

### **Acquisition policy**

The principal role of the University of Huddersfield Archives & Special Collections Service (“the Service”) is to support the University and its aims and objectives by preserving those institutional records of evidential value, managing collections that support teaching and research and providing wider public benefit through access for researchers outside the University.

The Service therefore aims to collect and preserve material relating to the University of Huddersfield and its predecessors; to those organisations, families and individuals which have a direct connection with the University and/or its predecessors; and that material with a curriculum or research relevance to the University. As well as documenting the past, a key part of the role of the Service is the accurate reflection of today’s University, and it aims to collect material relating to the University’s many and diverse communities and organisations, ensuring all communities are represented in the collections and not seek to represent any particular historical, sectarian or other viewpoint in its acquisition of material.

The Service is dedicated to managing the long-term preservation of, and access to, the historical resources in its care. It provides services that meet the needs of the collections and users to the best standards of quality and value possible.

The Service operates within the legislative framework of the Data Protection Act, the Freedom of Information Act, and the Environmental Information Regulations. All material in the care of the Service will be made available for research in strict accordance with the Acts.

The policy encompasses both archives and special collections material. For the purposes of this policy statement, “archival records” shall be taken to mean all archives, records or documents, whether individual items, series or collections (*fonds*), and of whatever medium and format. “Special collections material” includes all types of published or printed material such as books, pamphlets, ephemera, periodicals, newsletters, theses, images including photographs which do not form part of an archival collection, and maps.

### **Scope of acquisition**

The Service will hold the archival records of the University and its predecessors; the University’s current and semi-current records are covered by the [University retention and disposal schedule](#) until archival records of enduring value are transferred to the Service.

The Service seeks to collect the records of sports and social clubs associated with the University and its predecessors, and the personal papers of former students and staff where these help document the history of the University, or support teaching and research.

The Service seeks to collect archival and special collections material with a specialist curriculum and/or research relevance to the University of Huddersfield, or in areas of existing strength which may be unrelated to the history of the institution but as may contribute to the preservation of the cultural heritage of society, notably contemporary music, sport, the history of media, education, labour history, and architecture. The Service acts in association with the University’s academic Schools to secure material which can be used in teaching and research.

The Service seeks to collect published or printed materials relating to Huddersfield, the District of Kirklees and the historic West Riding. Published or printed material relating to the broader region (including the historic East & North Ridings of Yorkshire) may also be collected when the contents are relevant to other holdings. Purchases for the Yorkshire Collection will relate directly to the University or to Huddersfield/Kirklees where the University is an integral part of the story.

Publications giving guidance on the use and interpretation of materials will be acquired along with guides to holdings of other relevant libraries and record repositories. A library of professional literature on archive management and special collections management will be maintained. National indexes and other sources which relate to the whole country or particular regions will be acquired only if exceptionally important or there is a need to increase local access to national sources.

#### Formats

Items in a format which requires special equipment for their consultation (eg. microfilm, microfiche, audio-visual including film and tape, and machine-readable records) will only be acquired if the Service has the necessary equipment to enable access to be provided or facilities for access can be arranged elsewhere under proper supervision. The University Archivist & Records Manager may, however, accept items in a format for which no means of access is currently available if, in her/his opinion, the rejection of such records will result in the destruction of records of historical significance. In such circumstances the Service will actively seek an alternative place of deposit which can enable access and retain working copies in an accessible format where possible.

Three-dimensional artefacts will not be collected by the Service unless they are an integral part of an archive, but will be transferred after consultation with the donor to Tolson Museum or another appropriate repository. Where artefacts form an intrinsic part of an archival *fonds*, they will be transferred on deposit and their archival context retained in the catalogue and other documentation.

#### Exclusions

The University will not collect

- archival records of local government including those of the Metropolitan District Councils of West Yorkshire, of the former West Riding of Yorkshire County Council, of the former West Yorkshire Metropolitan County Council, of the West Yorkshire Residuary Body, of superseded local authorities within the West Yorkshire Metropolitan county area, and of other local authority and statutory bodies operating, or previously operating, within the West Yorkshire Metropolitan county area or with a West Riding county-wide remit. Such records are properly collected by [West Yorkshire Archive Service](#).
- Public records under the terms of the Public Records Acts 1958 and 1967.
- Archival records of religious institutions and bodies including Anglican Christian records as defined by the provisions of the Parochial Registers & Records Measure 1978 (as amended 1993), and similar official records and registers of Catholic Christian, Nonconformist and other Christian, Buddhist, Jewish, Muslim, and other religious bodies.
- Duplicate material.
- Frames, trunks, deed chests and other containers.

The University Archivist & Records Manager reserves the right to refuse material that does not fall within the remit of this acquisition policy, or where there is concern over the legal ownership of the material; government policies and guidelines on cultural property will be followed including, for example, on spoliation. (S)he will seek to suggest alternative repositories, if necessary taking advice from professional colleagues as to the most suitable home for the items offered.

The University recognises the rights and collecting strengths of other professionally staffed archive repositories, both local and national, and will make every effort to avoid competition, conflict or duplication of effort. When acquiring or seeking to acquire archival records, the University Archivist

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& Records Manager will bear in mind the appropriateness of the Service as a place for their custody and consultation and will respect the principles of archival integrity. (S)he will consult and co-operate with appropriate repositories

**Means of acquisition**

Items will be acquired by gift, deposit, loan for exhibition or copying, transfer, or purchase.

Before accepting any items, the University Archivist & Records Manager must be satisfied that the depositor has proper authority or title to transfer them. In the event of acquisition by loan or gift, the conditions of deposit will be those contained in the Service's standard terms of agreement for the deposit.

The University Archivist & Records Manager will only seek to secure the acquisition or removal of any records held in another record repository, with the agreement, after consultation, of the archivist and governing body of that repository, and the consent (where it can be reasonably ascertained) of the owner of the records.

Once items have been acquired for the Service, they will be managed in accordance with the other policies of the Archives & Special Collections Service such as those on preservation management and access.

**Records of acquisition**

An accession register (or the equivalent in computerised form) will be kept to record essential information about the nature and circumstances of each acquisition. The information will include the date of acquisition, the name and address of the source, brief details of the items, the terms of deposit, rights information (both copyright and identifiable data subject rights) and collection and accession numbers which allow the items concerned and any related documentation to be traced. Signed Gift and Deposit forms for archives will be retained alongside the accession register.

Items which are loaned for exhibition or for the purposes of copying and inclusion in the Illustrations element of the collection will be held securely and returned to their lender.

Notice of every new acquisition and of any restrictions on its access or use will be made public at the earliest opportunity, including through notification to The National Archives.

**Retention and disposal**

The Service accepts the principle that there should be a strong presumption against the disposal by sale of any items in its ownership.

The Service will aim to collect no more than two copies of any one special collections item. Donations of material already in stock will be retained if they form a significant part of a significant collection. The University Archivist & Records Manager retains the right after consultation with the donor to dispose of duplicate special collections material in an appropriate way:

- Items of potential interest to other libraries/institutions will be identified and offered as appropriate.
- All other items in reasonable physical condition will initially be offered for sale. Where appropriate, with the agreement of the Director of Computing & Library Services and consultation with colleagues in Financial Services and other key stakeholders, individual

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items of financial value and whole libraries will be sold through specialist dealers. Other items will be offered for sale to users of the University library. The price of items on offer in any book sale may be reduced at the discretion of staff in charge in order to clear surplus stock.

All proceeds from such sales will be used for acquisitions to develop the holdings.

- Wherever possible, any remaining unsold or physically unacceptable items will be sent for recycling.

No archival records will be acquired or disposed of in contravention of the terms of any current legislation, and in particular the Public Records Acts 1958 & 1967, the Manorial Documents Rules 1959, the Tithe (Copies of Apportionment) Rules 1960, and the Parochial Registers and Records Measure 1978 (as amended 1993).

The Service will only dispose of archival records which have been accepted on deposit, in the following circumstances:

1. The depositor has given written consent to the destruction or return of records which are found to be duplicates or unworthy of permanent preservation. Any material destroyed will be dealt with as confidential waste.
2. It is found that the records belong more properly with records in another repository, in which case they may be transferred there with the consent of the owner and the knowledge of both governing bodies.
3. The owner requests their return, in accordance with the terms of deposit.
4. The Service becomes unable, either temporarily or permanently, to provide proper care for them. In this case they should be transferred, on such terms as may be agreed in writing with the consent of the owner and of both governing bodies, to another appropriate repository with similar overall objectives.

**Responsibility for the policy**

The policy was developed in consultation with stakeholders during 2011. These stakeholders included users; staff of the University; professional colleagues in record offices, local studies libraries and museums in the West Yorkshire and neighbouring regions; principal depositors; The National Archives.

This policy was approved by the University Research Committee on 20 September 2011 and amended by URC on 11 March 2014.

It will be reviewed and revised in 2018.

**Appendix 1: Criteria for transferring ex-library stock to Archives & Special Collections**

- All items containing a bookplate from the Huddersfield Mechanics' Institution.
- Internal reports, grey literature & publications produced by the University.
- Monographs by (ex) members of staff.
- Significant works in areas of curriculum and/or research relevance to the University of Huddersfield and which are likely to be difficult to obtain elsewhere, ONLY in the following areas of existing collection strengths:
  - contemporary music;
  - sport - particularly rugby league & cricket;
  - history of media;
  - education;
  - architecture;
  - design including textiles;
  - politics.

Particularly applies to works which are (likely to be) out of print, published overseas, published privately or in small print-runs.

NOT copies of superseded standard textbooks unless by (ex) members of staff.

- Anything relating to Huddersfield and to the District of Kirklees.  
Published or printed material relating to areas surrounding the District (including the historic West, East & North Ridings of Yorkshire) may also be collected when the contents are relevant to Huddersfield and the District of Kirklees.

Note that all University of Huddersfield Dissertations (Masters level upwards) should be permanently retained in the Library.

Materials NOT to be transferred:

- off air recordings (old videos, cassettes etc);
- runs of journals to which electronic access is now provided and which do not fall into the areas of collection strength in 4 above;
- items with Polytechnic bookplates which do not fall into the areas of collection strength in 4 above.