

## University of East Anglia: Archives policy

UEA Library's Archive, hereafter referred to as The Archive, will prioritise the acquisition and preservation of its collections in accordance with the strategic, teaching and research objectives of the University. It is recognised that the University's strategy and approaches to teaching and research will change over time and this policy will therefore be reviewed on an annual basis.

The Archive will:

- make its collections available predominantly for the purposes of private study and research. (Request for access for other reasons will be at the discretion of The Archive)
- co-ordinate its acquisitions policy with those of other local and national archives, including other UEA archive collections, the Sainsbury Centre for Visual Arts, the Norfolk Records Office and the Norwich Research Park.
- identify opportunities to support University research initiatives such as the Eastern Academic Research Consortium (ARC) and the CHASE partnership for doctoral training.
- seek to promote the academic value of its collections through partnerships with faculty and external partners
- embed archives awareness training in its information skills and postgraduate training sessions.
- seek to increase the usage of The Archive by a wider range of academics, researchers and members of the public

In consultation with the University and faculty, The Archive will collect, preserve, and develop materials in the following areas:

1. a selective documentary record of the University of East Anglia including records of literary, scientific or other educational events held at UEA.
2. materials relevant to a national archive of contemporary writing, including papers of literary authors with an association with UEA.
3. papers related to contemporary science and scientific writing, especially the environment, climate change and conservation.
4. modernist art, design and architecture.

For existing collections that will no longer be developed, please see Appendix A.

On determining which collections to accept or reject, the following criteria will be taken into account to inform the decision made by The Archive:

1. Fit with the above areas identified above
2. Relevance to current and future UEA research and teaching
3. Potential usage
4. Potential reputational benefit

## 5. Size of the collection

In addition to the above criteria, the following principles will also be taken into account. Exceptions may be made at the discretion of the Director of Information Services or his representative, for example when collections might otherwise be permanently lost, at immediate risk, or are in danger of being split up in a way that would permanently diminish their value for scholarship.

1. The Archive will not normally purchase collections. If collections are offered on that basis, the Archive will seek to identify and advise on other suitable national or international archive locations for the collections concerned.
2. Collections may be accepted on a loan basis or "on deposit" only, where ownership does not transfer to the archive, i.e. a collection passed for storage and safe-keeping. However, to ensure return on investment and the value of the collection for research, the period of loan will not normally be less than 20 years.
3. Collections will not be accepted without having an agreed, affordable and scheduled plan for cataloguing, and therefore being made accessible within a reasonable period of time, normally 18 months to 2 years from the date of acquisition. The Archive can advise on suitable temporary storage for donated material that lies outside this, but will not accept liability for any ongoing storage costs associated with such acquisitions by other parts of the University.
4. The Archive will predominantly accept material in a physical paper format although digital, electronic and audiovisual material will occasionally be considered subject to technical feasibility and ongoing costs of long term preservation and access.
5. The Archive will not take on the hosting of third party websites.
6. Artefacts will be accepted in exceptional circumstances, e.g. when integral to a paper-based collection agreed to be held by The Archive.
7. The Archive will not accept unsolicited and/or anonymous donations to the archives, nor any responsibility for the further storage or relocation of the same, nor responsibility for any consequences arising from their disposal.
8. Personal book collections will not normally be accepted alongside author papers unless they significantly enhance an understanding of the author's life and work, and this will be at the discretion of the Director of Information Services or his representative in consultation with faculty.

The terms of deposit of a collection will be set out in a written agreement - normally a deed of gift or loan agreement signed by the donor(s) and a representative of the University. Where a deed of gift is signed for a donation, ownership is passed to the University. A further Appendix to the deed will outline the arrangements in respect of relocation (e.g. whether entirely, or just partly, into The Archive) and the agreed schedule for cataloguing of the collection.

Collections which are passed to the ownership of The Archive are subject to the provisions of the Freedom of Information Act 2000 and Data Protection Act 1998 for so long as they are held

by the University of East Anglia and the University has the sole authority and responsibility regarding disclosure under either Act. The Archive is able to hold confidential material under embargo and, in the case of an FOI request, will seek to apply the relevant exemption under section 41(1). This applies to information obtained by the public authority (i.e. the University) from any other person where “the disclosure of the information to the public (otherwise than under this Act) by the public authority holding it would constitute a breach of confidence actionable by that or any other person”.

Where they exist, nationally and internationally agreed standards for archival description and archival storage and maintenance will be applied. In the absence of formal standards, best current practice will be followed.

Nicholas Lewis  
Library Director January 2015

## **Appendix A**

The following existing collections will continue to be preserved but no longer developed. Where appropriate, in due course, such collections may be offered to other national archives where there is related material and potentially greater synergy.

- The records of the University of East Anglia. These are now retained in departments in accordance with UEA's records retention policy. Where such records might longer term contribute to a selective documentary record of the University, selective acquisition will be considered as noted above.
- Papers of pre- twentieth century literary writers, unless of direct and ongoing relevance to research and teaching priorities of the University.
- Papers of members and former members of the University, unless they are appropriate to be considered as part of a selective documentary record of the university (as detailed above).
- Papers of men and women living in East Anglia whose interests and affiliations are national rather than regional. These may be more appropriate for holding by the Norfolk Records Office.
- Printed ephemera relating to the arts and heritage in Britain. It is anticipated that these may be more appropriate for other local or national collections.
- UEA theses. It is anticipated that if the archive becomes full, an alternative location will be found for these to be retained on closed access.