



University Archives and Special Collections Centre Access and Discovery Policy

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1. Introduction and purpose of this Policy

1.1 Introduction

The Archives & Special Collections Centre (ASCC) collects, manages and provides access and understanding to collections relating to the disciplines of filmmaking, graphic design and graphic narrative, photography, sound arts, as well as issues around social justice and gender.

The purpose of the Collections Access Policy is to ensure the ASCC fulfils its responsibilities to provide the broadest possible access to these collections, in accordance with the UAL's Strategies and in proportion to resources available.

The UAL Archives & Special Collections Centre is an Accredited Archive. The Accreditation Scheme is administered by Arts Council England (ACE) and sets out nationally agreed standards for UK Archives. In line with the Accreditation Scheme, this policy details how the ASCC will maintain and extend access to collections and collections information including facilitating physical, sensory and intellectual access on site and virtually and by lending and borrowing.

1.2 Mission Statement

The University Archives and Special Collections Centre supports the vision of Library Services to deliver integrated academic and pastoral support to enable the development of creativity and resilience, so that students can fulfil their potential and get the best from their university experience.

Our mission is to provide high quality anticipatory and responsive library and student support offers that are tailored to meet the needs of our students and staff and reflect UAL's academic profile.

We achieve this through our core values of:

- Being student-centred, accessible and inclusive
- Celebrating diversity and respecting individuality
- Encouraging curiosity and supporting risk-taking to enable creativity and resilience
- Being committed to critical reflection and continuous improvement
- Innovating and leading in our areas of professional and academic expertise
- Forging effective and creative collaborations internally and externally

1.3 Policy alignment

This policy is part of Library and Student Services Collection Management Policy framework and it aligns with the following approved UAL policy documents:

- Library Services Collection Development and Management Policy
- Art Collection Management and Development Policy
- Archives, Museums and Special Collections Acquisition Policy
- Archives, Museums and Special Collections Disposals Policy
- UAL Archives, Museum and Special Collections Digital Preservation Policy
- ASCC Loans Policy

It aligns with UAL strategies: 

- UAL Academic Strategy (2018-20)

- Research Strategy (2015-2022)
- Teaching, Learning and Enhancement Strategy (2015-2022)

1.4 Customer Service Standards

In line with Library and Student Services Customer Service Excellence award, standards are applied to the service offered by ASCC:

- Enquiries will be answered in 3 days
- Items will available for a researcher within 72 hours

2. Principles of access

It is a condition of selection and acceptance of archives and special collections that a substantial proportion of the documents they contain will be made available for academic use and where possible, public access, either immediately or at the expiry of a specified period.

Elements of the collections may be unavailable if there is a substantial reason that prohibits access including (but not only):

- The material is uncatalogued
- Legal restrictions e.g. data protection; terms of individual depositor agreements
- Resource restrictions e.g. Access is requested outside of standard opening times
- Collection conservation e.g. handling would damage the item
- Collection security e.g. Stability of substances such as seeds or audio-visual materials
- The material is on temporary loan for exhibition purposes

3. Audiences

These collections offer insight to UAL but also to the wider world. The University Archives and Special Collections Centre is available to:

- UAL students and staff
- UAL researchers
- Visiting students and staff from other HEIs
- Visiting researchers eg. SCONUL members
- Members of the public

Collection managers partner with course leaders to develop and support object-led enquiry and pedagogy, embedding archives and special collections in course delivery.

4. Physical access

Information on how to access the University's Archives and Special Collections Centre can be found on our web pages: <https://www.arts.ac.uk/students/library-services/special-collections-and-archives/archives-and-special-collections-centre>

Users are asked to complete a reader registration form and are issued with handling guidance on their first visit.

Users are asked to provide evidence of their identity on their first visit.

5. Access for disabled users

The ASCC site has step-free access from the entrance of the LCC building, Elephant and Castle. Staff can assist with wayfinding and may be able to escort a disabled user to the Centre on request.

UAL students, staff and researchers, who have Individual Support Agreements, may request that items from Special Collections that are available for reference only at a particular site, may be transported from the home site to another temporary host site for their supervised use.

This Policy is the last-resort option and will be applied on a case-by-case basis.

Items from Special Collections which are requested by a student will only be transported from their home site to another temporary host site, under the following conditions:

- The items are not available at the student's home site.
- No alternative form or edition of the requested work is available at the student's home site.
- The student is unable to travel to the item's home site to consult them, due to disability or, the student requires specific support which can only be provided at their home site.

When items require specific transport arrangements, the local budget holders will decide whether to authorise the expense.

The collection manager at the home site reserves the right to refuse the transportation of any item, for these or other reasons:

- Items may be too fragile or unsuitable for transportation.
- Items may require conservation.
- Items may need to remain available to students and staff at their home site, either continuously or during specific periods, in support of teaching, learning and research.

6. Intellectual access

6.1 Collection descriptions

Internationally recognised standards are applied to ensure consistent description of archives, museums and special collections:

- Archives are described using the International Council on Archives, *General International Standard of Archival Description* [ISAD (G)], 1994. These records are currently held in the CALM database.
- Museum, object and art collections are described using the Spectrum standard, currently held in The Museum System (TMS) database.
- Special Collections of books are described using RDA, MARC21 and local standards to accommodate needs. These records are currently held in the KOHA database.

The Documentation Policy for ASCC provides further details of intellectual access.

6.2 Discoverability of collections

Library Services web pages provide access to archives and special collections through the web pages <https://www.arts.ac.uk/students/library-services>

- Archival collections are available through the online catalogue CALMView <https://archives.arts.ac.uk/Calmview/>

- Museum, object and art collections are available through the museum system's Gallery Systems interface <https://collections.arts.ac.uk/>
- Special collections are available through the online library catalogue <https://libsearch.arts.ac.uk/>
- Digital materials will be made available via a new user interface. <https://digitalcollections.arts.ac.uk>, currently under development.
- A selection of digital images from the University's archives and special collections is available through the Visual Arts Data Service. <https://www.vads.ac.uk/>

6.3 Digitisation and Digital Preservation

Digitisation based on the archives and special collections supports UAL's strategies. Digital materials created through digitisation include scanned documents, photographic images, moving image and sound. Born-digital materials created or collected include oral histories interviews and digital artworks.

Access to digitised or 'born digital' materials will be provided by the new digital collections user interface, subject to licence where necessary.

The UAL Archives, Museum and Special Collections Digital Preservation Policy provides further details on preservation for digital materials. The UAL Digitisation Policy expands upon these processes.

7. Promotion

7.1 Internal Promotion

Collection managers contribute to course induction programmes and information skills programmes to raise awareness of archive, museum and special collections and to embed object-based learning into curricula. These include participation in UAL's Research Network programme and University events such as Learning and Teaching Days, College Open Days and other promotional events or festivals.

Teaching and learning sessions such as object-based learning sessions and reading groups are promoted through the University's Academic

Support Online <https://canvas.arts.ac.uk/sites/explore/SitePage/41420/academic-support>

UAL web pages provide information on specific collections and access arrangements.

<https://www.arts.ac.uk/students/library-services/special-collections-and-archives>

7.2 External Promotion

Archives and special collections are promoted on external websites, and national and regional archive databases including:

AIM25: <http://www.aim25.ac.uk>

Archives Hub: <http://www.archvieshub.ac.uk>

Archon: <http://www.archon.gov.uk>

Masc25: <http://www.ucl.ac.uk/ls/masc25>

National Register of Archives: <http://www.nationalarchives.gov.uk/nra/default.asp>

Visual Arts Data Service: <http://www.vads.ac.uk>

7.3 Social Media

ASCC supports accounts with Instagram and Twitter and hosts Into the Archive stories blog.

Instagram: https://www.instagram.com/ual_archives/

Twitter: https://twitter.com/UAL_Archives

Into the Archive: <https://www.arts.ac.uk/students/library-services/special-collections-and-archives/stories>

These platforms are used to contribute to campaigns run by UAL and external agencies, such as TNA Explore Your Archives.

7.4 Loans-out to Exhibitions

Collection items from ASCC Archives and Special Collections are lent to exhibitions, both within UAL and externally. The UAL Art Collection is displayed throughout the UAL Estate and loaned to external organisations by arrangement.

Within UAL, exhibitions can be curated in partnership with students as part of their assessed course programmes and in partnership with the Research Centres including Photography and the Archive Research Centre.

To help reach a wide range of audiences the ASCC loans out items from its collections. Loans to external venues are arranged in line with nationally recognised standards that aim to preserve the condition of the items. A loan agreement is drawn up for each external loan, based on a questionnaire issued by UAL Legal Services.

For more information about loans, including timescales, please see the ASCC Loans Policy.

Digital exhibitions are curated in line with current copyright and Intellectual Property rights. Digital curation is a growing area of collection management and access provision and is a key aspect of the UAL Archives, Museum and Special Collections Digital Preservation Policy.

8. Reproduction

8.1 Copying or scanning items from archives and special collections

Researchers using the ASCC may request copies for personal use, e.g. research, for a non-commercial purpose or private study. Each request is assessed by the collection manager. The following consideration is given before a decision is made:

- Is the work published?
- Is it covered by the Comprehensive Agreement with the Copyright Licensing Agency (CLA licence), to which the department subscribes on behalf of the University?
- Is the work unpublished?
- The legal provisions that allow copying of unpublished works are:
 - The copyright holder has not expressly denied copying
 - The purchaser only uses copies for non-commercial research/private study [if we know for example that they are really for commercial then we are infringing copyright in collusion with the purchaser]
 - The purchaser has completed a declaration form
 - The purchaser pays at a level which at least covers the cost of the copying, plus/including a contribution to the general expenses of the library/archive.
- Is the work covered by any other Agreement with a donor which places constraints on copying or provides permission for copying?
- Is the work robust enough not to be damaged by copying or scanning (will it suffer from exposure to light or a flat-bed photocopier?)
- Can an appropriate charge be made for a copy of the item?

8.2 Photography

Researchers using the ASCC may make a request to take non-flash photography of materials from archives and collections. Each request is assessed by the collection manager and it is usually permitted for non-commercial research and private study, with the exception of the Stanley Kubrick Archive. The collection manager uses the guidelines on copying or scanning, to make an assessment of each request for photography. The user will be asked to record their photography and sign a Copyright Declaration Form.

8.3 Commercial reproduction

Researchers using the ASCC may make a request for copies of archives and special collections for commercial reproduction such as in books, magazines, documentaries etc. Each request is assessed by the collection manager. The researcher is responsible for clearing copyright on any items and providing evidence of permission to copy, to the collection manager, before the images are supplied.

Copying of archive material from the Stanley Kubrick Archive for commercial purposes requires approval by the donors of the Archive before any images can be supplied. Sufficient time must be allocated to complete this process.

A fee is charged to cover the administration of the copying and provide a contribution to collection care. Staff will advise on the charge when you make your selection.

9. Fees

General public access to the ASCC and its collections is free of charge. Charges are made for the supply of some services, including (but not only):

- Reproductions of material (where reproduction is appropriate to the item and legal)
- Pre-booked group tours from commercial companies
- Filming

All money raised will be used to support the work of the ASCC.

10. Developing professional skills and expertise

Professional training within and across the department is supported through internal and external staff development opportunities. Librarians, archivists and colleagues across the University who are involved with archives and special collections through their curatorial, academic or technician role are encouraged to become members of the University Archives and Special Collections Community of Practice. This group represents archives and special collections from all parts of the University. It enables and facilitates links between internal and external researchers, and fosters and supports connections between the collections and the disciplines and practices they represent. The Community meets regularly to share experiences and best practice, arrange joint events and exchange advice.

In line with staff development policies, staff are also encouraged to identify development needs as part of the annual Performance Related Appraisal process and to consider work placements and job shadowing opportunities to broaden their professional expertise.

11. Approval

This Access Policy is approved by the UAL Archives, Museum and Special Collections Advisory Board

Date of approval : 18th May 2021

Date of Review: 3 years

12. Version control