

MEMORANDUM re. CARMELISMUS

1. In common with the remainder of the school, both the administration department of the Library and my own room, are hopelessly inadequate in storage facilities. I am, therefore, in the process of a ruthless clearing out operation, burning all old letters and destroying all other pamphlets and literature which is not 100% necessary to my existence.
2. At present two 3' drawers of my 3-drawer dressing table are overfull of Carmelismus items and these must be removed to some other place. Carmelismus items are also filling a drawer in the Library and a further one in the Printing Shop. There is considerable unnecessary bulk caused by retaining a whole issue of (say,) the Jewish Chronicle for the sake of a single article. Experience has shown that unmounted single ~~unmounted~~ items are easily mislaid.
3. Assuming that there were further scrapbooks available, [But see Para. 4] the matter would only be simplified but not completely solved as Carmelismus consists of many items which cannot be stuck in an album, e.g. School magazines, Prospectuses, Ed. reports, rowing programmes, etc., etc.
4. Even if these latter items did not exist, I am by no means convinced that the album method is satisfactory, even though albums may be pleasant to look through. Photographs and other matter is constantly required for re-publication in brochures, magazines, articles, etc. and it is not possible to remove these from an

album. This problem has not occurred so far as items from the past six years are still unmounted (and being lost!). Finding a particular item at present means a detailed search through all items in any particular place and is most time consuming.

5. I assume that it can be taken for granted that Carmalism does fulfil a need and must be continued in its present comprehensiveness. ( It will, presumably, be essential material in the compilation, at any future date, of a history of the College).
6. The quantity of items being added makes the present time the latest
  - i. that a sensible, but very simple, system could be started without months of work catching up with previous years.
  - ii. 'Top People' are wont to think of the School in fifty years time. It can confidently be stated that at some time in the not too distant future the present system will be found to be completely inadequate and almost frivolous in its naïve belief in its usefulness. This present time would appear to be the best to remedy matters. The following is, therefore, suggested.
7. All news cuttings, photographs, pictures, etc. should be individually mounted on cards (or thick sheets of paper) 8"x10" or 8"x13" and filed chronologically. This ensures that items can be temporarily removed for any necessary purpose with ease. Interspersed with these cards - and in the same chronological sequence - should be filed all magazines, brochures, etc. A card index 5"x3" might be kept giving dates of items to

which reference might need to be made. This is standard Library practice.

8. Minimum requirements - not to come from Library Budget - are:

- i. A four drawer foolscap filing cabinet with lock should be sufficient for all present items and any to be added within the next ten years ( This estimate can only be very rough and is based on five years per drawer).
- ii. A quantity of suspension files (The office already has some.)
- iii. A quantity of sheets 8"x10" ( or preferably 8"x12" ) to be obtained at wholesale rate from, say, Spicers.
- iv. Two boy assistants.

9. Believe me when I say sincerely that this is not to be taken as an ultimatum, but I really cannot cope in any other way. As far as cost is concerned I do not remember exactly how much each of our present albums costs, but I should imagine that we would need at least five more to hold the material at present waiting for attention.

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