

ABERYSTWYTH UNIVERSITY DEPOSIT ARCHIVE COLLECTION AND ACQUISITIONS POLICY

This Policy covers the deposited archives held by the University at the Hugh Owen Library and the Thomas Parry Library which are under the management of Information Services. A separate policy is in place for the Institutional Archive of Aberystwyth University which is under the management of the Registrar and Secretary.

1. Objectives

- a) To maintain and develop collections of original records relating to Aberystwyth University, its staff and students, which do not fall within the remit of the Institutional Archive but which are nonetheless deemed to be of significant historical value.
- b) To receive by gift, loan or purchase, significant collections of original records from external sources which support the research profile and activities of the University;
- c) To catalogue, store and present 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 its 'A Standard for Record Repositories' (3rd Edition 2001);
- f) To develop and promote use of the archives to staff and students of the University and to members of the general public.

2. Collecting Policy

- a) To acquire by gift, loan or purchase, original records relating to staff and former students of the University where these are deemed to be of significant historical value. It should be noted that papers and research materials from existing or retired members of staff will not normally be accepted for deposit during their lifetime.
- b) To acquire by gift, loan, or exceptionally by purchase, collections of original records which support the research profile and activities of the University;
- c) To decline records that are more appropriately cared for by the National Library of Wales, or which are local in nature and are more properly cared for by the local authority archive service. The University also reserves the right *not* to accept donations.
- d) To accept records in every format, whether manuscript, printed or machine-readable; 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) Records held within University Departments will normally be assessed for long term retention within the Institutional Archive as appropriate in line with agreed retention policies and schedules. Only in cases where material is not deemed appropriate for transfer to that archive will collections be considered for deposit within Information Services. Routine operational materials will not be considered for transfer from departments to the Deposit Archive.
- b) Departments should work closely with the University Records Manager over the transfer of material to the institutional and deposit archives to ensure appropriate procedures are followed;
- c) 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) Individuals or Departments within the University should not enter into negotiations with potential donors or depositors of archival material without prior consultation with the staff of Information Services;
- d) 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 Deposit Archive rests with the Director of Information Services.

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.