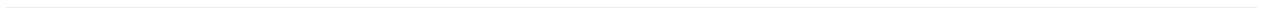


**ual:**

**Collections Management Policy**

**University Archives and Special Collections Centre**



### Contents

1. Introduction
2. Mission statement
3. Purpose
4. Policies
  - 4.1 Collection acquisition and de-accessioning policies
  - 4.2 Collections Documentation Policy
  - 4.3 Collections Access Policy
  - 4.4 Collections Care and Conservation Policy
  - 4.5 Digital Preservation Policy
  - 4.6 Digitisation Policy
5. Approval
6. Version Control

### **1. Introduction**

The University Archives and Special Collections Centre aims to ensure that risks to collections in its care are assessed, and removed or mitigated. To achieve this, specific collection care standards have been developed and policies put into place to support and maintain them.

### **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

### **3. Purpose**

This commitment to preservation and sustainability is a sound basis on which to build collections management policy and further a programme of strategic development for the collections at ASCC. The production of policies not only reflects the purpose of the organisation, but also the use and development of the material in its care.

Collections management requires a long-term and consistent commitment of resources from the parent organisation – not only to enable the interpretation of and access to the information contained in the collections, but also to ensure that that information survives into the future.

The collections management of ASCC collections is a complex activity and needs to be underpinned by guidance; both to staff and users, on how best to use and at the same time protect the carriers of the information – the formats themselves. This guidance is best expressed via a collection of policies which address the risks to the collections at all levels of their management and use.

The ASCC collections management policy framework consists of the following strategic policies.

- Library Services Collection Development and Management Policy
- UAL Archives, Museums and Special Collections Data Protection Policy
- UAL Archives, Museums and Special Collections Acquisition Policy
- UAL Art Collection Management and Development Policy
  
- UAL Archives, Museums, Art and Special Collections Deaccessioning and Disposals Policy
- UAL Archives, Museum and Special Collections Digital Preservation Policy
  
- UAL Digitisation Policy
  
- ASCC Access and Discovery Policy
- ASCC Loans Policy
- ASCC Documentation Policy
- ASCC Collection Care and Conservation Policy

This suite of policies aligns with UAL strategic direction outlined in:

- UAL Academic Strategy (2018-20)
- Research Strategy (2015-2022)
- Teaching, Learning and Enhancement Strategy (2015-2022)

In addition, the accredited CSM Museum, the LCF Archives and the college libraries, have specific policy documents which relate to the particular nature and use of their collections. These documents are available locally and are shared through the Archives, Museums and Special Collections Community of Practice where collection managers work together to manage collections across UAL.

## **4. Policies**

### **4.1 Collection acquisition and de-accessioning policies**

UAL has agreed policies for its archives, art, museum and special collections which outline how decisions are made to develop collections, and the criteria used to select and de-select collections. A clear set of principles and procedural documents support these Policies, to ensure that legal frameworks are considered and a risk-management approach is taken in all decision making.

### 4.2 Collections Documentation Policy

The University Archives and Special Collections Centre has a collection documentation policy that includes:

- a description of how the organisation obtains, documents, maintains and makes available information about the collection and the items within it;
- legal requirements and other requirements that govern the organisation in its aim to record collections information and the use of personal data in compliance with GDPR.
- a commitment to provide and maintain an information retrieval system;
- a description of collections documentation procedures through the use of cataloguing manuals and procedural documents.

### 4.3 Collections Access Policy

The ASCC has a collection access and discovery policy that includes:

- a description of how the ASCC aims to provide access to its collections;
- legal requirements and other requirements that govern the ASCC in its aim to provide access to its collections;
- the type and extent of commercial access that will be granted to items taking into account intellectual property constraints;
- an assertion that the competing demands of access and long-term care will be managed in accordance with the outcome of the collection care risk assessment.

It is aligned with the ASCC Loans Policy which outlines the principles and procedures for loans-out and loans-in to support UAL's mission and strategies.

### 4.4 Collections Care and Conservation Policy

The ASCC Service has a collection care policy that includes:

- a commitment to a risk management approach to collections care;
- a description of how collections care issues are communicated to employees, users and other interested parties;
- collections care procedures for conducting an assessment of the risk to items and collections
- establishing, implementing, monitoring, reviewing and communicating control measures appropriate to the risk assessment;
- Reference to the Digital Preservation Policy
- a description of conservation procedures for:
  - assessment and examination of items by competent persons;
  - prioritising the conservation needs of a collection;
  - recording conservation decisions and activities.
- Emergency response to disasters

#### **4.5 Digital Preservation Policy**

UAL has a Digital Preservation Policy that sets out how it intends to manage, preserve and make accessible the University's digital archives, museum and special collections, which have been selected for long term preservation because of their value. It :

- commits to digital collections development at UAL following the existing collecting remit of its archives and special collections, as stated in the UAL Archives, Museums and Special Collections Acquisition Policy.
- takes a proactive and risk-management approach to digital preservation, considering preservation needs associated with managing digital materials
- outlines selection criteria for Digital Preservation
- Outlines the roles and responsibilities of staff in digital preservation
- Acknowledges the legal framework for digital preservation and dissemination

This Policy will continue to be updated to reflect emerging best practice in this area of professional development.

#### **4.6 Digitisation Policy**

The Archives and Special Collections Centre has a digitisation policy that outlines key principles for decision making on digitisation, including:

- Selection criteria for digitisation
- Alignment with the Digital Preservation Policy to ensure that the legal frameworks are understood and a risk-managed approach is taken in all decision making.

### **5. Approval**

Approved by the Archives, Museum and Special Collections Advisory Board [18<sup>th</sup> May 2021]

Review date: 3 years

### **6. Version Control**