



Northumberland Village Halls Heritage Project

Toolkit for Participating Village Halls



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1. OVERVIEW OF THE PROJECT

Aims

This project aims to preserve, record, and share the heritage of Northumberland's Village Halls for the benefit of the rural communities which they serve. Through cross-generational work it will combat isolation amongst the elderly, educate the young and strengthen community cohesion.

Most of Northumberland's 200+ Village Halls have for many years been the main venue for communal activities in their villages and hamlets and are central to the shared memories of generations of local people. Many are historically significant buildings with previous lives.

Community Action Northumberland (CAN) and Northumberland Archives, will work closely with village hall committees, local residents, and community groups to:

- Recruit, train, and support local volunteers to:
 - Research the history of these buildings.
 - Collect oral histories about the role village halls have played in local life.
 - Conserve and archive documents, photographs and artefacts currently held by participating village halls, local residents, and CAN.
 - Carry out educational / cross generational work with schools and youth projects.
- Interpret the findings of this work by:
 - Mounting an exhibition.
 - Creating a book and website.
 - Providing participating village halls with resources for local use.

What we can offer your Village Hall

- Support to plan and arrange your own local activities from a named member of CAN staff.
- Training for local volunteers in heritage skills, ie: oral history work, preserving documents and photographs to archive standards, researching local history, and searching Northumberland Archives.
- Scanning service to preserve documents / photos to professional archive standards. We can fund each hall to use Northumberland Archives scanning service to preserve up to 10 A3 and 10A4 documents to professional archive standards. (Documents & photos will need to be sent / taken to the archives for this purpose).
- Loan of handheld recorders to capture oral histories, and portable scanners to capture images of documents and photos as a reference before taking to the professional service, or for use where people may not want to part with them.
- The facility to store documents/photos/ artifacts at the Archives if required (or advice on storing them safely locally).
- A grant of around £300 towards any local priorities (proposal for spending required – to be submitted on a simple form we have designed).
- A toolkit of useful resources (eg: publicity materials, receipts for loaned documents, agreements for oral histories, evaluation tools etc).
- Promotion of your hall through the wider project.

What we need from you

- To promote the project in your local community to encourage community organisations and individuals to engage.
- To collect documents, photographs and artefacts that tell the story of your village hall.
- To identify local people willing to be formally interviewed to tell stories of the history of your hall (trustees, members of the community etc).
- To identify local volunteers to take part in training.
- To commit to carrying out oral history work and preservation of documents and photos to a professional standard with guidance from the archives. (eg: oral histories to be recorded, accompanied by written summaries and written permission for usage acquired from participants following guidelines from Archives).
- To support us with carrying out a robust evaluation of the project.
- A named contact at the hall for key communications about the project (and ideally a second person in case we can't get hold of the first).

Keeping in touch

We will contact you a minimum of 4 times through the course of the project. You can also get involved in the following ways:

Join the Village Halls Heritage Facebook group:

<https://www.facebook.com/groups/villagehallsheritage>

Sign up for regular newsletter updates:

<http://eepurl.com/hCHHR1>

Timescales

We initially planned to start this project in Jan 2020 and complete by end of January 2022. However, in view of the impact of the pandemic, the Heritage lottery agreed that we could postpone and extend the timescale of the project, which we now aim to complete by the end of March 2024

From April 2022 onwards we plan to work closely with 2 cohorts of village halls:

15 village halls working from approximately April to December 2022

15 village halls working from approximately January to September 2023

October – December 2023 will be spent completing the book, website, and exhibition for the project.

(We recognize that in practice some halls may need a little longer to work on their local project and there may be some room for negotiation around timescales).

2. USING THIS TOOLKIT

This toolkit has been developed to support village halls in running their local project.

We know that every Village Hall is unique and will come to this project with differences regarding:

- Levels of resources – especially in terms of volunteer time available
- Levels of skills and experience in heritage work.
- Demographics in their local community: with different age profiles, balance between people who have lived in the village for generations, relative newcomers, and 2nd homeowners etc.

We therefore hope that each participating Village Hall will develop their own approach to the project which will benefit their local community as well as contributing to the county wide project. We recognize that not every hall will want to or be able to take on every aspect of the wider project. Some may want to focus on preserving documents and photos, others may wish to focus on collecting oral histories, or on cross generational work.

The toolkit brings together a range of resources covering all aspects of the project and participating halls are encouraged to pick and choose those resources that are of most help to them.

However, there are some elements of the toolkit that we require everyone to use, to ensure that we meet the requirements of our funders and that we meet our legal obligations:

- ***Acknowledging our funders: The National Lottery Heritage Fund***

It is a condition of the funding for this project that the National Lottery Heritage Fund is acknowledged publicly wherever possible, eg: in any press releases, articles and publicity materials, online publicity or publications produced.

- ***Acquiring appropriate permissions for use of any oral histories, documents, photographs, or other materials collected.***

We aim to

- store these materials in perpetuity at the Northumberland Archives or at local village halls so they will be available to the general public
- reproduce extracts or photos in the book, website, and exhibition we produce as part of the project.

It is essential that those donating these materials to the project give their written consent for us to use them in these ways. (More detail is given in the relevant sections). Please use the forms we provide in the toolkit to ensure that the permission is given and recorded in the correct way.

- ***Evaluating local projects.***

The National Lottery Heritage Fund requires us to carry out a robust evaluation of our project. Please use relevant resources to evaluate your local project.

Within each section you will find resources such as publicity materials, permission forms allowing us to use the materials we collect in, evaluation materials etc. We can provide you with copies of these for you to use in two formats

- A hard copy file with all the resources including those which are not to be reproduced
- Electronic copies of forms and advice sheets which can be provided on a disc or accessed in our shared folder at:

https://commactionnorthumberland-my.sharepoint.com/:f/g/personal/juliaplinton_ca-north_org_uk/EqVg6SxHb69Ahwsy6l-3B8Bivfwuji8lpgl-XVDXFD16g?e=p1W2M6

3. PLANNING YOUR PROJECT

Although we want each village hall to carry out their own local project in a way which best meets the aspirations and needs of their local community, we do need to ensure that the work of each hall fits in with the overall aims of the project. Some of you may have very clear ideas in place already as to how you will take this work forward, others may be starting from the very beginning.

Either way it will be helpful to set out a simple plan for your project to:

- ensure that everyone involved is informed about / in agreement about the aims, progress, and achievements of your local project
- help keep to a timescale and identify all the resources you will need to make sure the project works well
- agree with CAN that your ideas fit with the Countywide project and identify any additional support that you may need from our staff.
- Provide a baseline against which to evaluate the success of the project. (CAN will need to gather in evaluation evidence for the countywide project, and you may find it useful to evaluate your own local project to celebrate your achievements and support any future activities that might come out of this work).

The plan should answer the following questions

a) What do you want to achieve?

What you want to achieve for your community will depend on many things – the demographics of your community, what work has been done to preserve heritage in the past, the resources, and facilities you have available, and most importantly the interests of local people. As long as your ideas fit within the aims above that's fine. Some examples may include:

- Simply archiving documents, photos, and recordings at the archives for future use
- Interviewing an agreed number of older people in the village to preserve their memories about the hall and let them know they are valued members of your community
- Creating interpretation boards to mount within your hall to tell local people about the local history
- Creating a section on your own website about your history
- Producing booklets on local history
- Contributing a section on the history of the hall to a local heritage trail
- Encouraging school children / young people to find about local history – eg; by talking to older generations
- Writing a series of articles for a local newsletter
- Purchasing a display cabinet to display historical documents, pictures, and artifacts
- Holding events to share information you have uncovered.

b) Who will be involved?

The overall aims of the countywide project include encouraging as many people as possible to become involved in heritage. There are many roles that people might take on to contribute, depending on the priorities of your local project eg:

- Joining a steering group to run the local project
- Publicising the project through posters, social media, local papers etc.
- Organizing events to encourage people to share memories or bring in photos and documents, or display findings
- Being interviewed about memories, or contributing documents and photos from their own collections
- Interviewing local people to collect their memories of the village hall
- Summarizing or even transcribing recordings of interviews
- Carrying out research about the history of the halls – eg: by using libraries, internet, resources held at the hall, and visiting Northumberland Archives.

- Taking responsibility for photos and documents collected – making sure they are stored safely, transferred to the archives for storage, or copied and returned to the owners as appropriate. Acquiring permission to use items.
- Producing local interpretation materials – eg: booklets, display boards, adding pages to your local websites etc

Think about who might take on some of these roles eg:

- Current committee members and volunteers at the hall
- Former committee members and volunteers
- Members of local history group
- Local schools, youth groups, scout groups, etc
- Other community groups
- Other individuals who have relevant skills or knowledge

Also think about whether you need support from CAN and the Archives to bring in additional skills / train local people.

c) What resources will be needed?

Examples of what you might need could include: Volunteer time

- Stationery
- Promotional materials to get the community involved
- Items for events – refreshments, information resources, display boards
- Venues for activities
- Equipment – handheld recorders for recording oral histories, scanners for taking copies of documents, computer equipment
- Etc

Think about:

- Do you have these already?
- Do you know where you can acquire / borrow them from?
- Are there any costs associated?
- Could a small grant of £300 from CAN help?

d) When will things happen?

The timescales of the project require you to complete most of the work within 9 months. You may need to think about:

- Whether there are any community events and activities you can piggy-back on
- Whether you want CAN or Archives staff involved – if so, please give plenty of warning
- When you might need to acquire resources from CAN and how long you will need them – eg: handheld recorders for oral histories, display items for events etc

e) What will success look like?

Set some simple targets or 'outcomes', to help you recognize how much you achieve. These should be 'Smart' outcomes ie:

S - specific,
M - measurable,
A - achievable,
R - realistic,
T - timely

Some examples include

- X number of people will have shared their memories of the hall.

- X number of people will have come to events
- X number of people have told us they enjoyed the event, learned more about their local heritage
- etc

Your local aims should fit well with the targets for the County Wide project (see project outline above).

The plan can be very simple: you might not need more than 1 or 2 sides A4. Below are 2 example forms which you could use. Example i) is suitable for straightforward plans, example ii) may be better if you have multiple activities and need to plan when things happen in more detail.

CAN staff are happy to help you with drawing up your plans, or to think about where to find additional resources if needed. A couple of sample layouts are below (the boxes in grey are examples of how you might want to fill them out).

Planning Resource 1 Project Plan Form – simple



_____ Village Hall
Project Plan

Aims
Activities
When will Activities take place?
Who are the Activities for?
Who will deliver the activities?
What resources / support are needed?
How will success be measured
Review of the activities (to be filled in once activity has taken place)

Planning Resource 2: Example Planning Form – Timeline (section in grey is an example – please delete if not appropriate to your project).



Northumberland Village Halls Heritage Project

<div style="text-align: center;"> <div>_____ Village Hall</div> <div>Project Timeline</div> </div>							
Date	Activity	Aims	Who will take part?	Who will deliver the activities?	What resources are needed?	How will success be measured?	Review of activities (to be completed once activity has taken place)
1 st – 31 st May	Oral histories to be collected		Older people in the community who can share memories of the village hall	<ul style="list-style-type: none"> Co-ordinators – to match interviewers with interviewees, provide resources, and arrange for interviews to be transferred to CAN & Archives Interviewers – Volunteers who have undertaken Oral History Training: Transcribers – volunteers who will summarise or transcribe recordings 	<ul style="list-style-type: none"> Handheld recorders (loaned from CAN), spare batteries, spare memory cards Information sheets for participants Participant consent forms completed Travel claim forms for interviewers Access to computers for transcribers. 	<ul style="list-style-type: none"> X number of oral histories will have been collected. Participants and volunteers will provide positive feedback of the experience. 	<ul style="list-style-type: none"> X people took part in event Feedback from participants was....

4. SMALL GRANTS

CAN is able to offer a small grant of around £300 to each hall that participates in the project, to help meet any local costs that might be incurred. These funds have come from the Heritage Lottery, and we are required to implement a simple application process to ensure that all the awards are used in furthering the overall aims of the countywide project. We have tried to keep this process as simple as possible.

Examples of what costs we might be able to cover

- Additional scanning costs
- Costs of running events – eg to raise awareness of the project, collect information, present the results of the project to your local community
- Printing and design costs for items to share the results eg interpretation boards, booklets, upgrading your website.
- Purchasing your own equipment such as handheld recorders and scanners for use during the project and for continuing heritage work in your community in the future.
- Purchase of facilities to store items safely locally – eg suitable cupboards and display units, acid free papers etc.
- Any other relevant costs

How to Apply

If you wish to apply for a small grant, please follow these steps:

- a. Village Hall Committee or project steering group come up with suggestions as to how they want to use the funds.
- b. Discuss your ideas with the CAN staff member who is supporting you through the project.
- c. Cost up your proposals
- d. Complete Part 1 of the simple application form (with help of CAN staff if required)
- e. The form will be submitted to the Steering Group for approval.
- f. Once approved the grant will be paid directly into your bank account
- g. Once the money has all been spent and the activities have taken place, please complete section 2 to help us evaluate the impact the small grants have made.

Small Grants Resources 1 - Application Form



**Village Hall Heritage Project
Small Grant Approval Form**

Part 1 – to be Completed on Application for Grant

Village Hall	
Contact Name	
Telephone	
Email address	

Project Outline

Planned Use of Grant

Anticipated Outcomes (please list up to 3 outcomes which will contribute to the overall project objectives)

Additional Comments / support required

Budget

Anticipated Costs	£
Total Project Cost	

Other sources of Income (If any)	£
Total other sources of Income	

Grant requested (A-B)	£

Name of Bank	
Address	
Account Name	
Account Number	
Sort Code	

Declaration: In applying for this grant, we believe that our proposal meets the application criteria, and we agree to spend any grant in accordance with our proposal and within the terms and conditions of the scheme.

Is the declaration above true with respect to this application? Y / N

Name: _____ Date: _____

Approved at Steering Group Meeting on _____

Signed by (Chair of Steering Group) _____

Payment Made on: _____

Signed (finance officer): _____

Part 2 – to be Completed on Completion of Project

Project Overview: Please give an overview of how your project went & what it achieved

Outcomes: Please outline how successful your project was in achieving the objectives identified in part 1.

[illegible]

5. COLLECTING ORAL HISTORIES

Thanks to Linda Bankier, Berwick Archivist (Northumberland Archives) for information and resources in this section.

Overview

The Oral History Association defines oral history as:

‘a field of study and a method of gathering, preserving, and interpreting the voices and memories of people, communities, and participants in past events. Oral history is both the oldest type of historical inquiry, predating the written word, and one of the most modern, initiated with tape recorders in the 1940s and now using 21st-century digital technologies.’

We know that most people in rural Northumberland have memories of their village halls which tell of everyday life in their community. Their tales can give us fascinating insights into the groups that met/ meet in them, community events and family events that have taken place here as well as the way the community has come together to build and run their halls, and to support each other in times of crisis.

You may well find that people come forward with their memories in an informal way – for instance by chatting together at events, and this can provide valuable material for the project. However, we are asking those halls that can, to go a step further by carrying out one to one interviews with individuals to record them telling their stories in their own words. This really has the power to bring history to life. It is also useful to ask if we can take a photograph of the interviewee, but if they do not want to do so, of course that should be respected.

It is also worth asking participants if they have pictures or documents related to the hall's history. If they do, you could ask if they would be willing to loan them to the project short term, so that we can take copies or pictures, or longer term, by depositing them at Northumberland Archives to be kept in perpetuity for the public to access.

How the Recordings may be used

As part of the project CAN may use extracts of recordings on the website we produce, at the exhibition at the end of the project, to play to children and young people as part of the events they join in, on our social media feed, and we may transcribe extracts for use in a book produced as part of the project, and in other publications.

Individual Village Halls may use the recordings in a similar way for their local project.

Once stored at the Archives they may be made available for use in many ways including:

- In colleges, schools, universities, and other educational establishments, including use in a thesis, dissertation, or similar research
- In Public exhibitions, performances, lectures, or talks
- In publications, including print, audio or video cassettes, DVD, CD–Rom
- For public reference purposes within the search rooms at the Berwick-upon-Tweed Record Office and the Study Centre at Woodhorn
- For use on radio and television
- For publication worldwide on the Internet

Formal Requirements

There are some formalities that need to be put in place to allow the project and Northumberland Archives to use the recordings. This is due to:

- Copyright laws – the interviewee holds the copyright for their spoken words as contained in the recordings. They have the right to give or withhold their permission for those words to be used in any/ each of the uses listed above their recording can be used for.
- Data Protection laws – which govern how the interviewee's personal data is held and used.

It is therefore essential that interviewees sign the 'participation agreement' and 'assignment of copy right' forms. If they are loaning documents or photos to the project, they should also complete a loans form.

All forms are illustrated in the resources for this section. These have been carefully worded to meet the legal requirements, so they do need to be explained to the interviewees. Hopefully they will not be too onerous to use. CAN can will provide copies for your use, either as electronic files for you to print as you need them, or as hard copies if you don't have the facilities to print yourself.

Hand-held Recorders

CAN has a bank of 8 handheld recorders available for loan to village halls to undertake oral histories in their local area. Please make sure you arrange this with us well in advance so that we can make sure they are available when you need them. If you are considering purchasing your own recorders, we can advise on the best models to buy

Volunteers

There is potential to involve volunteers with collecting oral histories in a range of roles:

- Interviewers: This is a skilled role as the volunteer needs to ensure the environment is right for getting a clear recording, be able to put the interviewee at ease, keep the conversation going whilst also ensuring it is the interviewee who is doing most of the talking, show empathy if their memories raise difficult emotions, and generally treat the interviewee with respect. It is also essential to be able to operate the recording equipment effectively and confidently.
- Note taker/transcriber: It is helpful for someone to listen to recordings and note down at what point in the recording different topics are covered. If an enthusiastic volunteer is available – it might also be valuable to type up a complete transcript of the interview, but this is not essential.
- A Co-ordinator: who might take responsibility for matching interviewers with interviewees, making sure that equipment and forms are available when required, arranging to send copies of the recordings, accompanying items and signed forms to CAN and the Archives, as well as returning a cd of the interviews to the interviewee.
- Others may help with finding people willing to be interviewed, supporting with the technical side of using recorders, and choosing/ using extracts of the interviews to use in local booklets/ interpretation boards / websites etc to share the history of the local village hall.

Training

The project is offering 'Oral History Training' for volunteers, delivered by an experienced trainer from Northumberland Archives. Given that this is a skilled role and that many volunteers will be new to this activity, we recommend that at least 1 person from every hall takes up this training. If necessary, they can cascade the information to any other volunteers involved in collecting oral histories.

The course outline is available on the next page, and Northumberland Archives has produced some further written guidance. Due to copyright, we cannot provide this in electronic form, but we can provide printed copies on request.

The following pages in this section contain resources you need as you carry out oral histories, including forms, sample letters to potential interviewees etc.



Northumberland Village Halls Heritage Project

Interviewee Address

Contact Address

Date

Dear _____,

Thank you so much for agreeing to help _____ Village Hall with the heritage project we are currently running by agreeing to share your memories of the times you have spent at the hall.

My name is _____ and I am a volunteer for the Village Hall. As discussed, when I spoke to you - I will be meeting with you at *(insert time here)* on *(insert date here)* at *(insert venue here)* to chat with you about your memories and capture them for the project.

If you would like to have someone with you, when we meet, please let me know. All under 18s will need to have a parent/guardian or professional person with them. This is to ensure that there are two adults in the room. All consent forms will be explained in an age appropriate and parents/guardians will be required to sign or co-sign these. Interviewees only have to answer questions that they want to. Village Halls will follow their Safeguarding Policy procedures.

When I meet with you, I will bring a small hand-held recorder with me to record our conversation. This is so that we can keep an audio recording of your memories spoken in your own voice, which will really bring your stories to life for our audience. This may feel a little strange at first, but most people find that once the conversation has started, they forget that the recorder is there.

We would also love to see any pictures of activities at the hall, or related documents such as programmes of events or newspaper clippings which you may have. With your permission we might take copies of these for the project or arrange for them to be stored at the archives.

We are doing this as part of the wider Northumberland Village Halls Heritage Project which is being run in partnership by Community Action Northumberland, Northumberland Archives and 30 village halls. The aim is to preserve and share the heritage of Northumberland's Village Halls for the benefit of the rural communities which they serve, and for the public in general.

The project may use extracts of the recordings at events, on our website or transcribed in publications. The recordings will also be stored permanently at the Northumberland Archives, so they may be heard by future generations.

We know that your memories are precious to you, and you have the legal right to decide how your recording is used. Therefore, when I meet you, I will ask you *(or a guardian, if you are under 18)* to sign some consent forms to give us your permission to use your recording and other items and giving you the choice as to how these can be used. I enclose some more information explaining this in detail.

We do hope that you will enjoy participating in this project and it is very important to us that you feel comfortable throughout. If you don't feel up to talking at the arranged time or need to stop at any time during our chat, please just let me know and we can always rearrange. In the meantime, if you have any questions, please do not hesitate to call me on _____.

If you would like to know more about the project in general, you are also welcome to contact Tracey at CAN on 07919 531712 or at traceymorgan@ca-north.org.uk.

I really look forward to meeting you.

Best wishes

Signature _____



Northumberland Village Halls Heritage Project

Oral History Copyright Assignment and Consent Form - Notes for Interviewees

The Northumberland Archives Service and CAN's Village Halls Heritage Project are grateful for your contribution of an oral history. As you know, the recording will be preserved for posterity in the Archives and used in accordance with the aims of the overall Village Halls project.

Under the 1988 Copyright Act it is now necessary to seek your written permission to use the recording for our purposes. This in no way restricts any use you may wish to make of the information you so kindly supplied, but it does allow us to ensure that your contribution is preserved for posterity and used in accordance with the aims of our project and your wishes.

Obtaining your written consent enables us to prevent the abuse and unauthorised copying of the interview material and to provide suitable facilities for its proper use.

The following is an explanation of the ways in which the oral history recording may be used.

1. Use in colleges, schools, universities, and other educational establishments, including use in a thesis, dissertation, or similar research

The recording might be used by teachers or lecturers as a learning resource. School pupils or students might be asked to listen to the recording as a way of provoking thought and discussion on subjects covered in the recording. As explained above, pupils or students might refer to the recording or quote from its contents in their projects, assignments, or other pieces of work.

2. Public performances, lectures, or talks

The recording might be played, quoted from, or referred to by people giving lectures or talks to various groups, such as local and family history groups.

3. Use in publications, including print, audio or digital

The recording, or excerpts from it, might be used in various kinds of publication and in different kinds of media. The text of the recording might be used in printed publications such as books, pamphlets, and leaflets. It might also be made available on CDs for people to listen to and on digital resources produced for schools or other groups to use on their computer as a learning resource.

4. Public reference purposes within the Berwick-upon-Tweed Record Office and the Study Centre at Woodhorn

The recording will be made available at the Berwick-upon-Tweed Record Office and the Study Centre at Woodhorn for people to use in the course of their research. It will be available for researchers to listen to, and a transcript of the recording may also be available for researchers to read and use in their work.

5. Use on radio and television

The recording might be included in radio or television broadcasts on themes relating to the subjects talked about during the interview.

6. Publication worldwide on the internet

Publication on the internet will involve the mounting of short excerpts from the recording, of approximately 1 to 5 minutes in length, on the Northumberland Archives electronic catalogue - <https://www.northumberlandarchives.com/catalogue/> . People will be able to listen to these excerpts via the internet. The full recordings will be preserved in the archives for posterity and will be available for consultation for public reference purposes as described above.

Linda Bankier, Berwick Archivist

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Northumberland Village Halls Heritage Project

Participation Agreement for Interviewees

The purpose of this form is to explain how the interview which you agree to undertake with us as part of the Village Halls Heritage Project will be permanently archived at the Northumberland Archives and used by the Village Halls Heritage Project (VHHP) and individual halls taking part. When you, **or your guardian/parent** sign this form, you are agreeing to take part in the interview and allowing us to store and make use of your personal data now and in the future in order to administer and archive your interview.

After your interview we will ask you to complete an Oral History Recording Agreement to sign-off the terms under which your interview will be accessible at the Northumberland Archives, whether on site or online, and used by the Village Halls Project or an individual village hall.

Oral History at Northumberland Archives and The Village Halls Heritage Project

Northumberland Archives has an extensive collection of oral history recordings which have been collected since the 1970s. They relate to all aspects of life in Northumberland. At present, the Archives service is working with Community Action Northumberland and local Village Halls involved in the VHHP to capture memories of Village Halls and their contribution to local communities in the past, present and future. The interviews will be used by the partners in the VHHP to illustrate the unique heritage of Northumberland's Village Halls and will be stored permanently by Northumberland Archives.

Your interview will be undertaken by a trained volunteer and recorded on a professional digital recorder and will also include the taking of one image.

Your Personal data

New data protection legislation (the General Data Protection Regulation [GDPR] which came into effect on 25 May 2018, and its implementing legislation, the Data Protection Act 2018) have changed the way in which we inform you about how your personal data is stored and processed, and how you can get access to it.

- For information on how Northumberland Archives will use your personal data you can review our Privacy Policy at <http://northumberlandarchives.com/docs/Northumberland%20County%20Council%20Full%20Privacy%20Notice.pdf>
- For information on how Community Action Northumberland will use your personal data you can review their Privacy Policy at <http://www.ca-north.org.uk/privacy-policy>

The interviews will be stored digitally by the Northumberland Archives Service.

What we will do with your personal data

The data contained within this form will be held securely and not shared with anyone unless the **Northumberland Archives and the VHHP is obligated to do so for legal purposes (such as**

evidencing ownership) The information contained within the interview itself will be made available (subject to your agreement) through Northumberland Archives and VHHP to researchers, academics, and other members of the public. It may also be used to promote the Archives Service and the VHHP, for example may use your recording as part of exhibitions, in learning materials, or made available online. You can request a precis and/or an audio copy of your interview. This will be compiled by Northumberland Archives and distributed by Community Action Northumberland .

We will keep this data in perpetuity, to preserve it for future generations. You can request partial or complete closure of your interview to public access using the Oral History Recording Agreement which you will complete after your interview has been completed. You can request a copy of the personal data we hold about you at any time.

Your agreement to take part

This Agreement is made between **the Northumberland Archives, Queen Elizabeth Country Park, Ashington, Northumberland NE63 9YF** and **CAN, UNIUN Enterprise Building, Front Street Pegswood Village, Pegswood NE61 6UF** as administrators of the Village Halls Heritage Project and you ('the Interviewee', 'I'):

Your name:

Your address:

.....

.....

Date:

Declaration

I hereby agree to take part in an interview for the Northumberland Archives and the Village Halls Heritage Project and am fully aware that the content of this interview will be publicly available, subject to any closure or other restrictions that I might request when the interview has been completed.

By or on behalf of the Interviewee:

Signed:

Name in block capitals:

Relation to the interviewee if they are under 18 years . For example Parent /Guardian

.....

Date:



Northumberland Village Halls Heritage Project

Northumberland Village Halls Heritage Project is a 2-year programme funded by the National Heritage Lottery Fund and delivered by a partnership comprising, Northumberland Archives Service, Community Action Northumberland, and participating Village Halls in Northumberland, (referred to in this document as “**The Project**”). The aim of the project is to preserve and share the history of village halls in Northumberland by collecting documents photographs and making sound recordings of the recollections of residents.

The purpose of this form is to enable the Project partners to permanently retain and use the recorded recollections of individuals.

Therefore, in respect of the content of a sound recording made by, and/or being deposited with The Project, consisting of the recollections of a contributor, and constituting a literary work as defined by the Copyright, Designs and Patents Act, 1988.

I, as present owner of the copyright in the contributor content (i.e the words spoken by the interviewee), hereby assign such copyright to **the Northumberland Archives Service and the Project**. I understand that no payment is due to me for this assignment and consent. In assigning my copyright, I understand that I am giving the Northumberland Archives Service and the Project the right to use and make available the content of the recorded interview in the following ways:

- In colleges, schools, universities, and other educational establishments, Including use in a thesis, dissertation, or similar research **YES/NO**
- In Public exhibitions, performances, lectures, or talks **YES/NO**
- In publications, including print, audio or video cassettes, DVD, CD–Rom **YES/NO**
- For public reference purposes within the search rooms at the Berwick-upon-Tweed Record Office and the Study Centre at Woodhorn **YES/NO**
- For use on radio and television **YES/NO**
- For publication worldwide on the Internet **YES/NO**
- For use in events and exhibitions and publications available within my local community **YES/NO**

Do you want your name disclosed? YES/NO

Can we use your photograph to accompany your recording? YES/NO

Contact Details:

Name:

Address:

.....

.....

Postcode: **Telephone No:**

E-mail:

Signed: **Date:**

For a child under 18 years a parent or guardian should give permission on behalf of the child. Written permission would be given after the content of the form has been read by the parent/guardian and child if age appropriate. The language/wording should be explained in an age appropriate way.

Northumberland Archives Service Use

Staff Contact:

Brief Details of the Deposited Material:

Accession Number:

GDPR – This form will be permanently retained by Northumberland Archives as part of its accessions registration documentation.



Northumberland Village Halls Heritage Project

Loans in Form

LOAN NUMBER: CONTACT:

Date of loan: Date for return:

Number of items on loan: Purpose of loan:

Temporary reference and brief description of each item to be taken in:
(Please continue on the reverse if more space is needed)

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ITEMS LOANED FROM:

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	<input type="text"/>		
		Organisation:	<input type="text"/>
		Title:	<input type="text"/>

Signature:

Temp location: Placed there by/on:

Instructions for collection:

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Returned by <input type="text"/> on <input type="text"/>
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Oral Histories Resources 6: – Thank you letter to be sent to participants afterwards, enclosing copy of the recording (highlighted sections to be amended as appropriate)



Northumberland Village Halls Heritage Project

Contact Address

Interviewee Address

Date

Dear _____,

Thank you so much for taking part in our Village Hall Project. I very much enjoyed meeting you and hearing about your memories of _____ village hall. The recordings we made are a very valuable contribution and it is lovely to think that future generations will be able to hear your stories in your own voice.

Please find enclosed a cd with a copy of your recording for you to keep, together with copies of the consent forms that you signed.

(If you are having any community events as part of the project you may want to invite the interviewee here)

If you have any more questions about the project or think of anything else you would like to contribute, please do not hesitate to get in touch again.

Best wishes



Northumberland Village Halls Heritage Project

Example Questions

One of the most common concerns about carrying out oral histories is 'how do I start the conversation and encourage the person I am interviewing to keep talking'. Ideally the interview should just flow naturally and effectively be led by the interviewee as their memories come back to them. However, sometimes it is useful to have some questions to start the conversation or as a prompt if there is a pause with no obvious direction to go.

Before starting your first interview, you may want to spend some time compiling some questions to help focus on what you want to know and find out. Below are some suggested questions. Some of these are general ones which could be used to start a conversation, and some relate to different themes which we think may be common to many of the village halls. Please don't feel you have to ask all of these – each village hall will have a different history and therefore different questions which are pertinent, and each interviewee will have different memories depending on their role in the village hall, how long they have been involved etc. These are just intended as a starting point.

Do feel free to put them into your own words to make them sound more natural. However, wherever possible, use 'open' questions: ones that are phrased to draw out more than a 'yes' or 'no' answer:

General Questions

- How long have you/did you live in the Village?
- What are your earliest memories of the Village Hall?
- What did the hall look like?
- How well used was the Village Hall when you first were involved?
- What memories do you have of the people who were involved back then?
- What changes have you seen at the Hall since you first started to use it?

Previous Life History of the Village Hall

a) If there used to be a hall elsewhere in the village:

- What do you remember about the old village hall?
- Where was it?
- What did the old building look like? (You could ask the person to talk you through a tour of the building, inside and out).
- Do you remember any activities and events that took place there?
- Do you remember any stories family and friends told you about the old building?
- What do you know about when and why it was moved?
- How did the community get involved in opening the new building?

b) If the current building had a previous use:

- Do you remember the building before it became the village hall?
- What was this building used for before it was a Village Hall?
- Can you describe what the building looked like then?
- Did you ever use the old building yourself?
- What are your memories of this building back then?
- Have any family stories been passed down to you about the building before it became the village hall?
- How did the building come to be used as a village hall?
- Were any local benefactors involved in donating the building or funds to develop it?

Regular Activities

- What groups or activities used the Village Hall in the past?
- What groups use the Village Hall now?
- Which of these groups or activities were / are you involved in?
- What do you remember about these?
- Can you tell me about the other people who belonged/ belong to the group?
- How important were/are these activities to the community.

Community Events

- Was/ is the Village Hall a focal point for village events?
- Tell me about any social events such as concerts, plays, dances, pantomimes that have / do take place at the hall
- Did / do you attend events with family members or friends?
- Are there any stories about these events that come to mind?
- Do you have any memories of special one-off events that have taken place at the hall (eg opening of the hall, visits by celebrities, royal jubilee celebrations etc)?

Family Events and Celebrations

- Was / is the hall used for family events such as christenings, weddings, and birthday parties
- Can you tell me about any specific event(s) that have been important to you?

The Role of the Hall in Times of Crisis

- Can you recall if the Village Hall was used during any crises? What happened?
- How did the Village Hall operate during COVID?
- Was the Village Hall used to support people during the storms earlier this year?
- Have you heard any stories about how the hall was used during the war?

Local Democracy

Is the building used for, eg:

- parish council meetings
- as a polling station
- consultation meetings about local affairs

Do you have any memories about occasions when it was used in this way?

Local Services

Is the building used to house vital community services, eg:

- school or nursery
- shops or post office

- health services
- tourist information centres
- community energy schemes

Was there a time when these services might have been lost if the village hall wasn't there?

How did moving them to the hall come about?

Do/did you use(d) these services? How important are/ were they to you.

Management of the Building

- How is /was the Village Hall run?
- Who is / was involved in running the Village Hall?
- Have you ever been a volunteer / trustee at the Hall? What was your role?
- How were any changes funded?
- Did the community hold any fundraising events?
- Can you tell me about any times when volunteers have come together to maintain and decorate the building?

After the Interview

- Have you any photographs of activities in the Village Hall?
- Do you know anyone who might have photographs of Village Hall activities?
- Do you know anyone else who could be interviewed about their Village Hall memories?

Oral Histories Resources 8: – Progress Report Sheet



Northumberland Village Halls Heritage Project

Oral History Recordings – Progress Sheet

Name & Contact Details	Date of 1st Contact	Date of Interview	Copyright Signed (Y/N)	Photographs Borrowed (Y/N)	Return of CD, Photos etc	Notes

Details of Oral History Training Sessions



The training is run by Northumberland Archives and will consist of two sessions lasting 2½ hours each with a break in the middle of each session, held at an accessible central Northumberland location. We will hold the sessions several times throughout the two years so everyone gets the chance to attend.

SESSION 1

- Introduction to Oral History – what is it and why do it?
- How to approach it and things to consider
- Listen to some examples of oral history recordings – what can you learn from these?
- What questions to ask

SESSION 2

- Quick recap on what was covered in Session 1
- Oral History Paperwork – importance of this
- Oral History Pack – go over its contents
- Practise session with recorders – work in pairs interviewing each other with equipment
- Feedback on the interviewing experience – what have you learnt; how did you find it?
- Any questions and what next - practicalities

Each attendee will be given an Oral History pack with tips, forms etc.

You can view some photos from our first training session here:

<https://www.facebook.com/CommunityActionNorthumberland/posts/2080841462057639>

6. CONSERVING DOCUMENTS & PHOTOS

Thanks to Sue Wood, Head of Northumberland Archives for information & resources in this section.

The project believes that there are many items stored in Northumberland's communities that relate to the history of our village halls. These may include old minute books, programmes for events, local newsletters, newspaper cuttings, documents relating to some of the user groups, photos, film footage, artefacts and more. They may be stored in forgotten corners of the halls, in the homes of current and former committee members, and other community members. All have a story to tell.

These items may well be at risk, whether this is because they are stored in inappropriate conditions in the hall, because owners have a clear out and throw them away, or because sadly the owners pass on and their heirs don't recognize their value. In some cases, items might survive, but no-one has recorded the dates of events, or names of people in pictures etc. As part of this project, we hope to rescue as many of these items as possible, to ensure their stories are preserved for future generations. There are 2 options for conserving documents, films, and photos:

Depositing at Northumberland Archives:

This is the preferred option as it offers the best possible conditions for storing delicate items. Photos and documents can easily be damaged by dampness, excessive light levels, and fluctuations in temperature. Additionally, many are kept in photo albums, everyday envelopes etc, which may cause damage because they contain low levels of acid, or inappropriate adhesives have been used to hold them in place. The archives offer a controlled environment to minimize variations in temperature and humidity as far as possible and use appropriate storage materials to eliminate the risk of acid damage.

Items deposited at the archives will be on loan and will remain the property of the hall or individual depositor. They are carefully catalogued so that they can be easily accessed for:

- Researchers to view them in the archives reading rooms,
 - Donors to retrieve, eg for display at local events, if required (appointment necessary).
- Donors can also be supplied with digital and /or printed copies to keep.

Storing safely at the local hall

We recognize that some Halls may prefer to keep items in their own building, either on permanent display, or to allow immediate access for local people. Similarly, you may find that some community members are happy to show you original documents and photos that they keep in their family papers, but do not want to give them across to the project.

Although it is unlikely that the local conditions will ever be as favourable as those offered at the archives, the project can offer advice on storing as safely as possible. The small grants may be used to purchase appropriate storage units, and archive quality storage materials. Training in conserving documents is available as part of a visit to the Northumberland Archives.

Where items are kept within the community, it would be useful to take digital / printed copies for storage at CAN and/ or the archives and for use in the project exhibition/ book/ website and publicity materials. Ideally this may mean borrowing the items in the short-term to take archive quality scans using equipment at the archives.

The National Archives guidance - <https://cdn.nationalarchives.gov.uk/documents/information-management/digitisation-at-the-national-archives.pdf>

Northumberland Archives would recommend that any groups scanning their own material follow this standard.

The project has funding to cover the costs of 10 A4 and 10 A5 scans per hall (you can request different size scans) and you may use part of your small grant towards additional costs. We can loan a portable scanner to take copies of precious items should the owner not want to loan them temporarily. However these copies will not be to archive standards. It would be helpful if you could email Paul Ternent PTernent@northumberland.gov.uk if you know when you would like to take your items to be scanned.

Whether documents are loaned to the archives on a long-term basis, or to the project short term, receipt forms will be issued to ensure they can be easily traced, and permissions requested to ensure they are only used in accordance with the owners wishes.

Conserving Documents – Resources 1 – Loans in Forms (if the item is a photo please include notes on date of photo, who is in the picture, event shown etc in description)



Northumberland Village Halls Heritage Project

Loans in Form

LOAN NUMBER: CONTACT:

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Number of items on loan: Purpose of loan:

Temporary reference and brief description of each item to be taken in:
(Please continue on the reverse if more space is needed)

TEMPORARY REFERENCE	DESCRIPTION
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ITEMS LOANED FROM:

Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Email:	<input type="text"/>
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	<input type="text"/>	Organisation:	<input type="text"/>
	<input type="text"/>	Title:	<input type="text"/>

Signature:

Temp location: Placed there by/on:

Instructions for collection:

Collected by <input type="text"/> on <input type="text"/>

Returned by <input type="text"/> on <input type="text"/>
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Northumberland Village Halls Heritage Project

How To Care For Records Retained At The Village Halls

- Keep in a Locked cabinet
- Avoid temperature fluctuations – eg: do not store near heating pipe, radiators or doors / windows that are opened frequently. The Ideal temperature is 13-16C
- Avoid storage in damp areas
- Use pencils for any markings that are necessary
- Use preservation grade packaging materials
- Follow Archives Preservation as far as possible (see next page)
- If items are placed on display, consider light levels.
- If community members are allowed access at the hall, always supervise, and don't allow drinks or food near documents.
- If community members are allowed to borrow items, ensure you have appropriate completed receipts, and that they are given guidance on how to look after them.
- Consider potential damage of items when scanning.

Conserving Documents – Resources 3 Procedures for the Preservation of Archives

The following summarises the procedures undertaken by Northumberland Archives when they receive records, to ensure they are preserved. Village Halls wishing to retain their own documents are advised to follow similar procedures as far as possible:



Procedures for the Preservation of Archives

1. Reception of Records

1.1 Cleaning

On arrival, records should be cleaned as soon as possible, if necessary. Use a soft brush or duster to remove dust off the edges and surfaces of volumes and ensure that gritty, abrasive substances between folios are removed.

Bundles of documents and single items should also be carefully wiped free of dirt and dust.

1.2 Mould

Inspect records for signs of mould and or insects. Where this occurs, the records should be isolated to prevent the problem spreading.

Records suffering from dry mould growth should be cleaned immediately. Records suffering from wet mould should be dried and then cleaned. Where insect infestation occurs advice on treatment should be sought from professional conservation staff.

2. Preparations for Storage

During the initial sorting and arranging of a collection, the following conservation procedures should be observed

2.1 Fastenings

- Where possible, remove any metal paper clips, pins, fastenings and staples and replace them with brass paperclips and unbleached tape (where necessary). Metal fastenings will cause damage to the records.
- Where the use of paperclips is unavoidable, brass must be used, eg: to attach an item to another document to which it relates.
- Remove, where possible any old sellotape, rubber bands, or string

2.2 Flattening

- Where possible, unfold and flatten paper documents that are folded up. This should also apply to parchment documents if they are small enough
- Groups of items that have been unfolded should be stored in acid free folders and tied with unbleached tape, be careful not to overfill the folders
- A single document should not be placed in a box without protection; single items can also be stored in an acid free folder or envelope.

2.3 Items with High Acid Content

- Items often arrive in ordinary gummed envelopes. Archive material should not be stored in these, not even on a temporary basis, as their acid content is high. Acid migration from these will stain the records stored within and next to them. They should be discarded and replaced with acid-free envelopes or folders
- Items with a high acid content, eg: newspaper cuttings, should be separated from other material and wrapped in acid-free tissue. Where it is not possible to separate these items, wrap the whole bundle in acid-free tissue and then place in external packaging, an envelope or folder.

2.4 Bundles

- Bundles of documents should be tied with unbleached tape

2.5 Volumes

- Volumes in poor condition, which are not to receive immediate conservation treatment, eg: with damaged binding or loose folios, should be secured with unbleached tape. If their condition requires it, they should be wrapped in acid-free tissue and brown paper and secured with unbleached tape.
- All outsize volumes should be taped and a luggage label recording the reference number should be tied to the tape around the spine of the volume.

3. Storage

3.1 Volumes

- Do not place a larger volume on top of a smaller one in a box, as this will exert undue pressure, leading to possible distortion of the smaller one.
- Volumes should be boxed, if size permits, to prevent them from being damaged when the shelves are moved.
- Outsize volumes should be stored on bottom shelves. They should not be packed too tightly and not protrude over the edge of shelves.
- Volumes should never be stored on their front edges; this causes the text block to fall and distorts the binding. Large volumes should be placed on shelves horizontally.

3.2 Boxes

- Never overfill boxes or pack them too tightly on shelves. Take care that items are stored in boxes in such a way that they do not put unnatural pressure upon other items.
- Boxes should be labelled on the side facing the aisle. Labels should be placed on the bottom right-hand corner of the box and references marked on the label in acid-free ink.

3.3 Maps and Plans

- Rolled maps and plans should be wrapped in Tyvek and tied with unbleached tape. They should never be stored vertically.
- Labels should be attached to rolled maps and plans
- Smaller rolled maps and plans should be stored in boxes. Larger maps and plans should be stored unrolled and unfolded (where possible) to avoid the risk of strain or distortion.
- Rolled maps and plans up to 900mm should be stored on the mobile map shelving. Rolls in excess of 900 mm should be stored on the cantilever shelving.
- Where possible, flat maps and plans should be stored in acid-free, drop-leaf portfolios. If a folder contains more than one map or plan, they should be separated using acid free tissue.
- The above guidelines apply also to prints and drawings.

3.4 Photographic Material

- Glass plates should be stored upright in archival quality photographic storage boxes, preferably with each plate individually housed in a suitable enclosure. Original wooden boxes, however, beautifully constructed may contain wood oils and adhesives that will cause image loss and tarnishing.
- Photographs, postcards, negatives, and transparencies should be packaged in Secol and stored in archive quality photographic storage boxes where available, otherwise in standard acid-free archive boxes.

3.5 Seals

- Seals should be protected by pads of cotton wool encased in polythene foil. Care should be taken to protect seals against damage due to pressure or impact and to support them in such a way that neither they, nor the document to which they are attached, are subject to stress.

3.6 Reel to Reel Recordings

- Reel to reel recordings should be stored in acid-free conservation grade boxes.

SW

06/2007 Rev. 11/21.

Conserving Documents – Resources 3 – Archival Materials available from Northumberland Archives for conserving documents at the home



Archival Materials

Do you have your own archive collection at home / community organisation? Would you Like to store your precious documents in archival packaging? We sell many products which will help preserve your collection.

ARCHIVAL MATERIALS AVAILABLE FOR PURCHASE

ACID FREE TISSUE (PER SHEET)	£0.10
ARCHIVE BOXES (EACH)	£5.85
ARCHIVAL INK PENS (PIGMA .38MM) (EACH)	£4.00
BLUE THICK CARD (1/4 SHEETS)	£0.80
BRASS PAPER CLIPS (EACH)	£0.05
BROWN PAPER (PER METRE)	£0.50
COTTON GLOVES (PAIR)	£2.50
DRY CLEANING PADS (EACH)	£5.00
ENVELOPES - SMALL (EACH)	£0.80
ENVELOPES - LARGE (EACH)	£1.20
LUGGAGE TAGS - SMALL (EACH)	£0.06
LUGGAGE TAGS - LARGE (EACH)	£0.07
MUSLIN ROLL PER MTR	£1.00
SECOL (POLYESTER) A5 SIZE (EACH)	£1.25
SECOL (POLYESTER) A4 SIZE (EACH)	£1.50
SECOL (POLYESTER) A3 SIZE (EACH)	£2.25
SECOL (POLYESTER) POSTCARD SIZE	£1.00
TYVEK (PER METRE)	£2.80
UNBLEACHED COTTON TAPE PER MTR	£0.20
WHITE LABELS (PER ROLL OF 250 LABELS)	£4.00

9th June 2015

7. RESEARCHING YOUR HALL'S HISTORY

Thanks to Sue Wood, Head of Northumberland Archives for information & resources in this section.

As well as talking directly to living members of the community with memories of the village hall, there are a wide range of possible routes for researching the history of your village hall

There are many other organisations which may have had a role in the history of some village halls:

- Some halls are run by other organisations such as Women's Institutes or Local Churches,
- Local organisations and groups that have used the halls over the years may have their own records
- Parish councils have often supported village halls and may have information in their minutes and other records.
- Some halls have been created to mark events such as royal jubilees or in memory of those lost in wars. There may be records associated with these events
- Many halls were donated to the community by landed estates, local industries and the church which may still hold records. This may originally have been as educational establishments eg: (reading rooms & mechanics institutes).
- Others have previous histories eg: as schools, co-operative shops, corn exchanges etc.

Records relating to these organisations may be held at a local level where those organisations still exist or by umbrella organisations such as the Diocese, CISWO (The Coal Industry Social Welfare Organisation) etc.

Other possible sources include

- Local libraries
- Local papers own records
- Local history groups and archaeological societies
- Community Action Northumberland has been supporting village halls across Northumberland for over 70 years
- Other Northumberland infrastructure organisations such as Northumberland CVA and Blyth may also have supported halls.
- Northumberland County Council and the former District councils may have had an involvement

Many items from all these sources may be held at Northumberland archives at Woodhorn Colliery and Berwick records office. The resources on the following pages give guidance on accessing records held by the archives.



Sources For Researching The History of Village Halls held at Northumberland Archives

Records of the Village Halls

Northumberland Archives holds records of some villages halls and hopes to collect more records as part of this project. We are currently in the process of cataloguing and re-classifying some of the village halls project thus:

VH/1	Jubilee Hall, Newton on The Moor
VH/2	Acklington Village Hall
VH	Merton Hall, Ponteland
VH	Beamish Hall, Powburn
VH	Lesbury Village Hall

Once completed the catalogue lists will be available in our online catalogue - [Online Catalogue - Northumberland Archives](#). Further deposits of records will be added to this series.

There are also some older deposits of village hall records

NRO 4272	Birtley
BRO 1167	Branxton
ZMD 153	Earsdon
BRO 022	Norham
NRO 05524 & NRO 08424	Tarset
BRO 0546	Warenford

Parish Council Records

Some Halls were managed by Parish Councils or at least used by them. An example of a Parish Council collection that includes village hall records is PC 26 – records of Newton on The Moor and Swarland Parish Council. These include records of Newton on The Moor and Swarland village halls.

Family Records

Local landed families often had links to village halls, for example, the Baker-Cresswell/Widdrington family supported Newton on The Moor village hall. It is worth trying to discover any links and looking at the estate records of these families

Building Plans

We hold building plans that were submitted to Local Authorities for the development of new buildings/changes to existing buildings. These buildings include village halls. Some of the plans have been individually listed in our catalogue – Ashington UDC, 1 912-1974 – ref LAS/G; Bedlingtonshire UDC, 1894-1955 (in progress) – ref LBU/G; Blyth Borough, 1879-1973 – ref LBB/G and Prudhoe Urban District Council, 1910-1974 – ref LPR/G. Where the records aren't listed individually in the catalogue it is necessary to make a search of the planning registers. All the registers are listed in the online catalogue and can be ordered by their reference number.

Photographs

We hold approx. 500k photographs. The catalogue is a good starting point to look for these. Low resolution copies of some images are appended to the catalogue. The Hall may not be specifically mentioned in the catalogue description you should therefore look for references to street names, areas of the village etc.

Newspapers

Newspapers are a great source for discovering the kinds of activities that took place in the village hall, details of any committee meetings etc. We do hold hard copies of many Northumberland newspapers – see [NORTHUMBERLAND ARCHIVES](#) for details of newspaper holdings. However, easiest method of access is via a subscription website - British Newspaper Archive - [Home | Search the archive | British Newspaper Archive](#). If you have a Northumberland Libraries ticket, you can gain free access to the site in our search rooms and in all Northumberland Libraries. The site allows free text searching of content and page images can be downloaded. Not all Northumberland newspaper are included on the site.

Parish magazines

Church and other parish magazines may include accounts of activities that took place in village halls. Catalogue search is best way of locating such material.

Records of Women's Institutes

Many WIs met in village halls. We hold records of many WIs – reference WI. Catalogue search is best way of locating such material.

Northumberland Communities

Northumberland Archives website containing archival content relating to 76 Northumberland communities - [Northumberland Communities](#)

Oral History Recordings

We hold more than 1000 recording some made in the 1970s. There are summaries of many. We have never made recordings specifically about village halls but there may be references to halls within the recordings.

Ephemera

Posters, notices, tickets, programmes etc. relating to activities in village halls can be found across many collections. Catalogue search is best way of locating such material.

Researching Your Hall's History - Resources 2 -Locating and Accessing Records at the Archives



Locating Items at the Archives

There are a number of ways of finding out what items related to your village hall are stored at the archives:

- The Online catalogue – see [Online Catalogue - Northumberland Archives](#)
Allows you to check from home what items related to your hall or community are held and whether they are located at Woodhorn or Berwick Records Office
- Northumberland Communities - [Northumberland Communities](#)
This website contains a range of learning resource material that reflects Northumberland's heritage, providing a base for studying the County's history. The website provides a starting point for understanding the development of communities in Northumberland. It also seeks to illustrate the range of sources for family and local history research that are available via Northumberland Archives Service
- Online access in searchrooms to Ancestry and FMP and British Newspaper Archive (via Northumberland Archives searchrooms)
- Paper catalogues in searchroom
- Index cards
- Staff – please ask

Accessing Items at the Archives

- Due to the covid pandemic it is currently still essential to make an appointment to access the archives. Details can be found at: <https://www.northumberlandarchives.com/booking/>
- You will also need an archives card which can be acquired at <https://archivescard.com/ARAHUB/About/About.aspx>
- The staff will need to bring items out of storage for you to view. You can order up to 6 documents in advance and up to 2 during visit. It is therefore helpful to know references if possible, but staff are happy to assist with references too.
- Some sources are on microfilm and you will need to book a reader to access these.
- You are asked to handle items respectfully as they are unique. Weights are available to keep documents safer, only pencils should be used near documents and gloves are available to handle glass items.
- There is also a copying service. You can order a paper copy in advance (one per person) or a digital copy which will be emailed to you.
- The majority of items held at the archives are privately owned. You will therefore need permission in advance to reproduce them in publications

Details of Training in Research Local History and Archiving Documents



Venue: Northumberland Archives at Woodhorn Museum

Duration: 3 hours

Content:

Using The Archives for Research

- Introduction to Archives including short back of house tour.
- How to locate items held by Northumberland Archives – use of catalogue and indexes.
- Sources for village hall histories.
- Accessing documents in our search rooms, procedures etc.
- Obtaining copies of items in our care.
- Use of images on social media, websites etc.
- Online sources – Northumberland Communities, British Newspaper Archives, online catalogue etc.
- Reserving a place at Northumberland Archives.

Depositing Records With Northumberland Archives

- Making an appointment to deposit.
- Process of depositing.

How To Care For Records Retained At The Village Hall

- Environmental conditions
- Packaging: products to use, how to obtain them, principles of packing, etc

8. PUBLICISING YOUR PROJECT

This section is to help you promote the project to your village community and get local people and organisations engaged in the project. There are many ways for in which they can take part:

- By sharing their memories, stories, and photos of your village hall.
- By signing up as volunteers – roles might include carrying out oral history interviews with local people, collecting and conserving pictures and documents, researching the history of the village hall, helping organise local events, writing up findings
- By coming along to local and countywide events sharing the findings of the project

This toolkit contains useful resources and publicity materials for you to use and adapt to your needs. CAN staff are also available to support and help, just get in touch. The only requirement we have when promoting the project is to make sure the National Lottery Heritage Fund is credited, so please read the section in here relating to this.

a) Promoting the project to our communities

CAN will promote and keep people informed of the project through the following channels:

Facebook

We have created a Northumberland Village Halls Heritage group, inviting people to join and share their stories, images, and videos with us about their halls. We will use the channel to promote training courses and give regular updates about the project, so please join and ask your volunteers too as well.

Join the Facebook group: <https://www.facebook.com/groups/villagehallsheritage>

Email newsletter

We will be producing a regular newsletter for anyone interested in being kept up to date with progress on the project. It will have a mix of content containing news, training dates, case studies, interesting heritage stories and archive images. Look out for signup details soon.

Website

We have a page on the CAN website dedicated to the project with useful background information: <http://ca-north.org.uk/empowering-organisations/village-halls-community-buildings/village-halls-heritage-project>

CAN communications

CAN has a Twitter account, Facebook page and regular email newsletter sent to 1,500+ subscribers across rural Northumberland which updates on the project.

Legacy communications

A book, website and touring exhibition will be created as outcomes of the project.

Tips for promoting the project to YOUR community

It is vital that local communities engage with and shape the project. Each hall will need to encourage volunteers to sign up to training courses in historical research, taking oral history and archiving. You'll want to ask people to come forward with stories, documents, and images to archive and give their support. Here are some tips on ways you could do this:

- Hold a coffee morning / cheese & wine evening / other social event to launch the project

- Piggyback onto existing events and groups giving a short talk on the project
- Is there a local history club or society in your area you could work with or help promote the project?
- Do you have a local newsletter or ebulletin to put an introductory article in? (see below for draft examples)
- Poster on a community noticeboard
- Social media – do you have a Facebook group for your village or local area to let them know about the project and ask for memories?
- Flyers at the hall or local venue?

b) Crediting the National Lottery Heritage Fund and Logos

It's really important that people involved with the project understand that it's been supported by players of The National Lottery and is a requirement of our funding for this project. Seeing the National Lottery Heritage Fund logo on your website, at events or on promotional materials helps to do this.

You can download the logo in various sizes from this link or use the one below.

<https://www.heritagefund.org.uk/funding/logo>



The CAN logo is below, we can also send you the file, just drop us an email.



Free Lottery publicity materials

The Lottery has free of charge publicity materials available to acknowledge their support which is a requirement of the funding. These include self-adhesive banners that can be tied to fencing or boards when holding events, and plaques to display in your hall. They can also provide stickers, pin badges, flags, and bunting. Please get in touch with us to organise these for you.

c) Resources Sample publicity materials

Sample Newsletter articles:

Please feel free to adapt the following sample articles for your own newsletters, ebulletins, social media etc. to launch the project and then to seek volunteers for oral history training.

Volunteers wanted for new village halls heritage project

We are starting an exciting new project to record and preserve the history and stories of our village hall and need your help! We are taking part in the Northumberland Village Halls Heritage project run by Community Action Northumberland and Northumberland Archives which aims to preserve, record, and share the heritage of Northumberland's Village Halls for the benefit of the rural communities they serve.

We are looking for volunteers to help and would be interested in:

- Researching the history of our hall*
- Collecting oral histories about the role the village hall has played in local life*
- Conserve and archive documents, photographs, and artefacts*
- Organise events and carry out educational / cross generational work with schools and young people.*

CAN is providing free training to volunteers in heritage skills including oral history work, preserving documents and photographs to archive standards, researching local history, and searching Northumberland Archives.

*Get in touch with ***** to find out more, and visit [CAN's website](http://ca-north.org.uk/empowering-organisations/village-halls-community-buildings/village-halls-heritage-project) to find out more about the project.*

<http://ca-north.org.uk/empowering-organisations/village-halls-community-buildings/village-halls-heritage-project>

Share your memories of our village hall

Do you have memories and stories you could share about our village hall? We're taking part in the Northumberland Village Halls Heritage project which aims to preserve, record, and share the heritage of the county's Village Halls for the benefit of the rural communities they serve.

We want to take recordings of people talking about their memories of our hall on local life so they can be preserved as oral history for future generations. The impact of Covid on our hall is a recent example fresh in people's memories that we could capture.

*The interviews will be carried out by volunteers/*insert name of volunteers* either in the comfort of your home or at the hall, at a time convenient. Northumberland Archives will store these recordings which will join others in the project to create shared memories for future generations of local people.*

*If you'd like to take part or find out more please contact ***** and you can read more about the project here: <http://ca-north.org.uk/empowering-organisations/village-halls-community-buildings/village-halls-heritage-project>*

Sample Posters

These posters are available for you to print and add your own details

SHARE YOUR MEMORIES OF OUR VILLAGE HALL

Do you have memories, stories or photos you could share about our village hall?


We're taking part in the Northumberland Village Halls Heritage project which aims to preserve, record and share the heritage of the county's Village Halls.

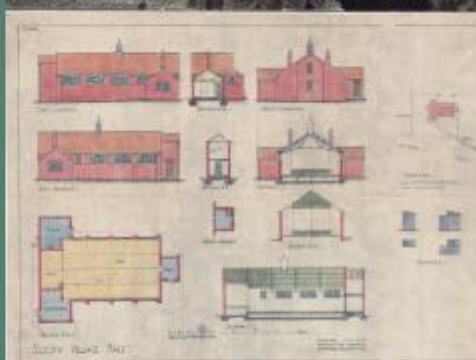
We want to take recordings of people talking about their memories of our hall on local life so they can be preserved as oral history for future generations.

To find out more or take part please contact:

Project partners:

Funded by:





SHARE YOUR MEMORIES OF OUR VILLAGE HALL

Do you have memories, stories or photos you could share about our village hall?

We're taking part in the Northumberland Village Halls Heritage project which aims to preserve, record and share the heritage of the county's Village Halls.

We want to take recordings of people talking about their memories of our hall on local life so they can be preserved as oral history for future generations.

To find out more or take part please contact:

Project partners:



Funded by:



Website ca-north.org.uk

Find us on Facebook [@villagehallsheritage](https://www.facebook.com/villagehallsheritage)



9. EVALUATING YOUR LOCAL PROJECT

As already stated, CAN is required to submit an evaluation to the Heritage Lottery Fund to review how well we have achieved the aims of the project and what impact our activities have had in terms of promoting heritage in our local communities. The work that the village halls are doing is central to the whole project, so we need to ask you to assess the success of your own activities, and share these findings with us, to feed into the overall evaluation for the project. You may well also find it helpful to review the project from your own point of view, to understand how much it has meant to local people, identify ways of taking the work forward after the end of the project and maybe even apply for future funding.

In section 3 we discussed writing a plan for your project – listing activities you wanted to undertake and setting yourself some targets for what these would achieve (within the overarching aims of the county-wide project). This plan should form the starting point for your evaluation. You need to assess whether those activities you included in the plan:

- went ahead,
- were successful they were in achieving the aims
- how much local people valued them.

It is also important to:

- identify anything that did not work as well as hoped and why.
- Review whether they happened on time and on budget.
- note any unexpected activity and outcomes

It is best to use a range of evaluation methods to:

- Gain both
 - quantitative data – eg: no of people attending events, no of oral histories collected
 - (eg: sign in sheets or booking forms for events, appointments diary for oral history interviews, a record of where booklets were distributed and how many were given out etc)
 - Qualitative data – eg how people felt about taking part, what difference the project made to their knowledge of local heritage etc (eg feedback gathered via open questions on questionnaires, focus groups, case studies etc).
- Recognise that different people may prefer to give their feedback in different ways: eg some people might like to talk in a group, others may prefer to talk one to one, others may prefer to provide written feedback anonymously. Some may be happy to give in-depth responses whilst others may only be willing to give yes or no answers. You may also want to employ methods designed specifically for children or adults with additional needs.
- Fit best with the type of activity – eg group events, volunteering activity, contributing oral histories, reading booklets, or following heritage trails created through the project.
- Bring the report to life – remember photos, video footage, audio clips of peoples' comments can all add colour.

In this section we provide a range of resources which you can use or adapt for your own project. Please pick those that feel most appropriate for your situation, or if you prefer design resources of your own

- We will incorporate the findings from these into the evaluation report for the countywide project. We do not require you to write up a full evaluation of your local project, but if you would like to do more detailed guidance is available in the shared folder at https://commactionnorthumberland-my.sharepoint.com/:f/g/personal/juliaplinton_ca-north_org_uk/EqVg6SxHb69Ahwsky6l-3B8Bivfwuji8lppl-XVDXFD16g?e=p1W2M6

We are happy to offer more advice and support if required.



Northumberland Village Halls Heritage Project

Sign in Sheet

Village Hall: _____

Event: _____

Date: _____

Name	Email	Phone Number	Signature



Northumberland Village Halls Heritage Project

Village Hall Event Simple Evaluation Using Post It Notes

1. Write up questions on flip charts / boards (either one board for each question or divide the paper into sections with one question each). For instance:
 - a) What did you enjoy about the event?
 - b) What have you learned about local heritage?
 - c) What will you do in the future to build on what you have learned today?
 - d) Any other comments/suggestions
2. Provide participants with pens and post it notes and ask them to write their comments and post them in the appropriate section (you may want to use a different colour post it note for each question, so they are easy to identify afterwards).
3. Summarize the range of responses after the event.



Statement
Documenting how the village hall has supported residents during the covid pandemic would be interesting.

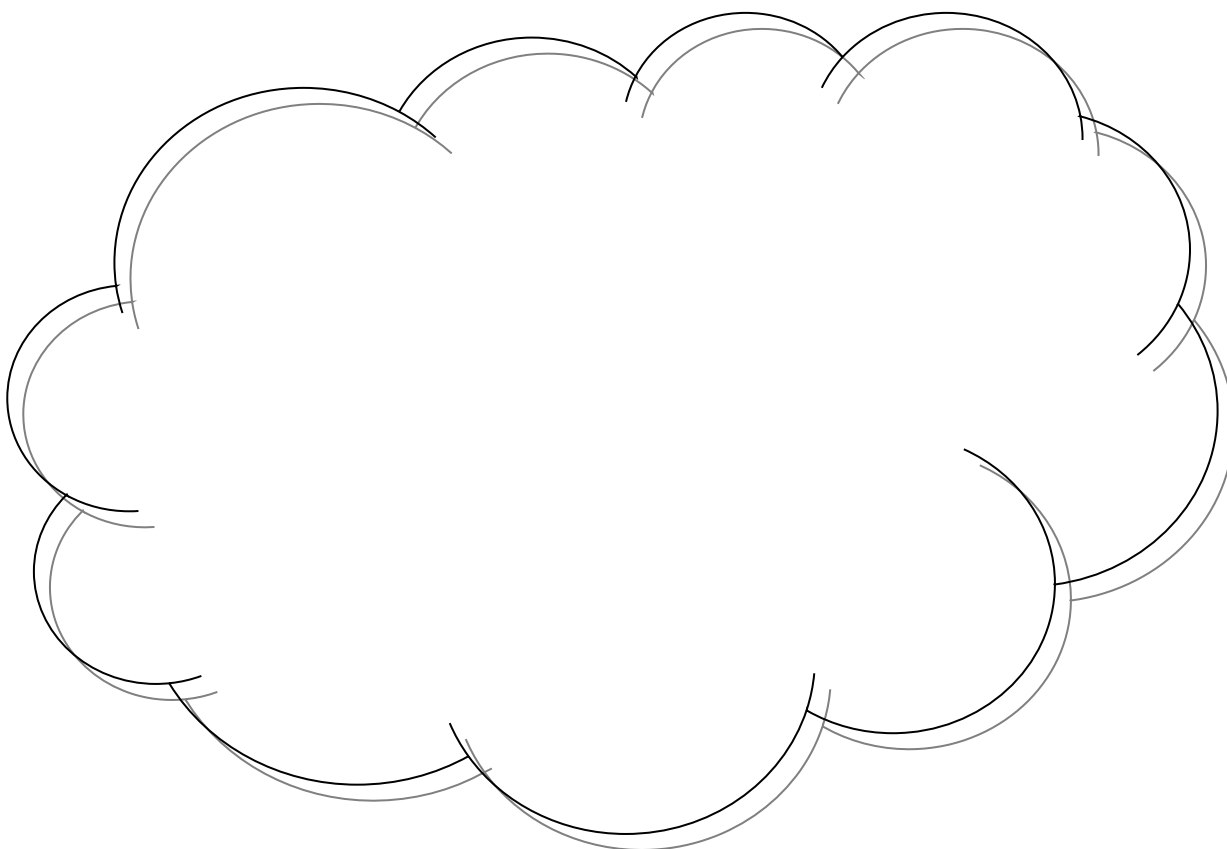
	Tally	Totals
Agree strongly		
Agree		
No opinion		
Disagree		
Disagree strongly		

Comments



Northumberland Village Halls Heritage Project

Please draw your favourite thing about today in the bubble or write it here:





Northumberland Village Halls Heritage Project

We hope you enjoyed your visit to our village hall

How old are you?

The best bit about today was:



Northumberland Village Halls Heritage Project

We hope you enjoyed your visit to your village Hall

What is your age?

Are you a Boy?

Girl?

Today's visit was about.....

Please tick

Yes No Don't know

I enjoyed today's visit -----

I learned some new things -----

I could understand the things we saw and did -----

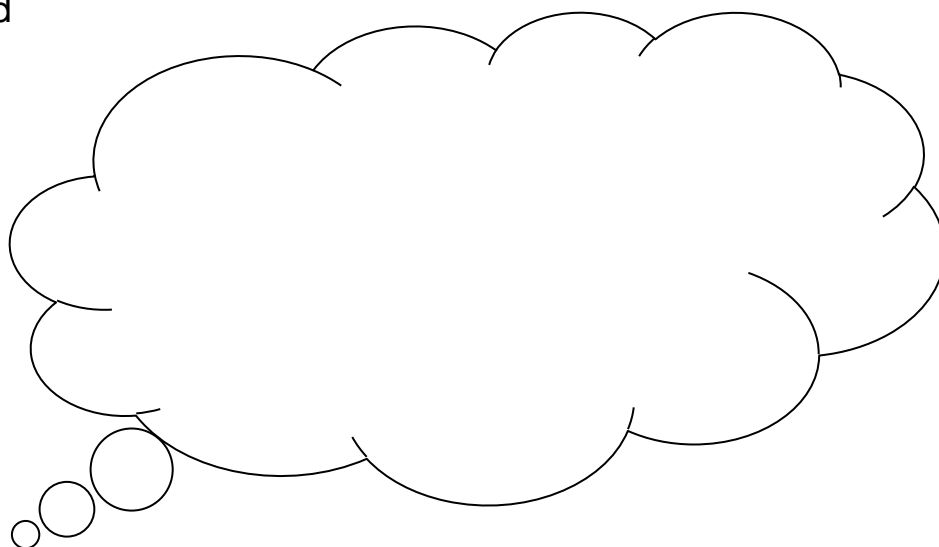
Visiting has given me ideas for things I could do -----

It is a good place to learn in a different way to school

The visit has made me want to find out more -----

I would come back again

Something I found out today was:





Northumberland Village Halls Heritage Project

We hope you enjoyed your visit to our Village Hall

What is your age?

Are you Male?

Female?

Today's visit was about.....

Please tick:

Yes

No

Don't
know

I enjoyed today's visit -----

I learned some new things -----

The visit has given me a better understanding -----

A visit is a good chance to pick up new skills -----

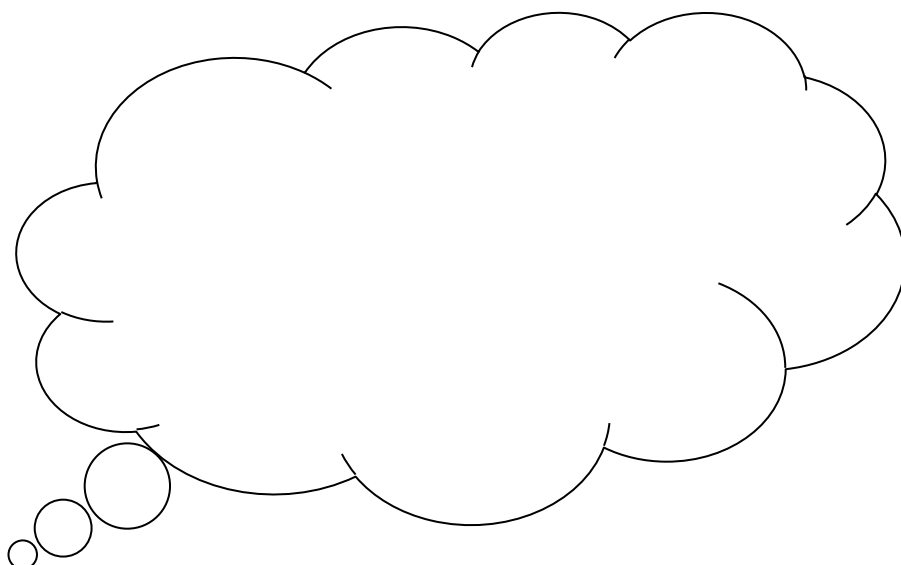
It is a good place to learn in a different way to school-----

I could make sense of the things we saw and did -----

I would come again -----

I'm more interested in the subject than when I came-----

The thing I will
remember most
about today is:





Northumberland Village Halls Heritage Project

Case Study Template

Title _____

Insert images here

--

Insert text here:

Overview- project,
participants etc

--

Aims & Objectives

--

Outcomes

--

Recommendations

--

Quotes

--



Northumberland Village Halls Heritage Project

Exhibition Feedback Form

Name of exhibition

Venue

Dates of exhibition:

How many people stopped and looked at the exhibition?

Did any people make any comments about it? If so, what did they say?

Number of requests for further information on the event.

Name and contact details of named volunteer responsible for the exhibition:

Name:

Telephone:

Email: