

SELWYN COLLEGE

ARCHIVE COLLECTION POLICY

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 College Library and the College Library and 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, paper and electronic 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. In addition, we may advise potential donors of paintings, watercolours and three-dimensional objects.

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 only 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 Data Protection and Freedom of Information in mind. Donors' wishes on the confidentiality and copyright status of material will be agreed in advance and Copyright agreements signed and retained.

Exemptions

We aim to assist donors in finding the most appropriate home for their records and so may need to direct records 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 2012 and is subject to review after 5 years.