

Collecting Policy

Archives and Special Collections Falmouth University and University of Exeter, Penryn Campus

1 General

- 1.1 The Archives and Special Collections Service of Falmouth University and University of Exeter, Penryn Campus is based within the shared Library and Academic Services Directorate at Falmouth Exeter Plus, Penryn Campus, Cornwall, TR10 9EZ. The Library and Academic Services objective is to support teaching, learning and research across both organisations. The Archive and Special Collections Service was established in 2008 in order to provide specialist management of the material held within the Library's Special Collections.

The Archive and Special Collections Service Mission Statement is to preserve and make available archival and special collections materials of relevance to the teaching, learning and research interests of both Falmouth University and University of Exeter's Penryn Campus.

- 1.2 The Archives and Special Collections Service adheres to all legislation relevant to the management of records including The Data Protection Act, 1998 and The Freedom of Information Act, 2000. The Service also aspires to adhere to all relevant standards such as The National Archive's Standard for Record Repositories and those governing preservation and cataloguing.

2 Areas of collecting interest

- 2.1 The Archives and Special Collections Service will aspire to acquire and preserve records of any date and media appropriate for permanent preservation where this material fits collecting interests. This will initially include hard copy records of the following:

- records created by Falmouth University and its predecessor bodies
- records created by Camborne School of Mines (in its current position as part of University of Exeter Penryn Campus, and its predecessor bodies)

Appropriate solutions for the management of current records for both organisations should be made at the departmental level, although the Archivist may be able to provide advice on this matter and material identified as worthy of long term preservation will be considered for transfer to the Archives and Special Collections Service.

- records not created by, but relating to, the above organisations and their staff
- Administrative records of Dartington College of Arts dating from 1991 onwards (those prior to 1991 should be deposited with the Dartington Hall Trust Archive). In agreement with the Dartington Hall Trust Archive, personal papers of those associated with Dartington College of Arts may be deposited with Archives and Special Collections Service of Falmouth University and University of Exeter Penryn Campus.

- certain collections relating to the teaching, learning and research activities of the above organisations. Records relating to Cornish Performance activity are a particular interest.

2.2 The collecting policies of other repositories will be considered when making acquisition decisions, and potential depositors may be referred to other repositories as appropriate.

2.3 The Archives and Special Collections Service has the right to refuse records not considered worthy of long term preservation.

2.3 It is possible that as part of future developments, the Archives and Special Collections Service will extend its remit to cover other records such as those created by other schools within the University of Exeter, Penryn Campus (such as the Institute of Cornish Studies). Other potential institutional records include those created by the Combined Universities of Cornwall initiative. This collecting policy will be revised as necessary.

3 Terms of Deposit

3.1 Collections or single items will be accepted as outright gifts as donations specified to Falmouth University or University of Exeter. In exceptional circumstances, a deposit for a specified term may be considered, after which ownership of the papers would be transferred to Falmouth University or University of Exeter as appropriate, or the terms are renewed/renewed. Outright gift to either University is the strongly preferred term of deposit.

3.2 All collections are accepted on the condition that they will be made available for teaching, learning and research by staff and students of Falmouth University and University of Exeter across all campuses, and members of the general public, subject to the condition of material and relevant legislation.

3.3 All deposits, whether gift or loan, must be accompanied by an agreement signed by the archive's owners and Falmouth University or University of Exeter, covering ownership, copyright, access arrangements and provision for materials not selected for permanent retention.

3.4 It is possible for donors to stipulate that gifted or deposited collections should remain within the Cornwall.

4 Appraisal, destruction and listing

4.1 As soon as possible after receipt, the Archives and Special Collections Service will accession material, including a brief description of the records. Full listing and weeding will be completed as soon as is practicable after accessioning.

4.2 The Archives and Special Collections Service will appraise material which it acquires and reserves the right to return or (if authorised at the time of deposit) destroy material which is duplicate or not worthy of permanent preservation. The Archives and Special Collections Service may also pass such material on to other relevant organisations, in agreement with the depositor.

- 4.3 Records are acquired with the intention that they shall be preserved permanently, but if significant and long term shifts in the organisations' strategies were to prompt a review of this policy, consultation with stakeholders would take place.
- 4.5 The Archives and Special Collections Service will distribute copies of catalogues to the National Register of Archives and other interested bodies as appropriate.

This policy statement was approved by The Archives and Special Collections Board on 15 June 2011 and will reviewed as necessary and not later than 5 years from this date.

[edits to Institutional names, by S Jane, Jan 2015]