

## **University of Stirling Special Collections Development Policy February 2010**

### **Background**

This is an updated version of the University Collections Development Policy produced in 2002. The need for an updated document of this type has come out of a number of factors:

- The possible accession of a number of major archival collections
- The need for new procedures, guidelines and regulations for the new archives area in the university library
- Discussions between the University Archivist and Stirling Council re acquisition policies
- The development of the Information Strategy 2009-13
- The need to have an up to date collecting policy document in order to comply with the Historical Manuscripts Commission Standard for record repositories.

### **Library Special Collections and Archives Collecting Policy**

1. The Library Special Collections and Archives is committed to collecting and preserving the institutional history of the University of Stirling through the transfer of official records from administrative offices and university departments and also through the donation of papers and memorabilia from former members of staff and alumni.
2. The Library Special Collections and Archives aims to build on its existing areas of collection strength and to support the research of the university in the following key areas:
  - Film, Media and Journalism
    - John Grierson Archive
    - Lindsay Anderson Archive
    - Prof. Alastair Hetherington
    - Prof. Sam Black
    - Musicians Union
  - Political and labour history
    - Tait Collection (includes archives of revolutionary Socialist groups in Edinburgh)
    - Watson Collection (includes left wing newspapers)
  - The history of Sport (in Scotland and the UK)
  - Scottish literature and theatre
    - 19th century, especially Sir Walter Scott and James Hogg
    - 20th century poetry, especially Helen B. Cruickshank and Norman MacCaig
    - Macleod Theatre Collection
    - Supporting collection of books on 18<sup>th</sup> – 20<sup>th</sup> century Scottish (and some English and European) literature, history and philosophy.
  - Publishing history
    - Early printed books, illustrative of the history of printing and publishing
    - Victorian illustrated books
    - Charles Dickens, especially serially published novels
    - Penguin books (complete output of publisher to 1961)
    - Local publishing, including:

- locally published chapbooks
    - Eneas Mackay
    - Drummond Collection (religious publishing, based on output of Stirling Tract Enterprise)
  - Napoleon
  - History of Science
    - Aquaculture
      - Howietoun Fishery Archive
      - Supporting research collection on open shelves and a small number of printed books in the Reserve collections
    - Calder Collection (books from Lord Ritchie Calder, mainly 20th century)
  - Leighton Library, Dunblane  
 Holdings made available courtesy of the Trustees of the Leighton Library. 4000 volumes and some manuscripts. Collection founded in 1687 on the personal library of Archbishop Robert Leighton, 1611-1684.
3. The Library Special Collections and Archives will also consider collecting material related to the university's other areas of research and teaching (the university's research themes identified by the Research & Enterprise Office can be found at: <http://www.research.stir.ac.uk/index.php>)
  4. Where archival material of local interest becomes available the Library Special Collections and Archives will discuss the appropriate place of deposit with other local repositories (including Stirling Council Archives and Falkirk Council Archives).
  5. When considering the acquisition of material the Library Special Collections and Archives will also take the following factors into consideration which may affect the final decision:
    - Size of collection
    - Condition of material (for example if material is in a poor condition that prevents it from being used, suffers from mould or insect infestation, or requires major conservation/repair work)
    - Access (for example if restrictions placed on access to material by depositor make use of collection difficult)
    - Resources available for cataloguing and preservation.
  6. The Library Special Collections and Archives does **not** collect the following types of material (suitable places of deposit suggested):
    - School records (Stirling Council Archives)
    - Church records (Stirling Council Archives)
    - Film (Scottish Screen Archives)
  7. When material is donated to the Library Special Collections and Archives, a permanent transfer is preferable to long term deposit. If material is to be left on long term deposit, a special agreement will be drawn up. The University reserves the right to return to the donor any material deemed to be of no interest, or, with the consent of the donor to transfer this material to a more appropriate place of deposit or confidentially destroy it.

9. The freedom to dispose of items added to the Library Special Collections and Archives is extremely limited. The basic assumption is that we keep items and that disposal is an exceptional event, when detailed procedures have to be followed. For the sale of rare books, we adhere to the Chartered Institute of Library and Information Professionals Guidelines on the Sale of Rare Books and Manuscripts (see appendix).
10. The University will undertake to store the Library Special Collections and Archives in an appropriate environment with controlled temperature and humidity. Conservation of individual items is dependent on the resources available. Items in a particularly poor state of repair will not be issued to readers.

This policy was agreed at University Court on 22 March 2010 and is effective from that date.

## **APPENDICES**

### **Appendix 1**

#### **National Archives *Standard for Record Repositories***

The full text of the National Archives *Standard for Record Repositories* is at <http://www.nationalarchives.gov.uk/information-management/our-services/standards-framework.htm>

### **Appendix 2**

#### **Disposals Policy for Rare Books and Manuscripts**

The sale of rare books or manuscripts from libraries will take place from time to time and inevitably can attract widespread public attention. The principles outlined here can assist in managing such sales.

#### **1 The selection of books and manuscripts for sale**

##### **1.1 Authority to sell**

1.1.1 The library should first establish that it has a full legal title to the property proposed for sale.

1.1.2 It must be established that the library has authority to sell under the terms of any donations, benefactions or grants concerning funded material.

1.1.3 Libraries are encouraged to have a clear disposal statement in accepting material and funding.

##### **1.2 Disposal policy**

1.2.1 Libraries are encouraged to have their own documented policies on collection management which include statements about disposals.

1.2.2 Libraries should identify core collections which would not normally be considered for disposal - to include the following categories:

- Foundation collections
- Special collections assembled for a specific purpose
- Annotated copies
- Copies listed in standard bibliographies
- Copies with a significant local provenance
- Bindings of special interest

1.2.3 Libraries are encouraged to be aware of published records of their books and manuscripts.

1.2.4 Libraries are encouraged to pay particular attention to alleged duplicates where a closer inspection reveals differences between copies, or where provenance and association with a collection are significant.

## **2 Implementation**

### **2.1 Reasons for the sale**

2.1.1 Libraries are encouraged to make clear statements about the reason for the sale.

2.1.2 The cost of the disposal process should be recognised in the expected proceeds from the sale.

2.1.3 If financial gain is not the primary objective, consideration should be given to transferring the books or manuscripts to other locations.

### **2.2 Advice**

2.2.1 Libraries are encouraged to consult widely on the material under consideration, within the library and academic community, with particular reference to the users of the material itself.

2.2.2 It is particularly recommended that independent commercial advice be taken about the value of the material.

2.2.3 Different methods of sale should be considered - such as:

- auction
- tender
- arranged
- purchase through national or private funding
- division of the material into individual lots to be sold separately, in the most advantageous way

## **3 Publicity and public relations**

### **3.1 Benefactors**

3.1.1 Close relations concerning the sale should be maintained with the following communities:

- Friends organisations
- Past benefactors, and their descendants, both individual and institutional
- National organisations and funding bodies, particularly those funding bodies being approached for grants concurrently with the sale
- Users of the material

### **3.2 Publicity**

3.2.1 Publicity relating to the sale should be framed in such a way as to emphasise positive outcomes from the disposal of material.

3.2.2 Where financial gain is the primary objective, the consideration given to alternative sources of financial assistance should be acknowledged.

### **3.3 Public relations**

3.3.1 Staff should be designated to deal with all enquiries relating to the sale.

3.3.2 A written public relations statement about the sale should be available.

3.3.3 The effects of the sale on potential benefactors should be considered.

## **4 Security**

4.1 A full record of the material sold should be kept by the library.

4.2 Deaccessioned books and manuscripts should be marked as such, so that the fact of their legitimate sale and their provenance are clearly recorded in the artefact itself.

Updated: 14 March 2008