

Beyond the stacks - prioritising, advocating and thriving in archival work

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Catholic Archives Society Conference
21st May 2024



Priorities, priorities, priorities...

- **Work out your priorities for the next year.**
- **Do you have the time, resources, budget etc to meet those priorities?**
- **What is feasible with the resources you have?**
- **Communicate your priorities and check they are aligned.**
- **Work out together whether there is a way to increase resources or how to adjust priorities.**
- **Set measurable stepping stone targets.**
- **Keep communication open.**



**Manage expectations -
theirs and yours**



**Managing resources -
and advocating for more**

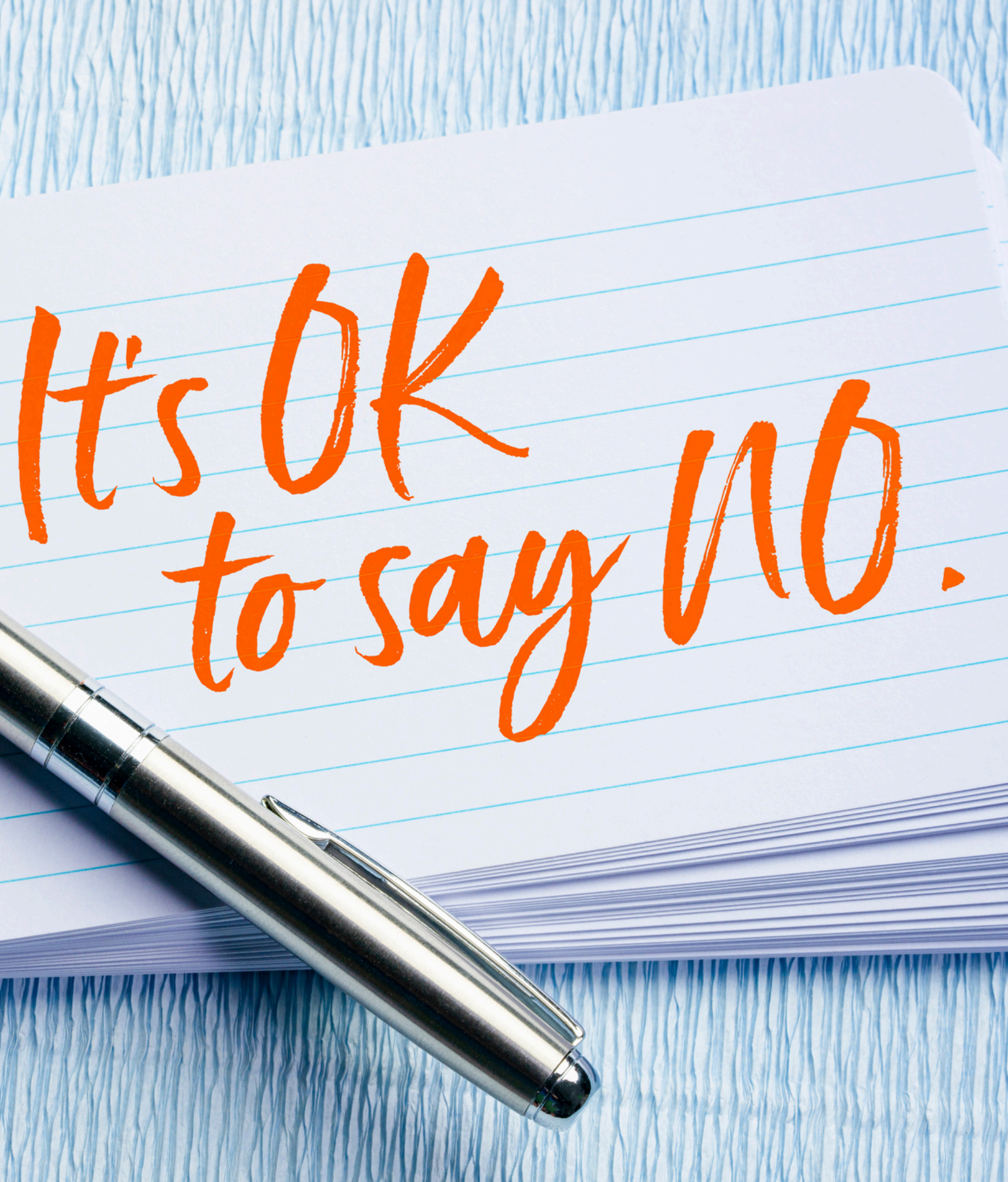
Coming up with a “could do” list:

We could:

- **restrict the answering of enquiries and access to the archive to two days per week.**
- **increase the number of volunteers.**
- **ask whether there is a member of the community who would like to be trained in answering enquiries.**
- **increase the archivist's hours.**
- **employ another archivist on a temporary basis.**
- **stop answering enquiries and visitors for a month**
- **only open to visitors in the mornings.**



Managing time and energy

A silver pen lies diagonally across the bottom left of a blue-lined notebook. The notebook is open, showing several pages with light blue horizontal ruling. The top page is white with the text "It's OK to say NO." written in a bold, orange, cursive script. The background behind the notebook is a textured, light blue surface.

It's OK
to say NO.

**Learning when
to say no**

How to become more comfortable saying no:

- Practise saying no more in general. The more you practise the easier it will get.
- Be ready with a clear and concise reason why you are having to say no.
- Remember there are times you are probably already saying no with confidence but not noticing you are doing it. Start taking note!
- Remember you can say “No, but...”

Remember....

**It's better to deal with the discomfort of
saying no rather than the consequences to
your well-being and/or the archive itself
by keeping saying yes.**



Well
done!
😊

**Reflecting on and
celebrating
achievements**



**Letting go of
perfectionism**

A few final thoughts on advocacy...

- **remember whether you work alone or not you can still look to others for help.**
 - **archive liaison person.**
 - **find or create a support network.**
 - **use the Catholic Archives Society.**
 - **look outside Catholic archives.**

- Archivists are as important as the archives. Look after yourself too.
- Priorities, priorities, priorities...
- Manage expectations - yours as well as theirs.
- Manage your resources in line with your priorities and advocate for more as necessary.
- Manage your time and energy not only for benefit of the archive but for the sake of your well-being too.
- Learn when to say no.
- Reflect on and celebrate your achievements.
- Advocacy - you don't have to do this alone. Look for support networks at work and in the wider archival community.
- Let go of perfectionism.

**Remember all you can ever do is your best in
your unique circumstances, with the
knowledge, skills, experience, energy levels
and resources you have.**

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