

Library Services

Archives Collections Development Policy

1 Background information

- 1.1 Queen Mary University of London has a rich and diverse history. The institution can be traced to the People's Palace, which began as a philanthropic endeavour to provide east Londoners with education and social activities in 1885 and saw the foundation of the People's Palace Technical Schools in 1887. From the technical schools emerged East London Technical College in 1896. This was renamed East London College in 1907, when it became a School of the University of London. A Charter of Incorporation was granted in 1934 for the renamed Queen Mary College. In 1989 Queen Mary College merged with Westfield College (established 1882, granted a Royal Charter 1932) to become Queen Mary and Westfield College. In 1995, two distinguished medical colleges, The Medical College of St Bartholomew's Hospital (established in 1843), and the London Hospital Medical College, (England's first medical school, founded in 1785), joined Queen Mary and Westfield.
- 1.2 Queen Mary University of London and its predecessor bodies¹ have maintained their own records since their inception. Archive material including collections of private papers and organisations and business archives, has also been deposited and donated to the Archives over the years.
- 1.3 This policy relates to archival material held in the Archives, in Mile End Library—including the records of Westfield College, Queen Mary College and Queen Mary University of London, but excluding records of Barts and the London School of Medicine and Dentistry (which are held at Barts Health NHS Trust). It also relates to records donated or offered to the Archives by external depositors or organisations.
- 1.4 The Archives are administered by the Archives Team, which is part of the Library and Student Services.

2 Objectives

2.1. Statement of Purpose

- a. The Archives are part of the Library and Student Services, which supports all QMUL knowledge creation and knowledge dissemination.
- b. Specific objectives are:
 - i. To preserve and protect the Archive collections.
 - ii. To support the QMUL's teaching and research programmes by affording appropriate access to the collections in the Archives.
 - iii. To transfer knowledge generated by QMUL to business and the community regionally, nationally, internationally by providing and promoting appropriate

¹ *Predecessor bodies* refers to the People's Palace, Peoples Palace Technical School, East London Technical School, East London College, Queen Mary College (1887-1989); Westfield College (1882-1989).

external access to the collections in the Archives, and as such support QMUL's dedication to the public good.

2.2. Commitment and Accountability

- a. It is intended that the Archives should meet or actively work towards the following standards:
 - i. Archives Service Accreditation Standard
 - ii. PD 5454: 2012 Guide for the storage and exhibition of archival materials
- b. The Archives is committed to providing access and managing collections in compliance with legislative requirements including the Re-use of Public Sector Information 2005, Freedom of Information Act 2000, Data Protection Act 1998, Copyright, Design and Patents Act 1988, and any other relevant legislation. Access is provided in support of the principles of equality and diversity.

2.3. Community

- a. The Archives serves QMUL undergraduates, postgraduates, academics, professional staff, former students or staff, and other regional, national and international undergraduates, postgraduates, academics, family historians, media, researchers and members of the public.
- b. Access to services and collections is provided on an equal basis to all members of the community served by the Archives, and the Archives aims to provide a consistently high standard of customer care.

3 Existing holdings

3.1

- a. Institutional
Queen Mary Archives consists of records² and other material deemed appropriate for permanent retention as follows:
 - i. Records created by Queen Mary University of London and its predecessor bodies.
 - ii. Records relating to individuals connected to Queen Mary University of London and its predecessor bodies.
 - iii. Artefacts and memorabilia reflecting the history of Queen Mary University of London and its predecessor bodies.
- b. Other Collections
 - i. Queen Mary Archives also holds a number of archival collections of private papers, organisations and business archives, which date from the early 17th century to the present day
 - ii. A print collection and other paintings and artwork are also held in the Archives and date from the 16th century to the 1960s.
- c. The holdings in the Archives broadly relate to subjects in the arts, humanities and social sciences.

4 Basis for acquisition and selection

- 4.1 The Archives seeks to acquire the following major groups of records and other material.
 - a. Records created by Queen Mary University of London and its predecessor bodies.
 - i. Records of archival value are identified in the QMUL [Records Retention Policy](#).
 - ii. The Records Retention Policy is maintained by the Records and Information Compliance Manager, in collaboration with the Archivist who identifies in the

² Records in this context means archival material

- policy those series of records that should be kept permanently in the Archives (once they are non-current) or require appraisal by the Archives before disposal.
- iii. The methodology used by the Archives to appraise institutional records, before transfer to the Archives for permanent retention, is outlined in the Archives Appraisal Policy.
 - iv. Staff in departments are required to carry out an annual review of records in line with [internal guidance](#). Non-current records with archival value are transferred to the Archives annually, in coordination with the Records and Information Compliance Manager.
 - v. Some records, such as prospectuses, annual reports, strategies, senior committee meeting papers and student union magazines are collected by the Archives throughout the year, at the time of creation.
 - vi. Digital records, namely minutes and papers of meetings of the Senate and Queen Mary Senior Executive and Committees are circulated to the Archives, for collection, at the time of creation, in pdf format.
 - vii. Records that are received or collected, including digital, are processed in accordance with internal practices outlined in the Archives Manual: Collection Care and Cataloguing, and are prioritised for cataloguing or conservation in the Cataloguing Programme, and Preservation Programme.
 - viii. Records received and collected are preserved and made available in accordance with the Archives Preservation Policy and Archives Access Policy.
 - ix. Priority areas for collecting include records of academic departments, and digital records especially documents circulated through the QMUL Intranet and are detailed in the Collection Development Plan.
- b. Records relating to individuals connected to Queen Mary University of London and its predecessor bodies.
 - i. Donations and deposits are processed in accordance with internal practices outlined in the Archives Manual: Collection Care and Cataloguing, and are prioritised for cataloguing or conservation in the Cataloguing Programme, and Preservation Programme.
 - ii. Donations and deposits are preserved and made available in accordance with the Archives Preservation Policy and Archives Access Policy.
 - iii. Priority areas for collecting include records of former staff such as notable lecturers (past and present), and notable alumni, and are detailed in the Collection Development Plan.
 - c. Artefacts, memorabilia and records reflecting the history and prehistory of Queen Mary University of London and its predecessor bodies.
 - i. Donations and deposits are processed in accordance with internal practices outlined in the Archives Manual: Collection Care and Cataloguing, and are prioritised for cataloguing or conservation in the Cataloguing Programme, and Preservation Programme.
 - ii. Donations and deposits are preserved and made available in accordance with the Archives Preservation Policy and Archives Access Policy.
 - iii. Priority areas for collecting include records or ephemera that fill gaps in the People's Palace archives, Westfield College archives, and early history of East London College, and are detailed in the Collection Development Plan.
- 4.2 Our current strengths, in our existing collections are in the arts, humanities and social sciences. We seek to address the gaps within the collections by acquiring private papers and external organisations and businesses' archives.
- a. Priority areas for collecting are identified as papers that build on current strengths in the holdings, and more widely collections of relevance to research and teaching at QMUL. The Collection Development Plan details priority areas for collecting.
 - b. Potential deposits will be appraised in reference to:
 - i. The teaching and research profile of the university
 - ii. The historical and cultural milieu of its predecessor bodies.
 - iii. Connections to East London and the London Thames Gateway.

- 4.3 In accordance with the principle of archival provenance and integrity a collection may be accepted in entirety if some part falls within the parameters of the collecting policy.

5 Limitations

- 5.1 The Library recognises its responsibility, in acquiring additions to the archival collections, to ensure the appropriate care, documentation and use of those collections.
- 5.2 Limitations on collecting imposed by resource factors (such as staffing and storage) will be taken into account when appraising potential acquisitions from external bodies.
- 5.3. The physical condition of potential deposits (conservation requirements), will be assessed when appraising potential acquisitions from external bodies. For example the presence of risks such as mould, infestations or water damage on records is likely to affect a decision on whether to accept a donation, due to the possibility of transfer to existing collections and the costs involved in conservation.
- 5.4. Born digital records created by QMUL are accepted as outlined in 4.1. Digital record collections created by external bodies, are not presently collected due to limited resources for preservation. However if an external body wishes to donate a collection of physical formats that include some digital records, such as CD's, they will be considered on a case by case basis.
- 5.3 The Archive does not systematically collect the following.
- a. The records and other material of Barts and The London Queen Mary's School of Medicine and Dentistry.
 - b. Copies of original materials.
 - c. Press cuttings collections.
 - d. Personal libraries.
 - e. Audio-visual collections, unless they form a small part of a larger collection and resources exist to enable digitisation and preservation.

6 Collecting policies of other archives

- 6.1 The Archives will seek to liaise with other institutions when necessary to ensure that archives are secured in an appropriate place of deposit and to avoid duplication and unnecessary waste of resources.
- 6.2 The collection policies of other institutions collecting in the same or related areas or subject fields will be taken into account. These institutions will be consulted to define areas of specialism, in cases where conflicts of interest may arise.
- 6.3 The advice of The National Archives will be sought where appropriate.

7 Processes and conditions of acquisition

- 7.1 Records relating to QMUL will normally be acquired from other departments of institution, and processed in accordance with the Archives Manual: Collections Care and Cataloguing.
- 7.2 Material will be acquired by gift, donation or bequest. Gifts, donations and bequests will be accepted on the basis that the depositor complete a Depositors Agreement (Appendix 1), outlining the terms of the deposit, transfer of ownership of the collection

and retention or transfer of intellectual property, which will be signed by the depositor and the Archivist.

- 7.3 Purchases will be made only of material of outstanding importance to the University as funds allow.
- 7.4 Loans of collections from external bodies will only be accepted in terms that are set out in writing and formally agreed by the Archivist, in consultation with the Director of Student Services, (e.g. for the purposes of temporary exhibition or digitisation or where an item is of exceptional interest to the University).
- 7.6 The Archivist reserves the right to refuse any offer of material.
- 7.7 The Archives will exercise due diligence and make every effort not to acquire, whether by purchase, gift or bequest, any item unless the governing body is satisfied that the Archives can acquire a valid title of ownership for the item in question.
- 7.8 The Archives will not normally accept material which is of a particularly specialist nature, requiring skills or equipment beyond the Library's resources to preserve, disseminate or interpret.
- 7.9. External depositors will be informed of developments concerning the collection they donated, and will receive regular updates in writing and through e-newsletters.

8 Deaccessioning and Disposal procedures

- 8.1 The Archives has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. The Archivist will not dispose of any item in the collection without good reason.
- 8.2. Institutional records will be appraised by the Archivist upon receipt and duplicates, or items without archival value will be disposed of, as confidential waste if applicable. A note will be kept on the Accessions Record in the Accessions Database specifying which documents were disposed of, if any, and the reasoning, in accordance with the Archives Manual: Collection Care and Conservation.
- 8.3 Existing institutional records series may be reappraised by the Archivist, against the criteria outlined in the Appraisal Policy, and other records in the holdings at that time. Where significant series are concerned the Research Support Manager and Library Management Group will be consulted. If a records series is deemed to no longer be of archival value, then it may be deaccessioned and offered to the relevant department, or disposed of as confidential waste. Any disposal or deaccessioning will be recorded in the Accessions Database and Catalogue in the archives management system, in accordance with the Archives Manual: Collection Care and Conservation.
- 8.4. Disposal arrangements concerning collections donated by external bodies, will be discussed with the depositor during the negotiation process, and agreement made on whether they wish to have returned to them documents identified as not having archival value, or duplicates, or permit the archives to dispose of such items.
- 8.5. Existing collections of private papers or organisations archives may be reappraised by the Archivist, against the terms of this policy and the teaching and research profile of QMUL. The Research Manager and Library Management Group would be consulted where such a collection is no longer within the terms of this policy, or relevant to QMUL's current teaching and research profile, or the historic milieu of the institution. Where a decision has been made to deaccession a collection, a new home will be sought for it in another archive or library, or it will be returned to the original donor. Deaccessioning decisions will be recorded in the depositor's files, and in the archives management system.

9 Access to the collections

- 9.1 Notice of every new acquisition and of any restrictions on its access or use will be Made public at the earliest opportunity, through the Archives website and e-newsletter, and The National Archives Discovery catalogue.
- 9.2. The Archives will publish catalogues through the Archives Catalogue on the Library website, and through external sites such as Archives for London and the M25 Area (AIM25) and Archives Hub.
- 9.3 Archival material will be accessible in accordance with the Archives Access Policy and the processes outlined in the Archives Manual: Reader Services.
- 9.4 Archival material will be issued to users in accordance with the terms of the Freedom of Information Act, and Data Protection Act.

10 Policy review procedures

- 10.1 The review date for this policy will be July 2018.
- 10.3 Thereafter the Archives Collection Policy will be reviewed at least once every two years.

Issued:

By Lorraine Screene, Archivist, *July 2016*
Date of review *July 2018*

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www.library.qmul.ac.uk/archives

Appendix 1



Library

Archives Depositor Agreement

Date	Deposit Agreement:
Contact Details	Owner:
	Repository: Queen Mary, University of London Archives, Mile End Library, 328 Mile End Rd, London E1 4NS
Material to be deposited	Name of creator of material: Content (e.g. photograph, correspondence etc): Extent (e.g. 1 file, 1 box, 3 boxes etc):
Terms of Deposit	Select one of the following options: Gift <input type="checkbox"/> Bequest <input type="checkbox"/> Deposit (Permanent loan) <input type="checkbox"/>
Storage and maintenance	It is intended that Archives administration should meet the standards outlined in <i>Archive Service Accreditation</i> and PD 5454: 2012 <i>Guide for storage and exhibition of archival materials</i> .
Conservation	Conservation is prioritised at the discretion of the Archivist.
Access	Conditions for public access: Access to the material will be provided in accordance with the Archives Access Policy (2014). If there are any restrictions to public access please state them here: If there are any restrictions on reproducing or copying material, please state them here:

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Copyright

Please select from the following options:

I hereby transfer copyright to Queen Mary, University of London:
Signature Date:

I wish to retain copyright: Signature
Date:

Signatures

Depositor:

University Archivist:
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Please return form to:

Lorraine Screene
Archivist, Queen Mary, University of London
Main Library
328 Mile End Rd
London E1 4NS