



University Archives and Special Collections Centre

Collections Management Policy

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1. Introduction

The University Archives and Special Collections Centre aims to ensure that risks to collections in its care are assessed, and removed or mitigated. To achieve this, specific collection care standards have been developed and policies put into place to support and maintain them.

2. Purpose

UAL is committed to the preservation and sustainability of its archive, museum and special collections. On this sound basis, is built the collections management policy and further a programme of strategic development for the collections at ASCC. The production of these policies not only reflects the purpose of UAL, but also the use and development of the material in its care.

UAL provides a long-term and consistent commitment of resources a Collections management, to enable the interpretation of and access to the information contained in the collections, and to ensure that that information survives into the future.

3. Mission Statement

The University Archives and Special Collections Centre supports the Library Futures Vision of our Services.

At our heart is a commitment to offer an outstanding service to our students, facilitating and supporting student enquiry and discovery throughout the whole student journey.

[Library Futures 2023](#)

Library Futures is our ambitious plan to undergo a radical process of transformation of services and processes, to be fully connected and aligned to the University's ten year strategy:

We achieve this through our core values of:

- Putting students' needs at the heart of everything we do
- Committing to Equality, Diversity, Inclusion and Accessibility in all our interactions and practices
- Treating everyone with respect, kindness and compassion

- Developing through professional enquiry, critical reflection and continuous improvement
- Collaborating to achieve our full potential

3.1 Policy alignment

This policy is part of Library and Student Services Collection Management Policy framework and it aligns with the following approved UAL policy documents:

- Library Services Collection Development and Management Policy
- Art Collection Management and Development Policy
- Archives, Museums and Special Collections Acquisition Policy
- Archives, Museums and Special Collections Disposals Policy
- UAL Archives, Museum and Special Collections Digital Preservation Policy
- Web Archiving Policy
- ASCC Loans Policy

It aligns with key UAL governance strategies:

UAL Strategy (2022-32)

This outlines the challenges and opportunities that are most important to UAL and its future.

Three guiding policies respond to each of these issues in turn.

- Guiding policy 1: [To give our students the education they need to flourish in a changing world.](#)
- Guiding policy 2: [To bring a high-quality creative education to more students than ever before.](#)
- Guiding policy 3: [To change the world through our creative endeavour.](#)

Research Strategy (2023-2028)

- Changing the world through our creative endeavour

4. Summary of Policies

4.1 Collection acquisition and de-accessioning policies

UAL has agreed policies for its archives, art, museum and special collections which outline how decisions are made to develop collections, and the criteria used to select and de-select collections. A clear set of principles and procedural documents support these Policies, to

ensure that legal frameworks are considered and a risk-management approach is taken in all decision making.

4.2 Collections Documentation Policy

The University Archives and Special Collections Centre has a collection documentation policy that includes:

- a description of how the organisation obtains, documents, maintains and makes available information about the collection and the items within it
- legal requirements and other requirements that govern the organisation in its aim to record collections information and the use of personal data in compliance with GDPR
- a commitment to provide and maintain an information retrieval system
- a description of collections documentation procedures through the use of cataloguing manuals and procedural documents.

4.3 Collections Access Policy

The ASCC has a collection access and discovery policy that includes:

- a description of how the ASCC aims to provide access to its collections;
- legal requirements and other requirements that govern the ASCC in its aim to provide access to its collections;
- the type and extent of commercial access that will be granted to items taking into account intellectual property constraints;
- an assertion that the competing demands of access and long-term care will be managed in accordance with the outcome of the collection care risk assessment.

It is aligned with the ASCC Loans Policy which outlines the principles and procedures for loans-out and loans-in to support UAL's mission and strategies.

4.4 Collections Care and Conservation Policy

The ASCC Service has a collection care policy that includes:

- a commitment to a risk management approach to collections care;
- a description of how collections care issues are communicated to employees, users and other interested parties;
- collections care procedures for conducting an assessment of the risk to items and collections
- establishing, implementing, monitoring, reviewing and communicating control measures appropriate to the risk assessment;
- Reference to the Digital Preservation Policy

- a description of conservation procedures for:
 - assessment and examination of items by competent persons;
 - prioritising the conservation needs of a collection;
 - recording conservation decisions and activities.
- Emergency response to disasters

4.5 Digital Preservation Policy

UAL has a Digital Preservation Policy that sets out how it intends to manage, preserve and make accessible the University's digital archives, museum and special collections, which have been selected for long term preservation because of their value. It:

- commits to digital collections development at UAL following the existing collecting remit of its archives and special collections, as stated in the UAL Archives, Museums and Special Collections Acquisition Policy.
- takes a proactive and risk-management approach to digital preservation, considering preservation needs associated with managing digital materials
- outlines selection criteria for Digital Preservation
- Outlines the roles and responsibilities of staff in digital preservation
- Acknowledges the legal framework for digital preservation and dissemination

This Policy will continue to be updated to reflect emerging best practice in this area of professional development.

4.6 Web Archiving Policy

Web archiving is the process of capturing content that has been made available via the web, preserving content and making it accessible to users and researchers even after a website has been updated, altered or is no longer 'live'. This policy aims to ensure that selected websites and web content held across UAL's collections remain accessible and usable over time, to support teaching, learning and research.

This policy is intended to guide the creation and implementation of UAL's web archiving ambitions. It provides a high-level outline of UAL's objectives and approaches (selection, capture, preservation and access) for archiving selected websites and their content.

5. Approval

Approved by the Archives, Museum and Special Collections Advisory Board [18th May 2021]

Review date: 3 years

6. Version Control

Date	Version	Author(s)	Status
2021	1	Sarah Mahurter (Manager, ASCC)	Approved by AMSC Board May 2021
2024	2	Sarah Mahurter (Manager, ASCC)	Approved by AMSC Board November 2024