

## **ABERYSTWYTH UNIVERSITY INSTITUTIONAL ARCHIVE COLLECTION AND ACQUISITIONS POLICY**

This Policy covers the institutional archives of Aberystwyth University (AU) which are under the management of the Registrar and Secretary and are covered within the terms of the AU Records Management Policy. A separate policy applies to the deposited archives which are held within Information Services and which fall under the management of the Director of Information Services.

The Records Management Policy applies to all records created, received or maintained by the staff of the institution in the course of carrying out their functions. Records are defined as all those documents which facilitate the business carried out by the University and are thereafter retained (in some cases for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

### **1. Objectives**

- a) To maintain the institutional records of Aberystwyth University;
- b) To receive by transfer, gift, loan or purchase, institutional records relating to Aberystwyth University. The institutional archive of the University shall be deemed to include those materials relating to the normal educational and business activities and procedures of the institution but will exclude materials created by staff and students in the pursuit of individual academic activity and research, except insofar as these are subject to contractual and legislative record keeping requirements by the University;
- c) To catalogue, store and present institutional archival material for the benefit of officials, researchers, staff, students and the general public;
- d) To develop, maintain and apply a comprehensive preservation policy and strategy, following the Recommendations of BS:5454 and in keeping with best current practice nationally and internationally;
- e) To apply as far as possible the standards established by the Royal Commission on Historical Manuscripts in 'A Standard for Record Repositories' (3<sup>rd</sup> Edition 2001);
- f) To develop and promote use of the institutional archives by staff and students of the University and by members of the general public as may be most appropriate in line with legislative requirements and University policies.

### **2. Collecting Policy**

- a) To maintain all those current records of the institution which are necessary for the performance of its routine business and in furtherance of its contractual and legislative responsibilities;
- b) To retain or acquire any administrative records relating to the University which are deemed to be of historical archival value;
- c) To acquire original records relating to staff and former students which relate to the institutional activities and business of the University. Such acquisition will be subject to the terms noted in paragraph 1 b) above;

- d) To accept records in every format, whether manuscript, printed or electronic; also photographs, provided the University has the facilities to care for, and to provide access to, such material.

### **3. Acquisition**

The University will normally only acquire material by internal transfer, gift or loan. The purchase of material will only be considered in the most exceptional cases.

#### **3.1. Internal Acquisition from University Departments**

- a) Individual departments must ensure that current records for which they are responsible are maintained and disposed of in accordance with the University records management guidelines;
- b) Material held within University Departments will be assessed for long term retention within the Institutional Archive as appropriate in line with agreed retention policies and schedules. In cases where material is not deemed appropriate for transfer to that archive, collections may be considered for acquisition by Information Services as part of the deposited research archive. It should be noted that academic papers and research materials from staff or students will NOT normally be accepted for deposit in the institutional archive;
- c) Departments should work closely with the University Records Manager over the transfer of material to the archives to ensure appropriate procedures are followed;
- d) Basic finding aids may be required with transfers or deposits where bulk is likely to render the documents otherwise inaccessible until processed.

#### **3.2. Acquisition from External Sources**

- a) The University strongly prefers to receive material as a gift rather than as a loan;
- b) Where items are accepted as a loan, depositors will be required to abide by the conditions of deposit and to sign a deposit agreement;
- c) No documents will be accepted without clear evidence of ownership and authority to deposit.

The final decision over whether or not material from whatever source is accepted into the University Institutional Archive rests with the Registrar and Secretary.

### **4. Selection and Disposal**

- a) In the case of material offered from any external source the University retains the right to select and to dispose of material not judged to be worthy of permanent preservation;
- b) The University accepts the principle that there should be a strong presumption against the disposal by sale or otherwise of any archival material in its ownership.

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