




Users' notes (Y900001) on the Full Library Catalogue of the YHA Archive (Y000001)

Notes by the YHA Volunteer Archivist

Version 2014-01-01

The YHA Archive Full Library Catalogue Y000001 is a large excel file, available from Cadbury Research Library staff, and listing separately all the Archive's individual items or discrete groups of them in a 'Y+6-number' scheme ('Y' for YHA). Subsets are added after the 6 figures when needed, eg Y500001-1932. It has been developed particularly to show clearly the status of items regarding digitisation, original ownership and cross-reference for search purposes, and to describe items a little more fully. The file can be simplified to Y+3-number sections which in themselves form a simpler catalogue index (see later pages).

Example of catalogue layout

A	B	C	D	E	F	G	H	I	J	K	L	
 Historical Archive		Library Index of all YHA Historical Archive materials as at 1 January 2014										
	Full catalogue index	Hostel/subject	Region 1930 -65	Region 1965 -86	Region 1986+	dated	origin	details	notes	file name if any	On disk?	
		Below:								Below:		
		cross-reference indicated thus								hard copy only: no cell fill		
		missing item or incomplete project: in red								digital & hard copy: in green		
										digital only: in violet	Disk A	
Y5 National YHA Magazines (public and internal) and Publicity												
Y500xxx YHA Magazines												
<i>Y500xxx Rucksack Magazine (and interspersed YHA Bulletins)</i>												
<i>Note: issues from 1947 to 1953 enclosed a YHA Bulletin pamphlet; this was also printed in months between Rucksack issues. See Y500001-Bln</i>												
B1	Y500001-1932	Rucksack Mag Vol 1 No.1	√			1932-Winter	YHA	1 volume	in Bound Vol A	not digitised		
B1	Y500001-1933-1	Rucksack Mag Vol 1 No.2	√			1933-Spring	YHA	<i>with above</i>	in Bound Vol A	Y500001-1933-1 Rucksack.pdf	Disk A	

Column A: for office use (temporary)

Column B: shows the crucial 'Y+6 figure' full catalogue index identification of each item.

Columns C onwards: these vary according to the requirements of the section. YHA Regions are shown if appropriate. **CLOSED** items, including CONTACT details are marked in pink.

'origin' column: shows the source or individual who provided the Archive item. It does not necessarily prove ownership or copyright.

'file name if any' column: shows the digitisation detail according to the colour codes in the boxes at the top, including the exact file name for search purposes.

'on disk?' column: shows whether the digital file referred to in the previous column has been transferred to Disk for CRL use. It is anticipated that this arrangement will be capable of constant renewal.

The Y050 Tabbed Section

is by far the most detailed (photographs and information on youth hostels and similar subjects) and acts as a 'clearing house' for cross-referencing. Eventually, I would like to see each of YHA's 1100+ hostels entered here. Occasionally in Y050 there is an empty header, anticipating later material (eg *Y050001-Exeter C 01*).

Note the suffix number protocol in red at the top of the Section.

Individual Hostels: numbering scheme suffixes		
01-160: Photographs, sketches		
161-180: Photographs, sketches before YHA use		
181-200: Photographs, sketches after YHA use		
501-600: Transparencies, glass slides, negatives		
601-700: Postcards		
701-710: Texts, brochures, illustrated walks		
711-720: articles		
741-: Plans		
751-: Sketch maps [≈], often with texts [†], RG= Regional Guide		
761-: Cuttings from Youth Hosteller, etc.		
801-: Educational		
901-999: Electronic media		

In section Y050, Column B is the unique catalogue index identification number in simplest form (ie, as written on the back of a photo), Column C is a fuller historical description of hostel details and dates (with any ambivalence on names or properties clarified), and the 'File name if digitised' column (if in green or violet) the exact file name as on disk. Note that hyphens (a source of difficulty with Welsh file names) are omitted from Column B.

Example

A	B	C	D	E	F	G	H	I	J
	Full catalogue index	Hostel or other subject (full search details and dates)	dated	photographer	copyright quick guide (see Y999995)	illustration or information sheet details	notes	File name if digitised	On disk?
	Y050001-Abergele A 601	ABERGELE [Briarley House] 1938 to 1946			© see item	*LOCATED in Y102003 (postcard in album 3)	sub-index Y100784	not digitised	
	Y050001-Abergele A 751			YHA	©1	scan of hostel map (≈) and/or text (†) from YHA Regional Guide or similar		Y050001-Abergele A 751 † RG44.tif	Disk A

There is a degree of cross-referencing to other sections where it may be helpful (eg the postcard of Abergele Hostel shown above) – shown by an orange banner and 'See also...' or 'Located in...'. The sub-index number in column H is a short-term further finding guide.

Postcards have been awkward. They properly belong in Y050 but the majority were previously bulked together in albums (Y100). All of the 1000+ postcards have therefore been cross referenced and given a location identity, though recent additions have been classified straight into Y050001.

In this Section, an attempt has been made, rather crudely, to categorise copyright details (column F) by code – details kept for CRL official use in Y999995 [CLOSED].

The Y800 Section

Film and similar media materials are in the care of the Yorkshire Film Archive.

The Y900 Section (not Y999, which are CLOSED)

This is a growing list of digital study aids, extrapolations and interpretations by the archivist that may be of some use to students of the YHA Historical Archive (see below).

Full-Catalogue Indexing Scheme of archive materials held at Matlock: Tabbed Section Summary (at August 2013)

- Y0...** YHA Historical Archive library catalogues
- Y050...** Images and informative brochures (paper, etc, with key items scanned)
Y050001 Illustrations and information for individual hostels (blue folders), and postcard cross-references
- Y100...** Postcard albums (with key items scanned) and Regional Handbooks
[Note: all postcards will eventually be merged into the Y050001- Section]
Y100... Postcard albums
Y150... Regional Handbooks
- Y200...** Regional Archives (printed, and official or local) to 1965
- | | | |
|---------|-------------------------------------|--|
| Y200... | Various indices, Regions, 1930-1965 | |
| Y205... | Birmingham & Mid Wales | BMW (3-letter codification devised by the archivist) |
| Y210... | Cambridge | CAM |
| Y215... | Devon & Cornwall | DAC |
| Y220... | East Anglia | EAN |
| Y225... | Gloucester, Somerset, Exmoor | GSE |
| Y230... | Lakeland | LAK |
| Y235... | London | LON |
| Y240... | Manchester | MAN |
| Y245... | Merseyside & North Wales | MER |
| Y250... | North Midlands | NMI |
| Y255... | Northumberland & Tyneside | NOT |
| Y260... | Oxford | OXF |
| Y265... | South Coast | SOU |
| Y270... | South Wales | SWA |
| Y275... | Warwick & Northants | WAN |
| Y280... | Wear Tees & Eskdale | WEA |
| Y285... | West Riding | WES |
| Y290... | Wiltshire | WIL |
| Y295... | York Scarborough Hull | YSH |
- Y300...** Regional Archives (printed, and official or local) late 1965 -1986
- | | | |
|---------|-----------------------------------|---|
| Y300... | Various indices, Regions, 1965-86 | |
| Y305... | Border and Dales | BD (2-letter codification devised by the archivist) |
| Y310... | Eastern | EA |
| Y315... | Lakes | LK |
| Y320... | Midlands | MD |
| Y325... | Peak | PK |
| Y330... | South East | SE |
| Y335... | South West | SW |
| Y340... | Wales North | WN |
| Y345... | Wales South | WS |
| Y350... | Yorkshire | YK |
| Y355... | London Region YHs (occasional) | LN |
- Y360...** Regional Archives (printed, and official or local) late 1986 -
- | | | |
|---------|---------------------------------|--|
| Y360... | Various indices, Regions, 1986- | |
| Y365... | Central | C (1-letter codification devised by the archivist) |
| Y370... | North | N |
| Y375... | South (& London Hostels) | S |
| Y380... | Wales | W |

Y400... National Items (printed)

- Y400... National YHA publications (not general histories)
- Y405... Walks etc.
- Y410... National YHA (general histories)
- Y415... National YHA (maps, etc.)
- Y430... National Annual Handbooks
- Y440... National YHA Annual Reports
- Y460... YHA (Area publicity leaflets, brochures, advertising and related items)
- Y470... National YHA (Publicity leaflets, brochures, advertising and related items)
- Y480... Publicity leaflets, brochures, advertising and related items - Various Groups, Markets, Volunteering, Fundraising
- Y490... International YHA (IYHF) published materials (YHA in-house and other)

Y500... National YHA Magazines (public and internal) and Publicity

- Y500... YHA Magazines (titles originating 1931-1965)
- Y510... YHA Magazines (titles originating 1965-1980)
- Y520... YHA Magazines (titles originating 1980-present)
- Y550... Press articles and scrap books (except early regional)

Y600... Correspondence, wardens, personalities, YHA ephemera

- Y600... YHA Members' correspondence
- Y610... YHA Office-bearers and other personnel
- Y620... Correspondence from YHA
- Y625... YHA and Royal Court / Parliament
- Y630... YHA Artefacts: Wardens' Artefacts (Personal)
- Y635... YHA Artefacts: other personnel
- Y636... YHA Artefacts: items of special historic interest
- Y650... YHA Artefacts: Local Groups (for minute books see local regions)
- Y690... YHA Hostel Closure Artefacts
- Y691... YHA Donated Collections, various
- Y699... YHA Large Artefacts

Y700... Governance archives, property, ownership etc;

- Y700... National YHA Minutes (ledgers)
- Y701... National and Regional YHA Constitutions
- Y710... Legal documentation, ledgers, etc
- Y720... Financial ledgers, hostel returns, etc
- Y730... Statistics
- Y740... Employment, Conditions of Service, NAYHW, etc
- Y750... Individual hostel property details in folders (closed more than 7 years)
- Y770... Legal
- Y780... Miscellaneous Governance and Official Papers
- Y790... YHA requisitions, orders, Shops, YHA Services

Y800... Films, video and other media (at Yorkshire Film Archive, York)

- Y800... YHA Filmstrips
- Y805... YHA Films (Reel)
- Y810... YHA Films (VHS)
- Y815... YHA Films (DVD)
- Y850... YHA Audio Cassettes

Y900... Digital Users' Guides and Study Files prepared by the YHA Archivist

Note: care should be taken to see that the latest versions are viewed. These guides and files are being added to constantly and should be regarded as a series of perpetual drafts rather than the last word

- Y900001 These Users' Notes
- Y900002 YHA all bednights 1931-2013, regularly updated
- Y900002a Users' Guide to Y900002
- Y900003 YHA Historical listing of all youth hostels and associated accommodation, regularly updated
- Y900003a Extrapolation from Y900003: Purpose-built YHA hostels
- Y900004 Survey of all YHA Camping Barns 1990-2013
- Y900005 Quaker, Socialist and other philanthropic influences in YHA's early history (1929-65)

Y999... Closed items and files

Further indexing protocols

Dates

All dates in the YHA Archive catalogue index and associated digital files are being converted to a standardised reversed year-month-date descriptor, eg 2014-01-01. It will take some time to complete this programme

Suffixes for 6 figure numbers

-1: eg Y151001-1, Y151001-2 – used for separate sheets or items bundled together, or for distinguishing years, etc: -1931, -1932 etc.

Example

Y150001 Regional Handbooks North Wales									
B1	Y151001-1	North Wales	VG		1941 (handbook)		YHA		not digitised
B1	Y151001-2	North Wales	VG		1942 (leaflet)		YHA		not digitised

Unrecognised hostels, etc

I have used the convention of labelling these with the suffix 'Z', eg: Y050001-Z 01 folder of unknown hostel photos

[Square brackets]

I have used the convention of employing these to distinguish 'editorial' comment – eg when summarising the Regional Annual Reports.

John Martin
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Further Youth Hostels Associations archive work has been undertaken by the archivist as follows:

Irish Youth Hostel Association (An Óige)

Archives collected and catalogued 2005-06, now at National Archive of Ireland, Bishop Street, Dublin 8

An Illustrated Survey of An Óige's Youth Hostels 1931 – 2006, published 2006

Youth Hostel Association of Northern Ireland (HINI)

An Illustrated Survey of YHANI's Youth Hostels in Northern Ireland and the Isle of Man 1931 – 2006, published as a CD in 2006 and held at HINI head office, Belfast

Scottish Youth Hostels Association / Hostelling Scotland (SYHA)

Archives collected and catalogued 2000-12, now at National Library of Scotland, George IV Bridge, Edinburgh EH1 1EW

An Illustrated Survey of SYHA's Youth Hostels 1931 – 2011, published 2011