

Collections Policy

1. Statement of Purpose

- 1.1 London South Bank University Archives Centre collects, preserves and makes accessible the original and unique archives created and accumulated by the University, its predecessor bodies and merged institutions, since its foundation in 1892 as the Borough Polytechnic Institute to the present day.
- 1.2 This Policy compliments the *Archives Strategy*, overall *Records Management Policy* and the University's *Information Strategy*, which aims to provide a framework for the successful deployment, maintenance and exploitation of information within the University.
- 1.3 This Policy is driven by the need to grow the Archives, to ensure we preserve records as evidence of the substantive work of the University and to guarantee that only those records appraised as meeting these criteria are kept.
- 1.4 This Policy has been developed with reference to The National Archives, *Archive Service Accreditation Standard (2013)* and *Archive Collection Policy Statements: Checklist of Suggested Contents (2004)*, and the Joint Information Systems Committee (JISC) *HEI Records Management: Guidance of Archival Appraisal (2007)*.

2. Collection Scope

- 2.1 Archives are collected from the following areas:
 - a) The corporate records of London South Bank University, identified in the University's Records Retention Schedules as needing transferral to the University Archives Centre.
 - b) The historic and corporate records of those educational institutions that have merged with London South Bank University, including;
 - Battersea College of Education
 - Brixton School of Building
 - Central Catering College, Waterloo
 - City of Westminster College
 - Great Ormond Street School of Nursing
 - National College for Heating, Ventilating, Refrigeration and Fan Engineering
 - Rachel McMillan College of Education (Annexe)
 - Redwood College of Health Studies

- South West London College
 - c) Archive collections directly related to taught subjects that the University specialises in.
 - d) Records which acknowledge the achievements of University staff, students or alumni.
 - e) Records of businesses, societies and other organisations that have made a significant impact on the development of London South Bank University.
 - f) Records which provide evidence of the contribution London South Bank University has made to local, national and international communities.
- 2.2 Most material dates from the last quarter of the nineteenth century to the present day but archives will be accepted, regardless of date.
- 2.3 The University Archives Centre will not seek to represent any particular historical, sectarian or other viewpoint in its acquisition of archives, but to reflect as objectively as possible all aspects of London South Bank University's past and present.
- 2.4 The collection process aims to facilitate the survival of records which contain unique information incidental to their main purpose or function but which, nevertheless, might have future research or other value.
- 2.5 All types of objects and media will be considered for incorporation, including paper, photographic, metal, glass etc.
- 2.6 In accordance with the principles of archival provenance and integrity, a collection will be accepted in entirety if only a part falls within the parameters of the collecting procedures.
- 2.7 Each collection will be appraised on its content and physical condition to determine whether it is worth acquiring.
- 2.8 The University Archives Centre will not normally accept archives which are of a particularly specialist nature, requiring skills or equipment beyond the office's resources to preserve, exploit or interpret.
- 2.9 The University Archives Centre will accept digital records, providing they are in an accepted file format identified in the Centre's *Digital Preservation Strategy*. Potential deposits in other formats will be assessed on a case by case basis.
- 2.10 Only digital records held on the following types of storage media will be accepted:

- University shared drives
- USB drives
- Optical media (CD, DVD, etc.)

The Centre is not currently in a position to accept floppy disk, zip disks, hard drives or any obsolete media.

2.11 The University Archives Centre does not collect:

- Literary and scientific manuscripts,
- Military and local history,
- Copies of original materials,
- Personal libraries,
- Academic research papers,
- Duplicates of material already possessed by the Archives,
- Art collections,
- Student records.

3. Acquisition

3.1 The corporate records of London South Bank University that are identified in the Records Retention Schedules as requiring permanent preservation will be routinely transferred to the University Archives Centre. University Archives Centre staff will proactively seek out other material suitable for inclusion in the archives from within the departments and faculties of the University by way of archive surveys. All records from internal sources within the University are already the property of the University and the University is the copyright holder.

3.2 External deposits are to be acquired by gift (including bequest), but in exceptional circumstances may be purchased if the archival material in question is of outstanding importance to London South Bank University.

3.3 The University Archives Centre does not accept material on loan.

3.4 The University Archives Centre will seek to liaise with other institutions when necessary to ensure that archives are secured in an appropriate place of deposit. The advice of the National Archives' Archive Sector Development will be sought where appropriate.

3.5 All deposits, whether gift or purchase, must be accompanied by a Deposit Agreement Form signed by the archive's owner(s) and the University Archives Centre, covering ownership, intellectual property rights, and access and disposal arrangements.

3.6 It is a condition of deposit that all acquisitions will be made publically available either immediately or at the expiry of a specific, agreed period. The University Archives Centre will not accepted deposits that are to be kept permanently closed.

- 3.7 The University Archives Centre will maintain Internal and External Accessions Registers, summarising the provenance, titles and dates of all deposits received.

4. Disposal

- 4.1 All deposits will be appraised, during which University Archives Centre staff will evaluate a deposit and identify any material unsuitable for permanent retention. Appraisal criteria are set out in the Centre's *Acquisition Procedures*. Such material will be returned to the depositor and if appropriate, advice will be given on more suitable repositories. Alternatively, with the depositor's permission the material will be securely disposed of.
- 4.2 The University Archives Centre accepts the principle that there should be a strong presumption against the disposal by sale of any archives in their ownership.

5. Conservation

- 5.1 The primary responsibility of the University Archives Centre staff is to ensure the archives are safe and protected against physical deterioration and damage. As far as possible, the archives will be stored in compliance with the requirements of British Standard PD 54:54 *Recommendations for the Storage and Exhibition of Archival Documents* and The National Archive's (TNA), *Archives Service Accreditation Standard*.
- 5.2 As the University does not employ a professional conservator nor has the required facilities on-site, the advice and help of a professionally qualified, ICON-registered conservator will be sought if and when necessary.

6. Review

- 6.1 To ensure that the Procedures meet the University's operational and legal requirements they will be reviewed every three years by University Archives and Information Compliance staff.

May 2018

Due to be reviewed in 2021