1985, ISBN 0900889 89 6.

A second, more comprehensive, survey is now being conducted in conjunction with the PRO, initiated in 1986 with the help of grants from the King's Fund. The Hospital Records Project will obtain more details about the records themselves. This information is being computerized at the Wellcome Institute so that it will be possible to select information on the basis of region, type of hospital, type or age of record, or any combination of these.



Students from the Department of Art History and Paper Conservation, Camberwell School of Arts and Crafts, helping to clean and rebox hospital case records.

INFORMATION FOR USERS

The Centre is open to *bona fide* scholars who have signed the usual reader's undertaking (see pages 26-27) and subject to any special restrictions imposed on the consultation of particular collections. *A prior appointment with the Archivist or Assistant Archivist is strongly advised* especially since not all collections may be available for study. The Centre is normally open during Library opening hours (Monday to Friday 9.45 am-5.15 pm). All the material is consulted in a supervised area in the Library where the Library rules are to be observed. In addition *Notes For Readers* are available which give guidance to users of the archives.

Accessions are reported annually to the National Register of Archives and copies of lists are available for consultation there. The *Consolidated Accessions List* of the CMAC (1985) outlines holdings and contains a subject guide and index: it may be purchased or is available for consultation at the Library desk. Detailed lists for most of the larger collections are held by the Archivists and may be consulted at the desk on request. Uncatalogued collections are not normally made available.

On the first visit the reader will need to sign the undertaking and archives can subsequently be ordered by their reference numbers on pink requisition slips at the Library desk. There are facilities in the Library for readers wishing to use typewriters or consult microfilm/fiche. Readers are advised that they may be required to consult microfilm/fiche rather than originals of certain collections: this is in order to protect the originals from the inevitable wear and tear caused by constant handling.

A limited number of photocopies may be ordered at the discretion of the Archivist, subject to any restrictions imposed by the depositors/donors, and a special photocopying order form is available at the Library desk. Similarly, photographic reproduction will require the permission of the Archivist. A separate photograph order form must be completed which requires copyright information. Readers are reminded of their obligations under the Copyright Act to obtain permission from copyright owners before publication. So far as general acknowledgements are concerned, the phrase 'By courtesy of the Wellcome Trustees' is suggested.

INFORMATION FOR DONORS/DEPOSITORS

Potential donors and depositors may be uncertain about the historical value of their papers, or may be overwhelmed by the prospect of sorting out relevant material. The Archivists in the CMAC are happy to advise and recommend suitable procedures. If it seems appropriate for the material to come to the Wellcome Institute, either as a gift or on deposit, then any necessary special conditions may be discussed.

Normally, the Archivists prefer to see large collections *in situ* although smaller amounts of papers are sometimes brought into the Institute for appraisal. When it has been agreed that a collection will come to the Centre, it is usually necessary to take away the relevant boxes and files and do a more detailed sorting and weeding. At this point, items of purely personal interest or those not required by the Centre for permanent preservation may be returned to the donor/depositor



A computer in use, in the workroom of the CMAC, to register information about hospital records for the Hospital Records Project.

if appropriate. During cataloguing too, the Archivists will note any particularly sensitive material and may recommend restricted access to it. However, collections held in the Centre are normally made available only to those individuals who have signed a reader's undertaking (reproduced overleaf).

When the collection has been catalogued, a copy of the final list will always be sent to the donor/depositor for information.

Since the Centre may wish to be able to supply copies of material for research use, it is preferable for copyright (which is indefinite in unpublished material) to be assigned to 'the Trustees of the Wellcome Trust', to facilitate this procedure. If, for any reason, copyright is not assigned, any change in name or address of the copyright owner or of the depositor should be notified to the Wellcome Institute, so that this information can be passed on to researchers.

The Centre is always grateful to receive any information about twentieth-century archives or collections of interest that fall within its scope and the Archivists will be glad to assist with any enquiries. These should be addressed to:

Contemporary Medical Archives Centre
The Wellcome Institute for the History of Medicine
183 Euston Road, London NW1 2BP
Telephone: (01) 387 4477 Ext 3244/3350

Archivist: Miss Julia Sheppard
Assistant Archivist: Ms Lesley Hall

Sample Readers Undertaking Form

CONTEMPORARY MEDICAL ARCHIVES CENTRE

Wellcome Institute for the History of Medicine,
183 Euston Road, London NW1 2BP

Application and Undertaking

Name (block letters)

Permanent Address

.....

.....

Tel. No.

Temporary Address

.....

.....

Tel No.

University/Institution and Department

.....

Nature of Research Book/Article/Thesis/Private Research

Subject

.....

.....

.....

As a condition of having access to any papers in the Contemporary Medical Archives
Centre I undertake to abide by the rules (printed overleaf) which I have read.

Signed

Date

Rules for Readers

1. Appointments to consult documents should be made *in advance* with the Archivist, Contemporary Medical Archives Centre. (Telephone: 01-387 4477 ext. 3244/3350).
2. Requests for documents will be made on the form provided. Normally only one box at a time will be issued to readers.
3. Readers are responsible for documents issued to them. Documents are on no account to be removed from the reading room or left unattended.
4. Documents must be handled with care and kept in their correct order. They may not be marked in any way and readers are to use lead pencil for taking notes.
5. Readers may not drink, eat or smoke in the reading room.
7. Readers are reminded that the onus for satisfying the legal requirements of the Copyright Acts rests with them. Should the reader wish to publish extracts from the documents he/she is responsible for ascertaining the ownership of copyright and obtaining the necessary permission from the copyright holder. In certain cases the permission of the owner of a collection may be required by the Archivist before publication.
8. Some collections in the Centre contain medical information or material of a private and sensitive nature relating to individuals. Access may be restricted and in any case the reader shall not publish or communicate to any other person, the names or other particulars of individuals so named.
9. Reference should be made in any published work to the Contemporary Medical Archives Centre, Wellcome Institute for the History of Medicine, 183 Euston Road, London NW1 2BP, quoting the identification numbers for the documents. The general form of acknowledgement preferred is as follows: "*By courtesy of the Wellcome Trustees*".



