

CPR Collections' Collection and Appraisal Policy

Vision Statement

CPR Collections is an international theatre and performance repository which collects, catalogues, stores and permanently preserves materials for the use and benefit of present and future generations of scholars, theatre practitioners, and the public in Wales and beyond.

1

Name of the Repository:

1.1 Centre for Performance Research Collections (CPR Collections)

Address:

1.2 CPR, The Foundry, Parry Williams, Penglais Campus, Aberystwyth SY23 3AJ.

Identity of the governing body/authority

1.3 Centre for Performance Research Ltd, an Educational Charity (no. 701544) limited by guarantee (Reg. No. 2315790).

1.4 CPR Collections is a division of Centre for Performance Ltd.

1.5 Origins:

The Centre for Performance Research (CPR) was established in Cardiff in 1988, by Richard Gough and Judie Christie. CPR's predecessor was Cardiff Laboratory Theatre, which began in 1974.

CPR is a multi-faceted theatre organisation located and rooted in Wales, working nationally and internationally. CPR produces innovative performance work: arranges workshops, conferences, lectures and masterclasses; curates and produces festivals, expositions and exchanges with theatre companies from around the world; publishes and distributes theatre books, as well as the journal *Performance Research*, and houses a resource centre and repository that specializes in world theatre and performance.

2 CPR Collections:

2.1 Resource Centre

The printed collection in CPR's Resource Centre contains 8,000 monographs and journals specializing in contemporary visual and experimental performance; the traditional, 'classical' and folk culture of Asia, Africa and the Americas (especially India, China, Japan and Indonesia) as well as twentieth century theatre, dance, Live Art and performance (especially from Europe, the Americas and Australasia but also including Asia and Africa).

There is also a wide-range of audio-visual material representing instrumental and vocal music from world cultures and documenting the work of contemporary theatre groups and practitioners.

2.2 International Theatre Collection

This collection, deposited by Barbara and John Cavanagh in 2007, consists of 22,000 books, monographs and journals as well as 8,000 further items consisting of posters, prints and other theatre ephemera. The material is in over 20 languages and refers to many more cultures across the world.

New accessions, in line with the CPR Collections Policy, will be added to this collection with the exception of audio visual material which will be added to the Resource Centre.

2.3 Cardiff Laboratory Theatre/CPR Archive

This collection consists of and continues to add the documentation and production and design notes for all of CPR's productions including those performed under the organisation's previous name: Cardiff Laboratory Theatre which started in 1974. There are 500 audio-visual tapes documenting the proceedings of the many festivals, workshops, lectures and conferences organized by CPR and documentation of the research undertaken by CPR into the themes and subjects around which it organised programmes, workshops and performances.

2.4 Giving Voice Archive

The biennial GIVING VOICE Festival began in 1990—with plans to become annual—and the archive continues to document each; from the planning, research and development stages to film and audio and paper records of the talks, workshops and performances.

2.5 Performance Research Archive

The Performance Research archive consists of all the papers, images, and correspondence the journal receives and generates—since its conceptualisation in 1993 and first issue in April 1995—but also contains evidence of the extensive research and specialist conversations generated by its themed issues.

3

Information about the legal status of the repository

CPR Collections have adopted the Standard for Record Repositories as the basis for formulating their collection policy.

4

Information about Scope of, and Limitations to, Policy

4.1 Context

CPR aims to develop and improve the knowledge, understanding and practice of theatre in its broadest sense, to affect change through investigation, sharing and discovery and to make this process as widely available as possible. Its programmes of work combine cultural co-operation,

collaboration and exchange, practical training, education and research, performance, production and promotion, documentation and publishing, and information and resource gathering.

CPR Collections plays an essential role within CPR by identifying, collecting, preserving, and making accessible both existing and emerging bodies of thought and practice in international theatre.

4.2 Definitions

CPR Collections collects published works (monographs, series, journals), ephemera (posters, prints, programmes, clippings, photographs etc), records and documents, DVDs, audio recordings and videos, and the unpublished theses and dissertations of Aberystwyth Performance and Theatre Studies postgraduates.

CPR Collections therefore consists of both library and archival items and is best described as a Special Collection.

CPR Collections do not collect microform or microfiche items, or 3dimensional objects or artefacts.

4.3 Geographical Area

CPR Collections will collect items on theatre, dance and performance from around the world - contemporary and traditional, global and local – that emphasize the physical, visual and interactive aspects of human artistic endeavour; but with regard to Great Britain mainly focussed on post 1900 innovative, experimental and multi-cultural forms and manifestations.

4.4 Limitations

CPR Collections will not actively collect records primarily relating to British theatre from periods before 1900 or material that mainly focuses on dramatic work (play scripts, play analysis and biographies of playwrights) from Europe (including Great Britain), Americas and Australasia from all periods.

4.4.1 Acquisitions not covered by the policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of CPR Collections itself, and the agreement of any other interested archive authority has been sought.

4.5 Other Institutions

CPR Collections' interest in international—as opposed to British—theatre and performance means it doesn't directly compete with other major British theatre collections and it will seek to avoid competition, conflict and duplication of effort with the V&A, for example, whose collecting policy will sometimes overlap with that of CPR Collections. When advising potential depositors CPR will draw attention to the existence of other repositories with similar or overlapping interests, to ensure that material is offered to the most appropriate institution.

5 Methods of Acquisition

5.1 Accessions

All items accepted by CPR Collections, whether by donation, purchase, transfer, or bequest are subject to the signing of a transfer of title form by the owner or their representative and will be listed on an entry form which is also signed by the owner or their representative. This states the various conditions under which the items are accepted. Only items which in the judgement of the Collections' Director are of sufficient quality for permanent preservation will be accepted. Finding aids may be required with deposits where bulk is likely to render items otherwise inaccessible until processed. CPR Collections will not normally accept archives and records which are of a particularly specialist nature, requiring skills or equipment beyond the office's resources to preserve, exploit or interpret.

5.2 Donations

Once an item is accepted as a donation, it becomes the property of CPR Collections. This is stated on the back of the entry form which the donor is asked to sign when the object is accepted by CPR Collections.

5.3 Transfer

CPR Collections will accept transfers of items from other TNA recognised organisations and institutions which meet CPR Collections Policy requirements.

5.4 Purchases

Items may be purchased from individuals, shops and auctions if they are unique or when it is considered that similar items may not be given, and that they will form a significant addition to the collections. Such items may be sold by CPR Collections if a better specimen is donated to the Collections at a later date.

Purchases are normally made with funds which are donated to CPR Collections, money raised by CPR, or grants. 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.

5.5 Bequests

Items are generally accepted as part of a bequest, but they will not be accepted if

- (1) they fall outside CPR Collections' collecting policy.
- (2) the terms of the will impose unacceptable conditions on CPR Collections as part of the bequest.
- (3) the items could not be cared for satisfactorily.

5.6 Duplication

Normally, duplicates of items will not be accepted unless they differ in a significant way from an item already in the collection, or form part of a group of related items.

(e.g. when someone gives two identical items together, or gives one item of a type already represented in the collection with other items which were associated with it).

5.7 Loans

Loans of items to CPR Collections are subject to a formal loans agreement, which is outlined on the back of the entry form.

Loans will only be accepted if they are items which fall into the collecting policy, but are not already represented in the collections.

A full description of all items on loan will be sent to the lender, who will be asked to sign an agreement concerning the conditions of the loan. This will include a request to give a reasonable period of notice before the specimen is returned to them.

If a lender should die during the period of a loan, the items will form part of the estate of the former owner and its loan will be negotiated with those responsible for the estate. All efforts will be made to maintain a record of the ownership of loans.

6 Appraisal policy

6.1 CPR Collections shall, in accordance with the wishes and requirements of depositors, evaluate and select for transfer or destruction those documents deemed not to be worthy of permanent preservation, and the intention shall be made clear at the time of deposit.

6.2 By definition, CPR Collections has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. CPR Collections accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in the collections.

6.3 CPR Collections will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration.

6.4 When disposal of an item is being considered, CPR Collections will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant.

6.5 Decisions to dispose of items will not be made with the principal aim of generating funds.

6.6 Any monies received by the CPR Collections' governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from CyMAL and TNA.

6.7 A decision to dispose of an item, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections), will be the responsibility of CPR Collections acting on the advice of professional curatorial staff and not of the Director of Collections acting alone.

6.8 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the

first instance, by gift, exchange or sale, directly to other record repositories subscribed to The National Archives Standards likely to be interested in its acquisition.

6.9 If the material is not acquired by any repositories subscribed to TNA Standards to which it was offered directly, then the archive and repository community at large will be advised of the intention to dispose of the material, normally through an announcement in professional journals and through online professional forums where appropriate.

6.10 The announcement will indicate the number and nature of items involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other repositories subscribed to TNA Standards. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, CPR Collections may consider disposing of the material to other interested individuals and organisations.

6.11 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable.

Information Concerning Access

Notice of every new acquisition and of any restrictions on its access or use will be made public at the earliest opportunity and CPR Collections will systematically supply copies of its finding aids to the National Register of Archives and to users via the CPR website.

Dates and Policy Review

Date of Board of Directors meeting: 30th July 2009

Date of Policy Review: 2 years from above

The National Register of Archives and CyMAL will be notified of any changes to the Collections Policy, and the implications of any such changes for the future of existing collections.