



The University of
Nottingham

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**UNIVERSITY OF NOTTINGHAM
MANUSCRIPTS AND SPECIAL COLLECTIONS**

**Collections Management Policy
2016**

1. Mission

We support The University of Nottingham by acquiring, preserving and developing archives, manuscripts and rare books to enrich and inspire the learning experience, teaching and research excellence, and public engagement.

2. Scope

This document provides an overview of the policies governing collections management activity within Manuscripts and Special Collections and is supported by a framework of more detailed policy documents. Policies will be reviewed and updated by Manuscripts and Special Collections every five years and approval obtained for substantial revisions.

3. Background

The Library of University College Nottingham began collecting manuscripts in the 1930s, encouraged initially by the Librarian, who worked with the National Register of Archives to identify and secure access to important local archives. References in University Council minutes from the 1930s refer to the accession of significant gifts and deposits, a process which accelerated after the war. The first archivist was appointed in 1947, and a separate Department of Manuscripts was established within the University Library in 1958. A conservation unit was added in 1963. In 1973 the Department moved into purpose-built accommodation in new University library premises (now named the Hallward Library). In 1988 responsibility for the Library's printed Special Collections was assumed, enabling better use of the shared Reading Room, and easier access to collections with both manuscript and published content. Manuscripts and Special Collections moved to the King's Meadow Campus (the former Carlton TV studios) in 2006 but maintains an exhibition gallery on University Park at Nottingham Lakeside Arts.

Manuscripts and Special Collections has been appointed by the Lord Chancellor as a repository for specified classes of public records (hospital records and British Coal, research report series) under the Public Records Act (1958) as defined in the Place of Deposit Instrument (revised July 2011). It is recognised by the Master of the Rolls as a repository for manorial documents under the Law of Property Act (1922). Its status as an approved repository was confirmed by The National Archives in 2009 following inspection in October 2008 of its new premises at King's Meadow Campus. It is designated by the Bishop of Southwell and Nottingham as a repository for the archive of the former Archdeaconry of Nottingham. It has been approved for the custody of collections of national significance accepted in lieu of tax. Key collection areas (Newcastle and Portland archival groups and D.H. Lawrence) have been awarded national designation status by the former Museums, Libraries and Archives Council (now managed by the Arts Council England). Manuscripts and Special Collections works closely with other local heritage institutions, particularly through the East Midlands Regional Archives Council.

Collections have been acquired by transfer, gift, bequest, purchase, deposit or loan. The long history of collecting has resulted in some gaps in the legacy ownership information which is being addressed wherever possible.

4. Legislation

Manuscripts and Special Collections complies with the appropriate archive legislation including:

- Public Records Acts, 1958 and 1967
- Parochial Registers and Records Measure, 1978, as amended by the Church of England (Miscellaneous Provisions) Measure, 1992
- Data Protection Act, 1998
- Freedom of Information Act, 2000 Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000 (revised 2009).
- Copyright Designs and Patents Act, 1988

5. Governance

Manuscripts and Special Collections forms a section within The University of Nottingham Libraries, Research and Learning Resources Department (LRLR) which since September 2015 has formed part of the wider Registrar's Department. The section is headed by the Keeper of Manuscripts and Special Collections who reports to the Director of LRLR.

Policies are approved either by the LRLR Senior Management Team or by the University's governing body the University Council.

6. Staff and resources

The current staffing establishment comprises 13.75 fte including 5.5 Archivists, 0.5 Librarian and 1 Conservator. The LRLR Content and Discovery section provides staffing resource for the acquisition and cataloguing of printed materials. The University Estates department has responsibility for the maintenance, security and environmental control and monitoring of premises.

As a section of LRLR, Manuscripts and Special Collections has a clearly identified budget but resources for the acquisition of printed materials are provided through the LRLR library materials budget. These are supplemented for both printed and manuscript materials by various specific endowment and donation funds. External funding applications also enable additional development of collections principally through grants for acquisition, cataloguing and conservation.

7. Extent and storage

Collections are stored in a converted former television studio at the King's Meadow Campus which complies with PD5454: 2012 *Guide for the storage and exhibition of archival documents*. Access and research facilities, reference books and loanable parts of the East Midlands collection are provided though reading rooms also located on the King's Meadow Campus.

The collections comprise in excess of 3 million manuscript items in over 700 collections and more than 60,000 printed books.

8. Collection development

Manuscripts and Special Collections holdings are developed according to published Acquisitions policies to support research, teaching and learning.

9. Collections management framework

Collections management activity is supported by the following detailed policies:

- Collections development
 - Acquisitions policy for manuscripts and archives, Nov 2012 (minor updates Jan 2016)
 - Acquisitions policy for rare books, Oct 2012 (minor updates Dec 2015)
 - Acquisitions policy for East Midlands Collection, Oct 2013 (minor updates Jan 2016)
- Collections information
 - Archives collections information policy, Jan 2016 (New policy)
- Collections care and conservation
 - Preservation and conservation policy, Jun 2008 (revised Jan 2016)
 - Digital preservation and access policy, Jun 2015 (New policy)
- Collections access and engagement
 - Access policy, Jan 2016 (New policy)
 - Reprographics policy, Nov 2009 (revised Aug 2015 and minor updates Jan 2016)

Approved by Libraries, Research and Learning Resources Senior Management Team,

20 Jan 2016