

## Special Collections and Archives Strategy

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<b>OWNER</b>	The Library
<b>AUTHORISED BY</b>	University Management Team, 17 November 2015 The library consulted with School Executives and Advancement in the preparation of this strategy.

### 1. Purpose

This document is intended to set out the future direction for development of the University's archives and special collections<sup>1</sup>. It will support the professional judgement of staff when making decisions relating to the identification and selection of material for permanent preservation and assist with developing those collections. A central aim is to ensure that archives and special collections are embedded within the University's current and anticipated future teaching, learning and research.

### 2. Context

The Library collects preserves and makes accessible unique or extremely rare material, primarily to support the University's teaching, learning and research requirements. Due to its specialised nature, such material needs to be managed separately from the main library collections. It requires specialist storage (in a regulated and secure environment), supervised access and a wide range of staff skills and expertise.

This document is aligned with the declared strategic priorities of the University and The Library, and takes into account the current legal, financial and operating environment, including the need to optimize University investment, comply with Freedom of Information, copyright, data protection and other relevant legislation, protect and enhance access to nationally important research material, and comply where possible with professional archival standards.

### 3. Decision Making

Archive and special collections material is generally intended to be retained permanently. This has long-term financial, legal and managerial implications for the University. Thus the decision to add new material is not taken lightly, and is guided by the experience and expertise of the Archivist.

All University Schools and Departments must consult fully with the Library prior to entering into any agreements with third parties regarding the deposit of archive and special collections material with the University. Any substantive new acquisitions (i.e. those which would occupy more than four linear metres of shelving) must be formally approved by the Library.

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<sup>1</sup> Archives and special collections may be defined as "library and archival materials in any format (e.g., rare books, manuscripts, photographs, institutional archives) that are generally characterized by their artifactual or monetary value, physical format, uniqueness or rarity, and/or an institutional commitment to long-term preservation and access." This definition is intended to exclude art collections and materials managed as museum objects.

All requests from Schools and Departments for the acquisition of new collections should be submitted to the Archives and Special Collections Co-ordinator. The Archives and Special Collections Co-ordinator, in consultation with relevant academic and support staff, will evaluate each application against the criteria outlined in this document. A formal recommendation will then be submitted to the Vice Chancellor, who will make the final decision.

The Library reserves the right to decline any material which does not meet the criteria outlined in this document. In such instances, appropriate efforts will be made to identify alternative institutions, deemed to be more suitable places to house those collections.

## 4. Challenges

Given the constraints on space, time and budgets which are faced, we need to target our collection building on areas which we can identify as being of most importance to the University. We have therefore categorised our collections, in order to establish where our true strengths lie, and will use this categorisation to guide future acquisition decisions.

We do not rule out the future development of collections in areas not included in this document, and will continually aim to identify such areas for growth, in consultation with academic staff. However, we will only consider additional collection development in areas where a strong relevance to current or anticipated future teaching, learning and research activities can be clearly demonstrated.

## 5. Categorisation

Our collections have been categorised as follows:

### Heritage

**Definition:** Collections which are unique or extremely rare, are of local, regional or national significance, and are relevant to current or anticipated future teaching, learning and research needs. These areas are our priority for collection development.

**Management:** Heritage collections will be actively developed as significant collections, in order to respond to the University's teaching, learning and research needs. Section 6 below outlines how we intend do this.

### Legacy

**Definition:** Collections which have historic strength. Like Heritage collections, these materials are unique or extremely rare and have local, regional or national significance. However, they do not reflect the University's current teaching, learning and research requirements. They are primarily of interest to external users, e.g. staff and students from other academic institutions, researchers, genealogists, local historians, etc.

**Management:** Legacy collections will not be actively developed, unless this is necessary in order to significantly enhance or interpret existing material.

### Finite

**Definition:** These are collections which have neither historic strength, nor relevance to current teaching, learning and research.

**Management:** Finite collections will not be added to, and will be considered for transfer elsewhere.

## 6. Developing our Collections

Our Heritage collections can be grouped into the following thematic areas: History of the University; 20th & 21st Century Literature; Script Writing; Art & Design; and Brass Bands.

### History of the University of Salford

We play a key role in maintaining the memory of our parent institution and in supporting the use of heritage for marketing, fundraising and other purposes. We aim to identify and preserve records of historical significance, which collectively build a comprehensive but compact picture of the institution over time. In particular we collect records that document the University as:

- A corporate entity
- A teaching and learning organisation
- A research organisation
- A member of the local community
- A member of the wider higher education community
- A community in itself

The selected records will provide evidence of what the University has done and why, when, how and where it did it

### Collecting priorities

We aim to collect records that:

- Document policy formation
- Show the development of the University's fabric and infrastructure
- Show evidence of important decisions or precedent
- Show the relationship between the students, the academic schools and the administrative departments
- Show the development of academic schools
- Highlight significant areas of work

Specific records that will be permanently preserved include:

- Papers and correspondence relating to the University's charter, statutes, ordinances and regulations
- Council and Senate committee minutes and supporting papers
- Published reports and documents
- Files and correspondence relating to important themes and issues
- Promotional material such as prospectuses
- Photographs and plans of the University
- Records of our predecessor organisations
- Books, articles and chapters relating to the history of the University

### Future directions

The University's 50<sup>th</sup> anniversary in 2017 offers an exciting opportunity to enhance our collection. We hope in particular to:

- Identify and fill gaps in our holdings of significant University records
- Work with Advancement to acquire historical material, e.g. photographs, from alumni
- Curate memories, via e.g. social media

### 20th & 21st Century Literature

We are already relatively strong in the area of 20<sup>th</sup> century literature, holding:

- Walter Greenwood Collection – local author, most famous for his novel *Love on the Dole*. The collection includes manuscripts and typescripts of most of Greenwood's published and unpublished works, working notes, plot outlines, proof copies, correspondence, photographs, press cuttings, reviews, interviews, articles by or about Greenwood and supporting materials.
- Stanley Houghton Collection - one of the best of the 'Manchester School' of playwrights, his most famous work being *Hindle Wakes*. The collection is comprised largely of unpublished material. It includes three one act plays and five full length plays, one short story, and theatre, book and film contracts. The collection also contains a series of stage photographs.
- A small number of typescripts and manuscripts, including a typescript of Robert Roberts' autobiography, *A Ragged Schooling*.

### Collecting priorities

We aim to collect:

- Additional archival material relating to Greenwood and Houghton
- Scholarly books and articles which relate to Greenwood and Houghton (these are often produced by academics and researchers who have consulted the archival material which we hold)

### Future directions

We wish to build on the relationships already developed with academic colleagues in English. In particular we hope to:

- Develop areas which are of particular interest to academics, including visual text (e.g. illustrated books, innovative poetry, typographically-inventive work) and experimental literature
- Identify archive and special collections relating to prominent local authors and poets (e.g. John Cooper Clarke, Jackie Kay) and attempt to secure their future bequest to the University

### Script Writing

We have developed a strength in this area over recent years, holding:

- Arthur Hopcraft Archive – well known screenwriter, best known for his TV adaptation of *Tinker, Tailor, Soldier, Spy*. As well as material relating to his broadcast and published works, the archive also includes many scripts which were never produced, and ideas and projects which were never developed.

- Mike Craig Archive - prolific comedy writer for television and radio. Vast collection of audio recordings amassed by Mike during his time at the BBC, featuring legendary comedians such as Frank Randle, Harry Worth, Al Read and Morecambe and Wise. These consist of sketches, interviews and entire shows.

### **Collecting priorities**

We aim to collect:

- Additional material relating to Hopcraft
- Additional material relating to Craig

### **Future directions**

We wish to build on the Hopcraft and Craig material to develop collections relating to other local scriptwriters and the northern comedy scene. It is envisaged that the University's presence at Media City, alongside organisations such as the BBC and ITV, will provide opportunities to acquire significant archival collections in these areas (the Mike Craig Archive was acquired in conjunction with the BBC).

## **Art and Design**

We hold some material which, due to its visual strength, is of particular interest from an art and design perspective:

- British Election campaign collection - general, local and bye-election campaign material, including leaflets, pamphlets and posters, covering elections 1950 to 1974.
- Phil May Collection - social and political caricaturist. The collection consists of books and journals containing May's work.

### **Collecting priorities**

We wish to build on the relationships currently being developed with academic colleagues in Art and Design. In particular we hope to:

- Encourage the identification and deposit of additional collections of interest in this area. We will work with academic colleagues to acquire material relevant for Critical & Contextual Studies at Level 5 (students could potentially undertake research for both their Semester 1 and Semester 2 assignments) and Level 6 (students could undertake research for their Independent Research Project).

### **Future directions**

We will investigate the acquisition of visually interesting material which, although still archival in nature (as opposed to actual works of art), is primarily of scholarly interest due to its visual and creative appeal (i.e. 'the medium'). This contrasts with more traditional archive collecting which tends to focus on the information contained within the records (i.e. 'the message').

## **Contemporary and Vernacular Musics**

We have recently developed a significant strength in this area, holding:

- Roy Newsome Brass Band Archive - Historical material relating to brass bands, including collections of music scores and parts, serial publications, band histories, contest programmes and results sheets.

### Collecting priorities

Identify and seek to fill gaps in our holdings of brass band material

### Future directions

We wish to work with other local archival organisations which collect brass band material. In particular we hope to:

- Ensure that our collections complement, rather than compete with or duplicate, existing holdings

### Legacy collections

We have tightened our collecting policy to focus on our strengths, and no longer collect one-off archives which, while interesting in themselves, are out of context at the University. Although we still value the Legacy collections, they are complete in themselves with little prospect of further collecting. Thus we will add to them very selectively, only collecting material that is directly relevant and which will facilitate the use which can be made of them.

The current Legacy collections are:

- Duke of Bridgewater Archive – nobleman famous as the originator of British inland navigation. The archive consists of material relating to the Duke’s family history, the acquisition of land and the building of the Bridgewater Canal. It also includes books, journal articles and ephemera relating to the canal.
- Bridgewater Estates Archive - correspondence relating to the administration of the Bridgewater Estates. Whilst the collection consists primarily of correspondence, other items are also included, such as plans and leaflets. In addition to its obvious waterways interest, this collection provides a wealth of information on local social and economic history in the late nineteenth and early twentieth centuries.
- Bartington Hall Papers - The collection consists of business accounts, administrative records and other documents relating to the Bartington area. It contains letters and deeds dating from the late eighteenth and early nineteenth century, and its waterways interest includes rare items such as freight bills and a packet boat ticket for the Bridgewater Canal.
- Changing Face of Salford Collection - film record of the living conditions in the slums of Ordsall, Salford, in the late 1960s, including audio tapes and transcripts of interviews with the residents of the area.
- Reginald Revans Collection - correspondence, notes, flip-charts and published material relating to the development of Action Learning.
- Other small collections of archives not included under Heritage, including Richard Badnall’s papers, engineers' drawings relating to bridges and stations on the Lancashire and Yorkshire Railway in Salford and correspondence with the London and Birmingham railway.
- Small collections of business records - including Oldham & Sons (battery manufacturing firm), Butterworth Brothers (glassmakers) and the English Velvet & Cord Dyers Association

## Finite collections

Examples of Finite collections include an album of press cuttings relating to the national engineers' strike of 1897-1898, working papers used by the late Professor F.C. Mather in his study of the Bridgewater Trust, and a collection of working papers relating to the Birmingham Canal Navigations company. These collections are of minimal teaching, learning and research value to the University, and do not attract much interest from external users. They will be considered for transfer elsewhere.

## 7. Responsibilities

Heritage and Legacy collections will be:

- Catalogued and made accessible via the internet
- Stored and conserved in an appropriate manner to ensure their long term preservation.
- Made physically or virtually accessible to researchers on request.
- Promoted to optimize their use, including via the Archives Hub and the Archives Portal Europe

Priority for cataloguing, preservation and digitisation will be given to collections in the six thematic areas identified above.

## 8. Exclusions

The Library recognises that it has limited resources of space, staff, money and conservation skills for managing its archive and special collections. It is committed to achieving professional standards for the items in its care and so must limit the material it will manage.

We will therefore **not** acquire:

- Material which does not relate to one of the Heritage collection thematic areas, or greatly enhance one of our Legacy collections.
- Material with significant damage which would require substantial investment prior to being made available for consultation.
- Material for which we cannot provide specialist care or necessary special conditions.
- Material in obsolete formats (e.g. LaserDiscs), the content of which is inaccessible.
- Material over which ownership or provenance cannot be assured and for which valid title cannot be obtained.
- Collections of published material which are not deemed to be unique or rare (these may be considered for inclusion as part of the main library collection).
- Works of art or three dimensional artefacts (offers of such material will be directed to the University Art Curator or Salford Museum & Art Gallery).
- Material where the quantity is judged to outweigh the quality of the information which the records contain.
- Material which may pose a hazard to staff, users or existing collections.

## 9. Methods of acquisition

The principal methods of acquisition of material will be through gifts, bequests and the transfer of University records. We may also make occasional purchases of material, utilising the funds provided from the Leon Locker endowment. The Library is reluctant to accept substantive bequests which are not accompanied by

appropriate funds to catalogue and care for that material. We will not, in future, accept any collections on deposit.

## 10. Mixed collections

The Library recognizes it may be offered archive and special collections that also contain a large proportion of published materials (e.g. books, journals, CDs, DVDs, vinyl, etc.) which are not deemed to be unique or rare. Often such collections have been accumulated by current and former staff or students, or by other prominent individuals associated with the institution. In such instances, the published materials will be evaluated separately, using the criteria outlined in the Library Collections Policy, and if acquired will be managed in accordance with our standard Library procedures.

## 11. Born digital material

The University does not currently have in place the systems necessary to ensure the long-term preservation of electronic information. Facilities for the appropriate quality storage of born digital archives are currently limited, and the Library will usually be unable to accept such material. Whenever possible, donors will be directed to specialised repositories. In exceptional circumstances it may be possible to provide storage of born digital material in the University's digital repository.

## 12. Disposal

We reserve the right to re-appraise collections and dispose of material which no longer meets our criteria for permanent retention. If the material has been donated, this will be done with the knowledge and consent of the donor where possible. Any such records will be returned to the donor, transferred to a more appropriate repository or confidentially destroyed. The Library accepts the principle that there should be a strong presumption against the disposal by sale of any archives in its ownership.

## 13. Collecting Processes

All new acquisitions will be documented following standard professional practice. A signed deposit form is required from all donors of archives, covering issues such as ownership, storage, access and copyright.

## 14. Review

This document will be reviewed, and if appropriate revised, on an annual basis.