

Collections Development Policy* – Archives and Special Collections

Policy Statement Executive Owner	Our Operations Chief Operating Officer
Associated Policy Statement	N/A
Disclosable/non-disclosable	Disclosable
Authorised Owner:	Archives and Special Collections Manager
Authorised Co-ordinator:	Head of Governance Services
Effective Date:	July 2024
Due date for full review:	July 2027
Sub Documentation:	<p>*This document sits outside the University’s POPP template and naming conventions by virtue of the requirements for Archive Service Accreditation by The National Archives. To comply with future accreditation, a Policy level document is required for Collections Development and this document must contain specific information. Therefore, this Policy has been drafted to address those needs yet also reflect the University’s frameworks, and sits within the POPP approval routes.</p> <p>https://www.nationalarchives.gov.uk/documents/archives/archive-service-accreditation-standard-june-2018.pdf</p>

Approval History

Version	Brief reason for review	Approval Route	Date
1.0	First version of a Collections Development Policy that incorporates all archives and special collections held at University of Surrey and in a format compliant with The National Archives standards for the sector	Operations Committee	July 2024

1. Purpose

1.1 Mission

Archives and Special Collections at the University of Surrey collects, preserves and makes accessible distinctive archive resources related to the University's history and a number of specialist subject areas. We manage our archives in accordance with professional standards and legislation and provide high quality services to everyone utilising these collections. We work collaboratively with a variety of partners and communities, within the University, locally and globally, to promote, engage with and learn about our heritage collections. All our work supports the University's values, priorities and commitment to teaching and research excellence.

1.2 Policy Purpose

This policy outlines why and how Archives and Special Collections develops its collections for all those working with, accessing, or wishing to donate to them.

Collections development is underpinned by sound curatorial practice and this policy supports management of the collections alongside other operational policies and procedures such as the Collections Management Manual, Access Statement and Appraisal Processes (in development).

This document is formatted to meet both professional archive sector requirements and University frameworks.

1.3 Context

Archives and Special Collections supports the University of Surrey's mission to provide excellent education and student experiences, to advance and disseminate knowledge, to make an impact through research and innovation, and to engage with a diverse range of internal and external partners and communities. We do this by collecting, preserving, making accessible and promoting the records of the University, its predecessor institutions and its donated archive and special collections. The distinctive collections and cultural assets we care for are at the core of all our work; thus, appropriate development of the collections directs the range of services we are able to offer, enables us to achieve our mission and to support the University's strategic priorities.

We will achieve our collections care and engagement aims by:

- Identifying and collecting those records within the scope of our collections considered to be worthy of permanent preservation;
- Ensuring appropriate storage, security, preservation and access conditions for our archival records;
- Arranging and describing our archival holdings according to professional archive principles so that they are available as an information and research resource;
- Promoting and encouraging awareness, discovery and use of the archive records by the University of Surrey community, scholarly researchers and the wider public;
- Collaborating effectively with other relevant archive collections, organisations and individual contacts in order to work together, seek advice and share expertise.

1.4 History of the collections

Historically, our key collecting areas have grown from a variety of discrete directions. Following an administrative reorganisation in 2016, which brought management of all archive collections together, these now form clear focal areas that we are committed to developing coherently.

The **University archives** represent activity of the University of Surrey as an institution, both corporate and community, from its foundation as Battersea Polytechnic in 1891, through its transition to University of Surrey at Guildford in the 1960s and to the present-day organisation. Historical documents relating to Battersea and Surrey were originally brought together in the 1980s at the instigation of academic Professor John Salmon. The University archives also contain materials donated by alumni and records relating to the Students' Union.

The **National Resource Centre for Dance** was founded in 1981 in response to a range of recommendations for education and research support made in a report by the Calouste Gulbenkian Foundation (1980), which reviewed dance education and training in Britain at that time. With initial funding from the Calouste Gulbenkian Foundation, the centre was set up to address some of these support needs and grew up alongside the dance programmes at University of Surrey. It represents over 100 collections and is a UK hub for a broad range of dance and movement collections.

In 1974, illustrator **E.H. Shepard** donated a significant proportion of his archive, covering his personal life and career, to the University of Surrey. He had lived and worked locally for much of his life and wished his collection to go to an academic institution. The archive is enhanced further by collections deposited on long-term loan by The Shepard Trust (2016) and publisher Egmont UK Ltd (2017 – now Harper Collins) which reflect specific elements of Shepard's life and work.

We also hold several **special collections** which link to subject areas of teaching and research interest to the University, and which allow for more flexible growth in a variety of directions. In the past, these have not developed in a particularly comprehensive way but now are considered in line with University subject foci for teaching or research specialisms and potential demand for use.

2. Scope of Policy and Collections

This policy aids staff in making decisions about collections content, both existing and potential, by outlining collecting priorities, scope, purpose and considerations for and means of acquiring, reviewing and disposing of archive materials. This policy will provide users, donors and potential funders with a rationale for what is included in the collections and a basis for our appropriateness as a repository for future additions to the collections. It will also outline our content and collecting priorities for institutions collecting in related areas.

This policy applies to all collecting strands:

2.1 The University, its predecessor bodies and related material

We collect archival material that acts as the corporate record of the organisation to support long-term accountability and transparency and provide evidence of past actions and decisions.

Records also reflect the activities of its staff and students and all aspects of University life as a community. Records generated by the University, in the course of its business, provide information on the institution's governance and administration, physical, structural and contextual growth, educational developments and social activities. These records are enhanced by donations from alumni which provide a broader perspective on the University's heritage. In

addition, to support researchers and in activities to engage audiences with the University's history, we have developed a reference collection of key publications.

2.2 National Resource Centre for Dance collections

We collect archival materials related to the life and work of companies, individuals and organisations focused on dance and movement in the UK. These collections reflect a range of different dance genres, cultural diaspora, movement practices and activities, including professional and community, and predominantly date from the mid-19th century to the present day. We have some clusters of collections, for example, those generated by or related to choreographer and movement theorist Rudolf Laban, a range of dance organisations' collections, those that reflect how movement relates to health and well-being and others focussed on dance and movement techniques developed in the UK in the early 20th Century. We also have a large 'core collection' of single items or small batches of materials that have been gathered from varied sources which significantly enhance the collections held through their diverse coverage. The collections support study and research linked to the development of dance or related movement practices in the UK. We do not develop our collections in areas where other specific company or organisation archives exist, where dance forms have a broader and more international heritage (e.g. Ballroom, Latin, Disco), or which duplicate other repositories' collecting priorities.

2.3 E.H. Shepard Archive and related collections

We hold archives related to the life and career of Ernest Howard Shepard including personal papers donated by the illustrator in 1974 and collections on loan reflecting both his work and private life. The E.H. Shepard Archive covers information from his childhood, student days, family life, his time as an officer during the First World War and his professional career as an illustrator. The Egmont UK Collection is on loan from the publisher (now Harper Collins) and predominantly comprises the illustrations for the first colour editions of the *Winnie-the-Pooh* books and *The Wind in the Willows*, with some additional business-related materials. We hold drawings and documents from The Shepard Trust related to Shepard's First World War experiences and illustration career. We do accept donations related to Shepard which enrich the collections but do not collect multiple editions of books he illustrated or authored unless they enhance the understanding of the illustrations we hold. These collections provide in-depth research opportunities related to text, image and illustration, as well as rich historical social context. At the time that he donated to us, Shepard split his collection and further significant sections were placed with other repositories including the Victoria and Albert Museum (many of his *Winnie-the-Pooh* illustrations), the British Cartoon Archive at University of Kent (illustrations for *Punch*) and other elements are retained by The Shepard Trust.

2.4 Subject-specific archives and special collections

We house a number of subject-specific archives and special collections that reflect specialist areas of research interest and teaching undertaken by the University. Some current collections include the Thomas Farrer Collection of rare books, British Guild of Travel Writers Archive, and the Maurice J Summerfield Collection, all of which relate to areas of particular interest within our existing teaching programmes or research centres or have a specific link to the University of Surrey. New collecting areas will be considered if they support the needs of teaching and research in the University. We do not accept special collections that cross over with other institutions specialist areas of collecting unless there is a specific link to the University of Surrey and a clear rationale for doing so.

3. Definitions and Terminology

No specific terminology or definitions to explain.

4. Policy Principles

4.1 Collections development approaches

We value the diversity of the materials within our collections, and this requires consistent approaches to assessing and prioritising collections development, yet the flexibility to adapt to and take advantage of emerging areas of interest to the University's teaching and research.

We will actively build on existing collection specialisms and strengths and seek to expand collection subject foci alongside the University's vision to be a leading research institution and deliver distinctive learning experiences. In particular, we will seek to collect:

- Collections to support our understanding of the University's history;
- Collections that support teaching and/or research strengths or interests of the University;
- Collections to support scholarship on Rudolf Laban and other existing movement-focused clusters;
- Collections to support scholarship on E.H. Shepard and our international exhibition work.

We accrue and preserve records that reflect the University's corporate and community history, as well as records that reflect broader University activities and student life. We collect through formal processes, collaborative initiatives, and in response to ad hoc approaches to us. We are working to address both historical gaps and future consistent transfers to the University archives through initiatives that develop comprehensive processes for acquiring these institutional records and by building relationships across the organisation.

Through networking and consultation, we will maintain an awareness of other key repositories collecting in related areas or subject fields. We will be respectful that potential collections development areas do not infringe upon their collecting remits and ensure cohesion of our collecting priorities. Where there is any potential conflict of interest with another organisation, we will act with integrity and consult them to avoid dispute, duplication or any waste of resources.

Key collecting organisations we may liaise with, particularly in relation to dance and movement, E.H. Shepard or collections with a local connection, include the V&A Museum, Rambert Dance, Royal Opera House, Bristol Theatre Archive, Leeds University, Roehampton University, Black Cultural Archives, Wandsworth Heritage Service (Battersea Library) and Surrey History Centre.

Through existing contacts and networks, we maintain and increase awareness of potential collections that will enhance holdings or address gaps in our collections. We collaborate with academic colleagues or build connections within professional subject networks (such as the Association of Performing Arts Collections) to identify collections that are of interest to our collecting areas, and which may be at risk of not being permanently preserved; these contacts also act as advocates for our collections and help facilitate acquisitions. We maintain strong links with The Shepard Trust, predominantly the family or other trustees, in order to develop holdings related to E.H. Shepard and ensure appropriate means of engagement with these collections. We maintain relationships with donors to accruing collections and address collections development or deposits as they arise or capacity allows. We aim to develop systematic approaches to regular deposits to these collections.

In making decisions about collections development, we will refer to the guidelines and advice of sector professional bodies such as The National Archives, Arts Council England and Archives and Records Association. We will ensure that both acquisition and disposal are carried out openly, with transparency and in line with established curatorial principles and practices. An assessment of the significance of potential acquisitions in relation to their enduring value (to include historical, cultural, intellectual, social, economic and rarity) will be conducted before we accept or deaccession collections, and we will not undertake disposal of materials that is motivated by financial reasons. We will develop detailed guidelines related to our key collecting strands to support appraisal decisions.

We will undertake due diligence and make every effort not to acquire any item or collection unless the Archives and Special Collections Manager is satisfied that we can obtain a valid legal title to the item or collection, that provenance is established or can be researched and recorded, and that there are no ethical concerns related to the material. Responsibility for acceptance of new materials falls at various levels:

- Accruals to existing collections and smaller deposits – Principal Archivist and Archivist
- The majority of new collections – Archives and Special Collections Manager, in consultation with Archives team as necessary
- Extensive collections, those that have a significant resource implication or which represent a change of direction or scope – following a collections impact assessment, and with guidance from Archives team, final decision by Director of Library and Learning Services

Archives and Special Collections is a small team with a broad range of functions; thus several factors influence our collecting approaches. We are mindful of balancing the need for processing current collections yet seizing opportunities to develop our holdings in line with collecting priorities. The legacy issues of limited funding of collections and inherited disparate approaches to collections development and management has required a new holistic rationale to be conceived for the collections, which is being implemented. In addition to appropriateness to collection content and any risks due to the condition of the materials, issues related to number of staff, their time and capacity, donor expectations, available or potential funds and resources, and physical space are all practical factors when considering new donations. Negotiations to ensure that donation terms and conditions are clear and agreed can take time and, because of pressures on staff time, we always set clear expectations with donors that there may be a considerable lead-in time before their collection can be processed and that external funding may be required to achieve this.

A locations audit during 2018-19 provided an analysis of the collections held and their current stage of cataloguing. This forms the basis for identifying future work priorities and areas for development or reassessment, including deaccessioning of records which do not clearly fit with our collecting priorities or which significantly duplicate other record repositories' collections to which they are more relevant. We will create a Collections Development Plan in line with this policy to address future collection priorities and objectives, resolve legacy issues, identify resources required and detail actions to be undertaken.

4.2 Genre and media of records held

Archival records are accepted in most formats, provided there are the necessary facilities and expertise to store, preserve and provide access to them. This includes manuscripts, printed or electronic documents, as well as photographs, slides, negatives, plans, artwork, objects, audio-visual materials and textiles.

Our Collections Development approaches do not distinguish between digital and non-digital materials: potential digital accessions are selected and appraised against the same criteria as their non-digital counterparts, where we have the capacity to preserve them. Our Digital Preservation Statement outlines

our current approaches to managing digital materials. We are working with colleagues within the University and in professional networks to explore the required institutional solution for digital preservation, storage and access for the growing volumes of born-digital and digitised records within the archive collections and across other University stakeholders.

Collections predominantly originate from the mid-19th century onward although we do hold some older items. They are focused principally on UK-based activities but there are exceptions within the collections where they may contain information relevant to a person, organisation or subject's broader work or heritage, or where a donor specifically wanted their collection to be placed with the University of Surrey and it complied with our collecting priorities.

4.2.1 Materials considered out of scope or with limitations

- We do not accept materials that pose a risk to our collections and/or staff, for instance, those with mould or pest infestation, which we cannot rectify easily, or biological or chemical materials.
- We do not accept materials where restrictions to access requested by the donor would outweigh the historical value or research potential of the material.
- We have limitations on materials due to space constraints (e.g. very large format items), or where we do not have appropriate storage facilities or expertise to care for them sufficiently.
- As with physical collections, our ability to accept deposits of digital material is limited by our capacity to preserve and manage them in line with archival principles. We reserve the right to decline offers of digital materials where we lack the facilities or expertise to preserve them.
- Duplicate material will exist within our collections only where there are specific differences such as personal annotations, a level of rarity or fragility considered to make holding a second copy worthwhile, or which have a provenance deemed significant to our collections.
- Where we consider there is a more appropriate collecting organisation for records, we will refer the donor to them.
- We do not hold collections entirely or predominantly created in a foreign language whereby collections' interpretation and access would be constrained.

4.3. Methods of Acquisition

The University's corporate records, both physical and electronic, are transferred to the institutional archive through both official business processes and via approaches from staff. The majority of the collections and archive materials are donated in accordance with the terms of our Gift Agreement, which acts as confirmation of the donor's valid title to the records and a legal means of transfer of ownership. On occasion, collections are accepted under a Deposit on Loan Agreement, which details the terms of that loan including any management charges and access restrictions. Accepting collections on loan is uncommon; they are only accepted where they strengthen the existing collections scope and are supported financially by the donor to enable storage, management and access.

We acquire material for our collections through:

University archives

- Internal transfers from contacts across the University, as part of records retention management;
- Responses to approaches from staff on a case-by-case basis;
- Collaboration with the Information Governance Unit as part of their initiatives;
- Donations of records from current staff and students, and alumni illustrating their experience of being members of the University (e.g. lecture notes, photographs, artefacts).

Other collecting strands

- Proactive approaches to organisations and individuals with collections identified as priorities within our collections development plans and who have no dedicated archive facility;
- Accruals to collections where an organisation or individual donor is still active or materials are deposited in instalments;
- Bequests;
- Responding to offers of donated material on a case-by-case basis;
- Records created through activities and projects such as oral histories, research project outputs involving the archives, documentation of project events;
- Requests for complimentary publications or periodical subscriptions which enhance our holdings;
- In exceptional circumstances we may purchase material for our collections. However, we do not have a purchase budget and can only buy low-cost, single item publications that help strengthen a collecting area or identify a clear gap in a collection where a donation is unlikely.

Occasionally we may fundraise to support the processing of an archive and we make clear to donors that this may be required. We have never purchased items for the collection via fundraising, yet acknowledge this is a potential means of acquisition for items of particular value to the collection.

We guide new donors through the terms of our Gift Agreement, negotiate any specific requirements and assist with arrangements for transfer of collections. Accruals to special collections tend to be managed periodically, as donors are ready to pass additional materials to us. We assist them with arrangements for making these additional donations and keep all donors up-to-date with any progress on their collections. Formal guidelines for donors will be developed in the future.

4.4. Appraisal and Accessioning

4.4.1 Appraisal

Any potential donations to the archives are appraised by the Archivists and/or the Archives and Special Collections Manager prior to the point of accession to assess their relevance, uniqueness, importance and enduring value in line with existing collections and identified areas for development. Poor physical condition or extent of a collection may also be factors that affect decisions regarding acceptance of collections, as they will have risk and resource implications. On occasion, advice may be sought from academic staff or professional colleagues in other repositories about the research or engagement potential of collections, or decisions regarding acceptance of new collections may be referred to the Director of Library and Learning Services. Records that do not meet collections development criteria are not accepted. When we decline material, if feasible, we will work with donors to suggest repositories that are more suitable.

As part of our collections development plans, collections may also be subject to periodic appraisal to ensure that they support collections development aims, this is most likely with collections donated prior to the progression of coherent collecting priorities. Appraisal helps ensure that collections remain relevant and that we do not unnecessarily allocate resource to materials not appropriate to the collections. We are currently in the process of documenting our appraisal processes to ensure consistency of decision-making and to support our accountability as a service.

4.4.2 Accessioning

We record accession information for every donation or transfer to the archives to ensure that we possess accurate records of provenance. We create accession records, each with a unique reference number, in our collections management database Axiell Calm. The record gives details of: the staff member(s)

authorising the decision, and the details of the appraisal assessment informing their decision; the scope, content and extent of the material; details of the donor or source and terms of acquisition; its legal status and intellectual property ownership where known; any legal or agreed access restrictions; the date of accession; the existence of personal data within the accession; any subsequent appraisal assessments and resulting decisions; and initial observations of preservation or conservation issues.

We also use our collections management database to manage a range of semi-current records on behalf of the University; these are internal University records, kept on deposit with Archives & Special Collections, which are retained for business and compliance purposes. Accession records are created for these collections to enable us to manage them, however, they do not form part of our archive collections and are not made available to the public.

4.5. Deaccessioning and Disposal

Through cataloguing of collections or review processes, items or entire collections may be disposed of or existing holdings rationalised. Any rationalisation or disposal of materials is carefully considered in line with our collecting priorities and carried out in an open and transparent manner by the Archives team responsible for curating the collections. Risks are fully managed, legal controls and ethical factors observed, sector guidance adhered to, key stakeholders consulted, and the review process, decisions and actions fully documented through our recordkeeping and collections management database. Principles and procedures for managing deaccession and disposal are outlined in our Collections Management and Appraisal Processes (in development). Our Collections Development Plan (in development) will outline actions required to appraise and rationalise existing holdings and to identify gaps and priorities for future collecting.

Before deaccessioning material, we will ensure that we are legally free to do so and take into account the terms of deposit in the Gift Agreement made with the donor. In the unlikely scenario that items were acquired with the support of an external funder, we will comply with any conditions attached to the original grant. If a significant collection, whether in scale or content, is to be considered for disposal, a collections impact assessment will be carried out. Disposal may be by a variety of methods including gifting to other collections, exchange, return to the donor, sale through our publications online store (e.g. duplicate books) or permanent destruction. The Archives team will consider fully the reasons for disposal and consult relevant stakeholders where appropriate. Where the level of disposal is significant, in either quantity or value, this will be the responsibility of the Director of Library and Learning Services, acting on the advice of the professional Archives staff, and not solely of the Archivists or Archives and Special Collections Manager.

Any disposal will be in accordance with our policies and priorities. Circumstances that may determine decisions to dispose of items include, but are not limited to:

- Duplicates of non-unique items already in our collections or which significantly replicate those in other repositories;
- Material considered to be of a non-archival nature;
- Items are extraneous to the focus of the collections or are no longer relevant to our collecting priorities;
- There are other repositories which are more relevant for the collection;
- Legal complexities restrict access to or use of the items or there is a challenge to ownership;
- Legacy issues related to the original donation;
- Irreparable or unsafe condition of an item;
- Items are of low historical or evidential value.

If a decision is taken to dispose of material, the preferred method always would be to offer it to another collecting organisation. If disposal is by sale, any proceeds will be used directly for the benefit of the collections. Permanent destruction will usually only apply to material of low intrinsic significance and value, where an item is in extremely poor condition, or has associated risks to health or collections' security. Where necessary, specialist advice will be sought to establish the appropriate method of destruction, and health and safety risk assessments carried out.

4.6 Public Access

We provide an impartial service, thus our collections are available to any user including members of the University, scholarly audiences, and the public. We aim to build our range of audiences within the University and research communities, but also beyond to groups in the local community who can learn about, engage with, and be inspired by our collections.

To raise awareness of the collections, we promote them through a range of platforms, including subject specialist, sector and local networks, social media, and through activities to ensure potential users are informed of their availability. We also lend items from our collections, under terms and conditions which adhere to UK Registrars Group professional standards, as a means of making them accessible, engaged with, and to collaborate with other cultural heritage organisations.

Access to collections is provided in line with the Archives and Special Collections Access Statement. Access may be through physical visits to the Archives Research Room, by consulting the Archives and Special Collections online catalogue, or through remote support via our enquiry and reprographics services and in line with copyright legislation.

Details of accessions and catalogues are also being made available via other discovery networks such as JISC's Archives Hub or The National Archives' 'Discovery'.

Access is provided in accordance with relevant legislation including the Freedom of Information Act and UK Data Protection legislation. On occasion, closure periods may need to be implemented under the terms of these legislations, for reasons of confidentiality, or because material needs preservation or is not listed or catalogued and access would present a risk to its security.

5. Governance

5.1 Implementation: Communication Plan

This policy will be made available to all staff via the University's intranet alongside other policies and procedures. It will be communicated to our specific audiences such as academics, researchers and accruing or potential donors (internal and external) via a link on the Archives' web pages. It can also be made available in hard copy upon request and we will explore provision through other means as required. We will ensure Information Compliance staff have awareness for its relevance to the institutional archive and data protection. We will communicate it to the Library Senior Management Team, particularly highlighting its relevance to the Library Customer Services team who receive enquiries regarding gifts of materials to the University Library/Archives

5.2 Implementation: Training Plan

The Policy will be implemented by ensuring all Archives and Special Collections staff are fully conversant with the policy and our associated collections management processes, actively referring to it to assist with decisions, and through the development of a Collections Development Plan.

5.3 Review

This policy will be reviewed every three years. Minor interim amendments which do not significantly change the meaning or purpose of the policy, such as completion of associated procedures or changes to staff title, will be documented by Archives and Special Collections and approved by the Executive Owner. However, if operational transformations or changes to collecting priorities occur which change the meaning of the policy or require substantial re-writing, then the policy will be re-submitted via the formal approval route.

5.4 Legislative context and Higher Education Sector Guidance or Requirements

We adhere to a range of appropriate legislation, ethical guidelines and professional standards in managing and developing our collections, including: Copyright, Data Protection, Freedom of Information and sector guidance and standards issued by The National Archives, Arts Council England, International Council on Archives, Archives and Records Association, BSI (such as BS4971-2017 and BS EN 17820:2023), The Collections Trust and other professional bodies. Information regarding why and how we handle personal data within our collections for Archiving Purposes in the Public Interest, as required by the UK Data Protection legislation, is detailed in our Archives Collections Privacy Notice.

<https://www.surrey.ac.uk/information-governance/privacy-notices/archive-collections-privacy-notice>

5.5 Sustainability

Our archives and special collections are housed in dedicated secure stores. We have sufficient storage space to allow for the manageable growth and disposal of materials over time. Collections need to be stored within recommended temperature and relative humidity (RH) ranges to reduce their risk of deterioration. We do not have a dedicated climate control system in our stores, they are fitted with Air Handling units. We monitor temperature and relative humidity on the days that we are in the office and, to minimise energy consumption, the units are only operated if significant fluctuations in temperature or RH occur which would impact collections' safety. Doors and windows in the stores are minimal and kept closed; the few windows in one store are fitted with UV reflective film to aid temperature regulation. The stores are also fitted with movement sensors so that lights switch off when not required. We protect our collections further through use of specialist preservation supplies, we reuse or repurpose these and other stationery materials where possible. Only necessary equipment is left plugged in when not in use. If we are offered archive materials that require specialist conditions for their care that impact space, environment, and energy consumption, this would be part of our collections impact assessment when considering the donation.

Under our interim digital preservation processes, we use a combination of existing University IT infrastructure and offline portable storage to manage parallel copies of preserved digital records, an approach which minimises our financial and energy costs. Periodic fixity checking is carried out via sampling, to avoid the unnecessary use of computing power. In time, we intend to have an institutional solution to digital preservation that will support the needs of all institutional stakeholders, consolidate storage needs and provide a more cohesive and sustainable system for the University.

6. Stakeholder Engagement and Equality Impact Assessment

6.1 Equality Impact Assessment

The University is strongly committed to equality of opportunity and the promotion of diversity for the benefit of all members of the University community. The University's approach is to promote equality across the full range of its activities and consider the impact of policies on the diverse characteristics and needs of everyone it affects.

This policy has been reviewed, most specifically with collection foci and user access in mind, and full details included in an Equality Impact Assessment. Observations and evidence were considered, as well as adjustments that can be made to help our user and staff communities.

Key conclusions were that our archive collections are open to all, with no significant barriers in terms of the nine protected characteristics defined by law. Existing collections and those areas in which we develop our holdings include, reflect, and celebrate a breadth of histories, artistic forms, diaspora and contexts. We are the chosen repository for several artists and companies from both black and South Asian dance sectors in the UK, our collections represent members of the LGBTQ+ community and often they span the entire life of their subject. Users are able to flag materials they consider of a sensitive nature, and we will assess and address these appropriately. All collections of relevance to this policy, and any identified areas of growth, are considered for inclusion when offered or identified. Any refusal of collections or materials will be related to the parameters of the areas of collecting and development outlined in this policy, not for any inequitable purpose.

An Equality Impact Statement was completed on 1 May 2024 and is held by the Authorised Co-ordinator.

6.2 Health & Safety

Management of the Archives and Special Collections, including collections development activities, comply with the requirements of Health and Safety legislation and policies.

When working with incoming collections, we have relevant PPE and processes in place to mitigate any risk to staff, such as the presence of mould, and we quarantine collections in a dedicated space for a period of time to monitor them. We have an on-going programme of environmental monitoring, which includes identification of pests, such as insects, which may represent a risk to the collections or staff.

We ensure that staff are trained in aspects such as manual handling, with specialist guidance having been given for our specific requirements and appropriate equipment available for accessing and moving materials. We pay attention to risk assessment of our workspaces and practices, and ensure that aspects, such as lone working, have attendant processes in place. We ensure the safety of any volunteers, researchers, or event participants through careful monitoring of both our environment and their use of collections.

6.3 Stakeholder Consultation

Stakeholder consultation was completed as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
The National Archives	This policy has been written in line with guidance and frameworks set out by The National Archives	N	January 2024	N/A
Other professional bodies	To ensure conformity to industry standards, we have consulted guidance documentation from other sector professional organisations, such as Arts Council England, Museums Association,	N	January 2024	N/A

	International Council on Archives, and the Archives and Records Association. We have ensured compliance with appropriate British Standards.			
Director of Library and Learning Services	Consultation with the Director of Library and Learning Services who has responsibility for A&SC within his portfolio of teams		Emailed 13 May 2024 Feedback updates made 17 June 2024	Paul Johnson
Governance	Advice on the format and content of this policy has been sort from Governance & Risk Assurance team, particularly as it is a hybrid format to meet heritage sector requirements and University template	N	January 2024 & May 2024 Shared final version 17 June 2024 Feedback and approval 1 July 2024	Kelley Padley (Governance Officer)
Information Governance	Consulted for data processing and retention aspects of our work		Shared via email 18 June 2024	Ewan Robson (Information Governance Manager and Data Protection Officer)
Health & Safety	Shared draft policy		Approved via email 28 June 2024	Matt Purcell (Director of Health & Safety)
Sustainability	Shared draft policy		Approved via email 19 June 2024	Martin Wiles (Head of Sustainability)
Chief Operating Officer	Shared draft policy		Shared via email 18 June 2024 and receipt at Operations Committee 16 July 2024	Will Davies