

BRANCH LIAISON SECRETARY

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Officers' Newsletter 167

15 October 2018

Dear All

Please find attached the Archive and Library presentation given at the 2018 Officers' Conference.

Share it as widely as possible and send it out on any email lists you may have so that it reaches as many members as possible. You are also free to share it with friends, visitors, guests as it will be available as a resource for everyone, with access free of charge to members, and appropriate donations requested from non-members.

Do not keep it to yourselves.

I would **NOT** recommend printing and posting this newsletter and presentation to members unless you really want to as this could be very costly for your branch!

Access will be initially by contacting the Chief Archivist Andy Davies at archive@rcts.org.uk to arrange a suitable time and it is planned that, in due course, we will be able to advertise regular opening times.

I hope you find the presentation interesting and enlightening and that you will be able to take the opportunity to visit in person.

Kind regards

Irene



Archive and Library

**Officers' Conference
2018**

Bournemouth

Leatherhead Before Refurb.



Leatherhead Before Refurb.



- The exterior of the building was refurbished first, with new roof.
- Interior was refurbished next.
- Work completed Q4 2017

Keys

Early Access Letter signed on
8th March 2018

The Keys were collected on
Friday 16th March 2018

Manuals for the building received 1st May 2018



Library Furniture

- March 2018 – Quotation updated following measurement of the rooms
- 30th May - Quotation Accepted
- 12th June – Final site survey by FG Library Furniture's Managing Director
- 25-26 June 2018 – Furniture installed

















Time Line – Part 1

- 24 July – Fire Extinguishers installed
- 25 July – Stockport packed in boxes
- 31 July – First delivery from Stevenage
- 5 August – Stockport Store delivered
- 28-29 August – Uxbridge Library moved
- 29 August – Uxbridge cleared





G1-A

COSSACK
VODKA











Time Line – Part 2

- 4 September – Northampton store moved
- 7 September – Uxbridge keys handed back
- 9 September – Second delivery from Stevenage
- September – Tidying and Sorting.....



















Time Line – Part 3

- 30 September – Kitchen Cabinet assembled
- 30 September – Portable Appliance Testing
- 5 October – PC and Plaque installed
- 5 October – CLEANING
- 6 October– The Grand Opening



The Railway Correspondence and Travel Society

ARCHIVE AND LIBRARY

Opened by Paul Atterbury
6th October 2018

Registered Charity 1169995



















This would not have been possible
without our volunteers a few of whom
are shown below



Thank You to our Volunteers

- Chris Basford
- David Bird
- Bob Burchell
- John Busby
- Alan Cooke
- Gordon Davies
- Tony Eaton
- Martin Elms
- David Goddard
- Jeremy Harrison
- Ian Irving
- Peter King
- Callum MacLeod
- Roger Merry-Price
- Alan Norris
- Steve Ollive
- David Pick
- John Price
- Ian Prince
- Irene Rabbitts
- Colin Roberts
- Tom Scrimgeour
- Alan Turton
- Ibrahim Wise
- Jacky Wood
- Reg Wood

Next Steps

- Continue sorting
- Stock check
- Catalogue new items
- Photographs Catalogue and Scan – Huge Task!
- Publicity and advertising
- Regular opening hours
- Sell unwanted items
- Periodicals

RCTS Archive and Library

Stationmaster's House, Station Approach,
Leatherhead, KT22 7SQ

For access contact:

Andy Davies – 01932 855015

archive@rcts.org.uk

