



UNIVERSITY OF PORTSMOUTH ARCHIVE MANAGEMENT POLICY

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Summary

What is this document about?

This policy covers four key aspects of the management of the University of Portsmouth Archive as defined by the UK Archive Service Accreditation standard:

- Collections development: How and why records are selected for inclusion in the University Archive.
- Collections information: Information written and gathered about collections, through accessioning, cataloguing, or access processes.
- Collections care and conservation: How the University Archive works to ensure the preservation of its collection.
- Access: How the University Archive makes its collection available to users.

Who is this for?

This policy applies to all staff who administer the University of Portsmouth Archive as well as its internal and external users

How does the University check this is followed?

The policy will be implemented by the University Archivist and the University Records Manager.

Who can you contact if you have any queries about this document?

Any questions regarding this policy should be addressed either to the University Archivist or the University Records Manager.

The latest version of this document is always to be found at:

<https://library.port.ac.uk/uni-archive.html>

Mission statement

To collect, preserve and make accessible the records of the University of Portsmouth and its predecessor institutions, reflecting its staff and students, as well as its place in the history of the city of Portsmouth.

Collections Development

1. Acquisition and appraisal

- The University Archive preserves in perpetuity records relating to the history and development of the University of Portsmouth, including its predecessor institutions:
 - The Portsmouth and Gosport School of Science and Art
 - Portsmouth Municipal Technical Institute
 - Portsmouth Municipal College
 - Portsmouth College of Technology
 - Portsmouth Polytechnic
 - City of Portsmouth College of Art [Also known as: City of Portsmouth College of Art and Design; City of Portsmouth College of Art, Design and Further Education; Southern College of Art Portsmouth Centre; Municipal School of Art]
 - Portsmouth College of Education [Also known as: Portsmouth Day Training College; Portsmouth Municipal Training College; City of Portsmouth Training College]
- Deposits can be accepted if they pertain to at least one of the following:
 - The history of the institution
 - The institution's principal activities, functions, policies and decisions
 - The estate and/or facilities of the institution
 - The academic achievements of the institution
 - The student experience at the institution
 - The staff experience at the institution
- The Archivist may refuse deposits:
 - That do not adequately meet the collecting criteria
 - That duplicate existing holdings, unless it is deemed appropriate to keep multiple copies of popular items (for example prospectuses) or for display, handling or outreach purposes.
 - Where the size and/or quantity of material will compromise available storage space Alternative solutions will be proposed as appropriate.
 - If there is sufficient doubt that the depositor has proper authority or title to transfer them
- The University Archive will only accept items on permanent deposit and will not accept long term loans. Short term loans of analogue material may only be accepted for the purpose of making digital copies for permanent retention.
- Small objects may also be considered for collection at the Archivist's discretion, if they are of significance to the institution's history and complement or are integral to other archival holdings.
- The archive is currently unable to guarantee capture and long term preservation of born digital and dynamic web records, which it recognises is likely to lead to gaps in the University of Portsmouth collection. This situation remains under active review.

- The University Archive proactively collects institutional records, utilising document retention schedules and identifying series to be regularly collected for the active University of Portsmouth collection. The archive aims to collect material reflecting the University's many and diverse communities of students and staff.
- The following material is routinely collected:
 - Committee minutes, agenda and papers and other papers relating to governance and management including strategic plans and documents relating to the constitution and legal framework of the University
 - University publications: e.g. annual reports and published accounts, newsletters, prospectuses, and brochures.
 - Programmes, posters, orders of service, photographs and other material relating to ceremonial and other events including graduation, inauguration of staff and graduate shows
- The University Archive collects records relating to defunct predecessor institutions where available, from both internal and external depositors.
- The University will endeavour to avoid competition or duplication of effort with the collecting policies of other professionally staffed archive repositories.

2. Deaccessioning

- The University Archive can dispose of Items if they do not meet the collecting criteria. Items for disposal will first be offered to other relevant repositories, or where appropriate, to the original depositor. Items may also be disposed of if their physical condition is deemed detrimental to the rest of the collection.

Collections Information

1. Accessioning

- External depositors are required to complete a deposit form which will be kept in perpetuity by the university. The University Archive will require the completion of deposit forms for both analogue and digital material.
- The archivist will provide written confirmation of the acceptance of new deposits into the collection.
- New additions to the archive are allotted a unique identifier (accession number). The Archivist records the date the deposit was received, scope and content, extent and condition of the items, and the name of the depositor on an accessions log. In the case of internal deposits the name of the depositor may be a named department only.

2. Cataloguing

- Archival descriptions are produced and updated using the ISAD(G) General International Standard Archival Description - Second edition.
- Material received from external sources is identified as such within archival descriptions with the words 'External donation'.
- Catalogue data is primarily made available on the University Library website, as well as through the Archives Hub and Archives Portal Europe archival aggregator websites. The Archivist will update public-facing catalogue data as necessary.

3. Access

- Enquiries are retained by the university archive for a period of three years, plus the current academic year.

4. Data Protection

- In line with the requirements of the General Data Protection Regulation we process personal data where the processing is necessary to perform a task in the public interest Article 6 1(e)).
- In addition, where we process special category data we also do so under the legal basis that the processing is necessary for archiving purposes in the public interest or historical research purposes (Article 9 2(j)).

Collections Care and Conservation

1. Building management

- The university aims to adhere to the standard 'BS4971:2017 Conservation and care of archive and library collections', within the limitations of the archive's non-purpose-built storage environment. Measures are actively taken to identify and minimise risks to the collection (see 3. Disaster plan).

2. Remedial and preventive conservation

- The archivist will monitor the condition of particularly fragile analogue material. Items identified as requiring conservation will be recorded.
- Analogue material is stored within archival quality boxes and/or other suitable enclosures. Where practicable, metal fixings prone to oxidation (e.g. staples, paper clips, treasury tags) are removed and replaced with alternatives such as archival brass paper clips or unbleached cotton tape.
- Nitrile gloves are used by staff and provided to researchers for the handling of particularly vulnerable items such as photographic material.
- The skills and expertise of a professional conservator will be sought for more complex conservation needs.

3. Disaster planning

- The University Archive disaster plan is circulated to relevant stakeholders and will be reviewed every two years, or more frequently if the conditions and actions described in the plan are subject to significant change.

Access

1. Visits in person

- The analogue holdings of the University Archive are open to staff, students, alumni and the general public by appointment only. The research area for the archive is located on the second floor of the University Library. Users can access and use the research area only under the supervision of the Archivist or another designated member of staff. External users will be required to show proof of identity.
- Rules and procedures for using the archive collection are available on the University Library website and on request.
- The University Archivist, the University Records Manager and the Librarians reserve the right to:
 - Apply research area rules and procedures
 - Limit access to very fragile or damaged items
 - Insist that researchers wear nitrile gloves as provided when handling certain vulnerable items, for example photographic materials
 - Deny continued and future archive access to anyone found deliberately damaging or defacing holdings

2. Enquiries and research requests

- If a researcher is unable to visit the archive in person the University Archivist, University Records Manager or designated Librarian may offer to undertake simple archive research on their behalf. However, the University is not able to administer complex or lengthy research requests on behalf of third parties. Scans, photographs or photocopies may be supplied by arrangement.

3. Freedom of Information Act exemptions and closure periods

- A closure period is where access to an item is withheld for a pre-defined period of time due to the personal or special category data held within it or other sensitive nature of its content. Records identified as closed will be marked as such within the archive catalogues, but records may be closed retrospectively. Closure periods will not apply to University of Portsmouth publications or any items which, if requested, would usually be released under the Freedom of Information Act (FoIA). Items covered by FoIA exemptions will be closed for a minimum of 20 years unless the exemption is time sensitive. Each request for information held in the archives will be treated on a case by case basis. If the exemption is no longer applicable, it (and the closure period) will be lifted.
- Where it is unknown whether an identifiable individual is still alive: We will assume a lifespan of 100 years
 - If the age of an adult data subject is not known, assume they were 16 at the time of recording

- If the age of a child data subject is not known, assume they were less than 1 at the time of recording
- Closed records are accessible to only the following roles for the purposes of administering the collections and for consideration in the response to an FOIA /Data Protection request:
 - University Archivist
 - University Records Manager
 - Information Disclosure and Complaints Manager
 - Complaints and Information Disclosure Officer
 - Assistant Complaints and Information Officer
 - Librarians within the University Library

4. Copyright

- If a researcher wishes to reproduce an item held within the archive collection (in part or in full) within their work, permission must be obtained from the copyright holder. The copyright holder may not be the University of Portsmouth. Responsibility for obtaining permission from the copyright holder rests with the researcher.
- Further information on copyright can be found in the University of Portsmouth Copyright Policy <https://policies.docstore.port.ac.uk/policy-086.pdf>
- The reproduction of items from university archive collections must be fully credited to the University of Portsmouth Archive and include a current archival reference.

5. Loans

- Loans of material from the archive collection may be considered in exceptional circumstances, on a case-by-case basis. Stipulations will apply to any loans to ensure the security, integrity and condition state of loaned material is maintained.