# **Archival Displays**

An AA archives display is the product of a great deal of work and experience in processing information relating to a certain area. It is recommended that, apart from a video display, this is not the first archival task an AA archivist should attempt. Gathering, collating, processing, storing, and prioritising archival information are the pre-requisites of any display and these activities may take years.

The basis of a effective display is a working group, and the organising archives group conscience would be the final arbiter in all decisions relating to a specific archives display.

## In conjunction with the committee that the archivist is working an archives display should ideally:-

1. Be in a prominent place close to or in the main body of people.
2. Advertise the display included on the ‘event flyer’.
3. Make secure any original material and scrutiny of it should be under supervised conditions.
4. Be photocopied or laminated material which is replaceable or durable can encourage a ‘hands on’ approach.
5. Be checked to protect confidentiality & anonymity.
6. Photos of people were felt to be problematical, venues much less so.
7. Have hand-outs of significant documents to stimulate interest.
8. Have proformas available to sign up any form of donation of material or assistance.
9. Focus on local Intergroup/Region in which display staged.
10. Explanations where necessary, should be brief and easy on the eye.
11. Give a document a title on a front cover in large type enables people to scan.Details could be available for those interested, in a desk top portfolio.
12. Display material should be well lit.
13. The proximity of videos or films may detract from main display.
14. A video may form a small display in itself. This is recommended to those starting on their first display.
15. A core of maybe two people should be committed solely to the display with other help as and when.
16. All equipment should be insured, in addition to 3rd Party cover.
17. Follow up any enquiries or offers.

While some of the above refer to a display that is to set up then dismantled, there is a great deal to be said for a table top display of perhaps photos / memorabilia that is pre-prepared and is added to on an annual basis. This may be accompanied by a file of copied documents. The table top approach can cut out many problematical areas like transport, storage, space required for display, security etc. Apart from the message that the display is trying to put across, the ease with which the display can be physically managed, whilst still allowing for growth and development, must be left to the judgement of the individual/Group.

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