

Sunderland University Library Special
Collections
Archive Collection Policy Statement

2020

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Background

Sunderland University Library Special Collections (SULSC) is a section of University Library Services, which is part of Student and Learning Support (the University of Sunderland). It derives authority to collect archives and special collections from this policy statement.

SULSC has adopted the National Archives' *Standard for Record Repositories* in promulgating this archive collection policy.

SULSC is a learning and research resource which supports the major University and University Library objectives to develop close links with the local community and to assist in the preservation of local heritage. SULSC's overarching function is to support the University's mission to

- provide an academic environment which encourages and draws together research, teaching and learning
- to engage with social, professional and business communities
- to maintain and develop appropriate links with agencies in Sunderland and the North east Region.

SULSC has been acquiring archives since 1995 and now recognises a need to formalise the collecting policy

Scope

SULSC's policy is to concentrate on collecting material which is by definition 'archival' rather than merely historical. This means that individual items should be unique, should fall within definition of 'primary source reference material' and should have been specifically selected for permanent preservation. Archival material may appear in a variety of formats (including printed books, bound records, electronic items, tapes and DVDs).

SULSC accepts that some existing library special collections do include non-archival items. However, SULSC does not intend in the future to collect material that does not have a strong archival content.

Statement of Purpose

Generally, SULSC seeks to acquire material which is linked with learning teaching and research within the University of Sunderland. *Specifically*, policy will be to concentrate on:

- records relating to the history of mining unions and professional associations of the workforce of the Northumberland and Durham coalfields, and to NEEMARC (the North East of England Mining Archives and Research Centre)
- records of and about individuals and organisations with a clear connection to Sunderland University
- records of and about individuals and organisations with a clear connection to the City of Sunderland and its environs.

The university's administrative records are separately maintained by the University Registry.

Records are accepted in every format, including but not confined to manuscript, printed, digital and audio-visual providing SULSC has the resources to preserve them over time.

SULSC does not collect:

- Records of a particularly specialist nature, requiring skills or equipment which are beyond the resources of SULSC to preserve, exploit or interpret.

SULSC is committed to:

- providing access to the resources in its care. It is open to the students and staff of the University and to any other serious researcher or interested party.
- physically preserving the material it holds
- working within the framework of current legislation for Data Protection and Freedom of Information
- developing and encouraging both remote and direct access to its collections

Repositories with Complementary Collection Policies

SULSC does not seek to compete with other repositories for archives and will endeavour to avoid conflict and duplication of effort

Methods of acquisition

Archives may be acquired by donation, purchase or loan.

Regardless of the method of acquisition, all accessions will have a legally binding acquisition agreement that sets out the details of transfer of custody and ownership.

Conditions of Acquisition

Archives are accepted by SULSC subject to the following conditions:

- Where there is clear and valid title of ownership
- Where cataloguing, processing and organisation of the material can be completed within a reasonable timeframe
- Where records will be available for public access either immediately, upon completion of cataloguing or, where sensitive data is involved, at the expiry of a specified period
- Where archives purchased with the assistance of grant aid are held subject to the terms and conditions of the funding body
- Where there is resource to support this

Retention Policy

Archives acquired by SULSC will, subject to the acquisition agreement, be retained and preserved permanently. Regarding items on loan, the period of loan will be determined by agreement between the depositors and the SULSC.

Date of Issue and Review

This policy is valid from: 2011
This policy Reviewed June 2020
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