

JANET FOSTER

Janet Foster is a professionally qualified archivist with more than 35 years experience in the field. For 16 years she worked in a variety of specialist repositories, including St Bartholomew's Hospital. Since 1990 she has been self-employed as a freelance archives consultant providing:

- advice to a range of organisations, from learned societies to community history groups, on the care and cataloguing of their archives
- flexible approaches to the management of records for smaller organisations
- advice and assistance with bids to the Heritage Lottery Fund and other major funders of archival projects

Current projects include advising the South Bank Centre on its archives and assisting the Whitgift Foundation with an HLF application. She is the regular archives and records management consultant to the London Mathematical Society and the Royal Statistical Society and a Director of the Archive-Skills Consultancy Ltd (TASC), which developed the Basic Archive Skills Training course and now provides training in the UK and overseas, most recently in Guyana. TASC is also active with project work and is currently implementing digital records management programmes for the Royal Academy, London, and the Northumberland Estates.

Throughout her career Janet has been committed to the provision of training and education for records professionals at all levels. Apart from the Basic Archive Skills courses, this has included working with Liverpool University Centre for Archive Studies to develop a distance learning course for para-professionals, delivering a course on Records Management to Librarianship students at University College London, conducting an Archives for London seminar on managing family history records and developing training courses in 18th & 19th century palaeography.

She co-authored the *Training the Trainer* pack for ICA and, as co-editor of *British Archives: a guide to archive resources in the UK*, first published in 1982 and now in its 4th edition, she has developed a wide knowledge of and contacts within the national network of archive provision.