



Users' notes (Y900001)
on the layout of the Full Library Catalogue of the YHA Archive (Y000001)
as supplied by the YHA archivist

Version 2018-01-01: all previous versions should be destroyed

The Full Catalogue is an Excel file listing separately all the Archive's individual items or discrete groups of them in a 6-figure scheme preceded by 'Y' (for YHA). Subsets are added after the 6 figures when needed. The file uses tabbed 3-number sections which in themselves form a simpler catalogue (see next pages). The catalogue has been developed particularly to show clearly the status of items regarding digitisation, original ownership and cross-reference, and to describe items a little more fully than the Cadbury Research Library's Finding List.

Catalogue General Layout

Column A (staff use): shows the transfer, cross-reference and digital details of each item and is colour coded (the key is shown at the top of the first tabbed page)

Column 'Full catalogue index': shows the crucial 'Y-6-figure' identification of each item

Column 'File name if digitised': shows the digitisation detail according to the codes in the yellow box at the top, including the exact file name for search purposes

Column 'Disk identity': shows whether the digital file referred to in Column C has been transferred to Disk for UoB use. This arrangement is regularly augmented

The Y050 Tabbed Section

is by far the most extensive and 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 entry, anticipating later material (eg *Y050001-Exeter C 01*).

Note the suffix number protocol in red at the top of the Y050 Section:

Below: Individual Hostels – file-name suffix scheme		
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 and memos		
731-: Correspondence, Hostel Statistics, Returns, etc		
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, the Column 'Full catalogue index' shows the SUBJECT (eg hostel) and ITEM number in simplest form (ie, as written on the back of a photo), Note that hyphens (a source of difficulty with Welsh file names especially) are omitted from this column. The next Column is a fuller description of hostel details and dates (with any ambivalence on names or properties clarified), designed to show the fullest range of finds through searches. The 'File name if digitised' column (if in green or violet) gives the exact file name as on disk.

Example

	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	Disk identity
dig only	Y050001-Abergavenny B 01	ABERGAVENTNY [Mulberry House] 2007 to 2012		YHA stock digital images	©1	four digital colour images; YH interior		Y050001-Abergavenny B 01 [folder of 4 tif files]	Disk E
cross-ref, located elsewhere	Y050001-Abergele A 601	ABERGELE [Briarley House] 1938 to 1946			©2	*LOCATED in Y102003 (postcard in album 3)	sub-indexed in album as Y100784	Y050001-Abergele 601 400-8w pcY.tif	Disk E
dig only	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 E

There is a degree of cross-referencing to other sections where critical (eg to a unique photo of a hostel in a Y600 collection) – shown by a brown banner and ‘*See also...*’ or ‘**LOCATED in*’. Postcards have been awkward, as they properly belong in Y050 but were previously bulked together in albums (Y100).

The 1000+ postcards held in albums have been cross-referenced and given a location identity [eg ‘*Y050001-Buttermere-601: sub-index Y100167 located in Y102001 (postcard album 1)*’]. Recent postcard additions have been placed straight into Y050.

In the Y050 section, an attempt has been made, rather crudely, to categorise copyright details (column H) by code – information available in file Y999995 [CLOSED].

The Y800 Section

The materials are in the care of the Yorkshire Film Archive, York.

The Y900 Section (not Y999, which are CLOSED)

These are various digital study aids by the archivist that it is hoped will be of some use to students.

Indexing Scheme of archive materials held at Matlock: Summary (2018-01-01)

Y000... YHA Historical Archive library catalogues [Users’ notes as Y900001]

Y050... Hostel images, texts and hostel-specific materials (hard copy and / or digital)

Y050001 Illustrations and information for individual hostels (blue folders), and postcard cross-references

Y100... Postcard albums (with key items scanned)

Y100... Postcard albums

Y150... Regional Handbooks

Y150... Regional Handbooks

Y200... Regional Archives (printed, official and 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, official and 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...	Midland	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 items)	LN

Y360... Regional Archives (printed, official and local) late 1986 – early 1990s

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 (general pamphlets, listings, autobiographies, 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, Fundraising, Posters, Volunteering
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; Youth Hosteller up to 1972)
Y510...	YHA Magazines (Hostelling News 1972 to 1985)
Y520...	YHA Magazines (titles originating 1980-present)
Y550...	Press articles and scrap books (except early regional, see in Y2)
Y590...	Digital magazines and bulletins

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

Y600...	YHA Members' correspondence
Y610...	YHA Officers (professional and voluntary, working parties, etc)
Y620...	Correspondence from YHA
Y625...	YHA and Royal Court / Parliament, Special Events, Competitions, Academic Studies
Y630...	YHA Artefacts: Wardens' Artefacts (Personal)
Y635...	YHA Artefacts: other personnel, items of special historic interest
Y650...	YHA Artefacts: Local Groups (for some minute books see local regions)
Y690...	YHA Hostel Closure Artefacts
Y691...	YHA Donated Collections, various, membership cards, collected photographs, ephemera
Y699...	YHA Large Artefacts

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

- Y700... National YHA Minutes (ledgers and bound books and loose copies)
- Y701... National and Regional YHA Constitutions, National AGMs
- Y710001 YHA Board Papers, Internal Reports, Departmental papers, etc from 1990 (some CLOSED)
- Y710002 YHA Legal documentation, ledgers, etc
- Y711... YHA Governance Papers NOT CLOSED
- Y730... Financial ledgers, hostel returns, statistics, etc
- Y740... Employment, conditions of service, etc
- Y750... Individual hostel property details in folders (closed 7 years+), staff houses, HQs, offices, shops etc
- Y760... Property tenures
- Y770... Legal
- Y780... Hostel Standards Committee, Hostel Inspections, etc. (selected samples only), rules, policies
- Y790... YHA requisitions, orders, Shops / YHA Services / YHA Adventure Shops

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

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

Y900... Digital study files prepared by the YHA Archivist, various, including:

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 working documents and perpetual drafts rather than the last word

- Y900001 [This] YHA Archive Users' Guide with notes on the Indexing scheme and Indexing protocols (JM)
- Y900002 YHA yearly hostel bednights, capacities and wardens / managers 1931-2018 (JM) regularly updated
- Y900003 YHA Historical listing of all youth hostels and associated accommodation (JM) 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)
- Y950001 Illustrated Historical Profiles of over 120 selected Hostels, specially prepared (JM)

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.

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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January 2018

Further Youth Hostels Associations archive work has been undertaken by the YHA 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