



## **ARCHIVE COLLECTION POLICY**

May 2018

### **Policy Statement**

This Policy is a statement of the priorities and criteria for the acquisition and maintenance of Selwyn College's Archives. It is intended to ensure continuity by providing guidelines for College staff and advice to potential donors. It replaces the previous policy (2012).

### **Introduction**

Selwyn College Archives is the record repository of Selwyn College, a college of the University of Cambridge, founded in 1882. The repository is under the jurisdiction of the Library & Archives Department and the Library & Archives Committee. This collection policy is deliberately flexible to allow each potential accession to be judged on its own merits.

### **Mission Statement**

Our principal objective is to collect, preserve, and promote the use of records documenting the history of the College. This includes records of its administration and finances, land and property ownership, and individual members of College.

### **Scope of Collection**

Subject to the exemptions below, we will collect records of the College and papers of Bishop Selwyn, the Selwyn family, individuals connected with the College and also items which illustrate a cross-section of College life and which might not normally survive as part of the official record. Material will be accepted in all formats, digital and analogue, and may include College minutes and other papers, maps, plans, drawings, engravings, and photographic prints; College newsletters, magazines, and other publications; posters, menu cards, and some artefacts. Copies and transcripts are only acquired where the originals are not available and the material is of sufficient importance to our collections. Other printed material may be of interest to the College Library.

### **Methods of acquisition**

Institutional records will be transferred by arrangement with College departments when they are no longer in use. Only records judged to have an administrative, legal, financial or research value will be transferred for permanent retention.

Records from external sources will be acquired by gift and deposit. Gifts are preferred because they ensure that an archive will be permanently preserved and available for research. We shall, in

consultation with donors, evaluate and select material worthy of permanent preservation. Duplicate or ephemeral material identified in the initial processing of an archive will be returned or destroyed in a secure manner, according to the donor's instructions. We shall not dispose of any records in our ownership by sale.

### **Deposit agreements**

Material will be accepted with guidelines on copyright and data protection (GDPR) in mind. Donors' wishes on the confidentiality and copyright status of material will be agreed in advance and copyright agreements signed and retained.

We hold and process data in relation to donations as set out in the College's Data Protection Policy (Policy and Statements may be found in the GDPR section of the Finances and Governance webpage <https://www.sel.cam.ac.uk/finances-and-governance/>). Donors should be aware that standard practice is for names of donors to be shared within College communications such as reports to the Library & Archives Committee. Donors not wishing for their details to be shared in this way will be offered this option at time of donation and have the right to access, amend, or withdraw their details at any time, as set out in the College's Data Protection Policy (Policy and Statements may be found in the GDPR section of the Finances and Governance webpage <https://www.sel.cam.ac.uk/finances-and-governance/>).

### **Exemptions**

We aim to assist donors in finding the most appropriate home for their records and so may need to direct them to another repository in line with the national archival framework.

We will not accept any material which duplicates current holdings.

The Archives will not normally purchase any material, unless in exceptional circumstances.

We will not accept any collections where the space occupied outweighs the research potential.

### **Responsibilities**

All records received will be accessioned and receipted to the donor and notice of major new acquisitions will be made public at the earliest opportunity. Records will be sorted, catalogued, and indexed in due course and copies of catalogues will be supplied to donors.

We have an obligation to store, preserve and make accessible the archives in our custody in accordance with current professional standards.

This policy was approved in 2018 and is subject to review after 3 years.