

Records Management Office Documentation

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Archive Collection Policy

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ARCHIVE COLLECTION POLICY STATEMENT

The University of Northampton Archives is the official repository for the institutional records of the University and its predecessor colleges. The University Archive may also acquire collections that support the Research, Teaching and Learning of the University's staff and students.

The University Archives aims to:

- Collect and preserve archival material (in most formats such as printed, electronic, audio and visual) relevant to demonstrate the history of the University and its activities, including certain records relating to staff and students.
- Collect and preserve archival material regarded as significant collections suitable to support the research and teaching of the University
- Collect and preserve archival material to enhance the learning of UoN students
- Provide adequate and appropriate conditions for the storage, security and preservation of archival materials.
- Arrange and describe these materials according to recognised standards. Provide a catalogue which supports ease of discovery and use. Make such catalogues and other finding aids available to bona fide researchers (unless this access is restricted by institutional or legal requirements or by written agreements with donors).

- Facilitate research using the collections by the provision of a reference point within the Archive and an appropriate area for the consultation of archives (a Reading Room)
- Promote awareness and use of the University Archives
- The Records Manager also has the role of University Archivist and has the primary responsibility for Archives collection development. Acceptance of any material either by donation or deposit is at their sole discretion.

Archive materials will normally be acquired in the following ways:

- Transfer of the formal records of university boards and committees, selected administrative records, and papers of the Schools and Departments as appropriate
- Donation (gift) of materials, whether voluntarily offered to, or actively solicited by the University Archives. It is Archives policy to encourage donations of material in keeping with the scope of the University collection.
- Deposit on loan. Donations are preferred to deposits on loan but loans may be accepted subject to the conditions of accession listed below.
- Purchase. Purchases may be made only in exceptional circumstances and if funding permits. Any such expenditure must be signed off by a member of the University Senior Management Team (SMT)

Conditions of accession:

- Accepted donations become the exclusive and absolute property of the University of Northampton

- Donations and deposits on loan will only be accepted if covered by a contractual agreement between The University of Northampton and the donor or depositor.
- Records will be available for public reference as soon as is practicable (subject to any written restrictions agreed between a donor and The University of Northampton).
- The Archives reserves the right to evaluate and select for destruction, or other means of disposal, any donated records deemed not worthy of permanent preservation, and the intention shall be made clear at the time of transfer. Donors, if still contactable by the Archive, will always be given the opportunity to take such material back.
- The Archives accepts the principle that there should be a strong presumption against the disposal by sale of any documents in its ownership.
- Acquisitions purchased with the assistance of grant aid will be held subject to the terms and conditions of bodies from whom such aid has been received.