

University of Portsmouth Archives

Management and Selection Policy

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APPENDIX 1 – UNIVERSITY OF PORTSMOUTH COLLECTION (UP)

1. Summary

What is this policy about?

This policy explains how and why records are selected for inclusion in the University's archive collection. This policy also covers the management of and access to the archive collection.

Who is this policy for?

This policy is intended for anyone using the archive collections (staff, students and members of the public) and as a reference point for responding to enquiries about the archive collections.

How does the University check that this policy 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 policy?

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

2. Introduction

The University Archive currently comprises ten collections, covering the University of Portsmouth and its preceding institutions. Its purpose is to preserve in perpetuity records relating to the history and development of the organisation. The core user base for the archive comprises current students, staff and alumni. However, enquiries are also received from researchers, historians and genealogists outside the University.

The collections have so far grown organically, but future collecting will be based on more proactive selection. This is to ensure the most efficient use of the storage space currently available to the archive and overall representativeness of the collections. The University of Portsmouth collection is the only 'live' collection and still growing annually. However, items may still be received relating to the predecessor institutions. This document sets out the selection policy for holdings collected on or after 1st January 2013.

The University, as with all large organisations, is moving increasingly towards e-records (i.e. records which are born digital and do not exist in a printed form) and dynamic web content. The archive is currently not able to ensure capture and preservation of born digital and dynamic web records which is likely to lead to gaps in the University of Portsmouth collection. However, this will remain under review.

This document sets out the management policy for all collections.

3. Selection Policy

Pro-active selection – University of Portsmouth collection only

The University will pro-actively collect the items listed in [Appendix 1](#) on an annual basis and in the format stipulated. The appendix will be regularly reviewed to ensure that the collection is representative of the institution.

Reactive selection – all collections

Items will be accepted if they add value to and do not duplicate existing holdings. Each item must also pertain to at least one of the following:

- The history of the institution
- 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

Accessions

New additions to the archive will be allotted a unique identifier (accession number). The date the deposit was received, extent and condition of the items, and the name of the depositor will be recorded. With internal deposits this might be a named department only. Any deposits from sources external to the University will require clarification of the terms of deposit, the completion of a depositors form by the depositor and written confirmation of acceptance into the collection. The University will only accept items on permanent deposit and will not accept temporary or long term loans.

Disposals

Items can be disposed of if they do not meet the selection criteria. If the university wishes to dispose of items they should first be offered to other relevant repositories, or where appropriate, to the original depositor. If items from external depositors are to be disposed of, a 'permission to destroy' must be sought from the depositor. Items may also be disposed of if their physical condition is deemed detrimental to the rest of the collection.

Closure periods

A closure period is where access to an item is withheld for a pre-defined period of time due to the sensitive nature of its content. Closure periods will **not** apply to University publications or any items which, if requested, would usually be released under the Freedom of Information Act (FoIA). It is not anticipated that many of the archive holdings will be closed but records may be closed retrospectively.

Items covered by FoIA exemptions will be closed for 30 yrs unless the exemption is time sensitive. Each request for information held in the archives will be treated on a case by case basis and, if the exemption is no longer applicable, it (and the closure period) will be lifted. Records identified as closed will be marked as such within the archive catalogues.

As a rule, the University will not accept items containing personal data (as defined by the Data Protection Act) unless it can be sufficiently redacted. Where an item must be collected, but cannot be redacted, it will be closed for 80yrs.

Closed records are accessible to **only** the following roles for the purposes of administering the collections and answering FoIA/data protection requests:

- University Archivist
- University Records Manager
- Information Disclosure and Complaints Manager
- Assistant Complaints Officer
- Librarians within the University Library

Items excluded from selection

The University Archive will not normally accept the records of other institutions into its existing collections, especially where it is known that an historic archive is already maintained by said institution.

4. Management Policy

Access to holdings

The open physical holdings of the University Archive are open to the public by appointment only. Closed holdings are not publicly accessible (see section on closure periods, above). The reading area for the archive is located within Reserve Stock 1 on the second floor of the library under the supervision of the archivist or another designated member of staff. External users will be required to show photographic proof of identity in order to gain access to the library building. Rules and procedures for using the archive collection, as well as archival listings, are available on the University Library website archive page.

Researchers may make pencil or electronic notes during their consultation period. Many items may also be photocopied, scanned or photographed (non-flash only), in accordance with copyright legislation and upon consultation with the University Archivist; the University Records Manager, or the Librarians. Standard University Library photocopying charges will apply.

Items should be handled with care as many are fragile. A book rest is available to use with large bound volumes. Food and drinks are not permitted to be consumed in the archive.

The University Archivist; the University Records Manager and the Librarians reserve the right to:

- Prevent researchers from copying fragile or damaged items.
- Insist that researchers wear nitrile or white cotton gloves (available in the archive) when handling certain items, for example unencapsulated photographs.
- Deny continued and future archive access to anyone found deliberately damaging or defacing holdings.

If the researcher is unable to visit the archive (e.g. due to geographical location) the University Archivist, University Records Manager or Librarians may offer to undertake simple archive research on his/her behalf. However, the University is not able to administer complex or lengthy research requests on behalf of third parties.

Loans

Most of the archive holdings are unique and irreplaceable. Therefore holdings will only be loaned out in exceptional circumstances. As a rule, items over 30 yrs old will not be loaned unless the University Archivist / University Records Manager is satisfied that the conditions in which the item will be kept (whilst on loan) are suitable and will not cause damage to the item. In the long term, the University intends to make some holdings available off-site via digitisation.

Exceptional circumstances will be judged on a case by case basis and **must** be recorded. The length of loan must be established, confirmed with the requestor and recorded on a loan request form before the item is given out. It is the responsibility of the requestor to ensure that the item is returned on time and in the condition in which it went out. Loan returns must also be recorded on the loan request form.

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. In some cases the copyright holder will **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 Copyright Code

<http://www.port.ac.uk/accesstoinformation/policies>

The reproduction of items from university archive collections must be fully credited and include a current document reference number.

Physical preservation

The university will aim to adhere to the standard 'PD5454:2012 Guide for the storage and exhibition of archival materials' where possible, within the limitations of the archive's non-purpose-built storage environment.

All items will be stored within acid-free, archival quality boxes or enclosures. Where practicable fixings prone to oxidation (e.g. staples, paper clips, treasury tags) will be removed and replaced with archival brass or stainless steel paper clips or unbleached cotton tape.

Old, fragile and damaged items will be monitored regularly. Gloves will be provided for the handling of these items where appropriate. A preservation log will record any conservation work carried out on the collections.

Digital records

Currently the archive is not in a position to accept and preserve digital holdings but this will be kept under review.

In the case of some series that are no longer produced in a physical format, such as the Postgraduate Prospectus, it may become necessary in the short term to print copies for archive purposes until a digital preservation solution is implemented. However, this is not a sustainable strategy and will not be appropriate for all digital records. Such items are marked with an asterisk in Appendix 1.

Appendix 1- University of Portsmouth Collection (UP)

This appendix comprises a list of items/series identified for continued collection. This may be subject to change, for example series may be discontinued. In some instances decisions will be made on a case-by-case basis if items meet the collecting criteria outlined in Section 3.

Governance and Management

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Documents relating to the constitution and legal framework of the University	Y	N	Potentially
Board of Governors' committee minutes, agendas and supporting papers	Y	N	Potentially
Academic Council committee minutes, agendas and supporting papers	Y	N	Potentially
Annual reports	Y	N	N
Strategic plans	Y	N	N
Documents relating to the University's Chancellors	Y	N	Potentially
Documents relating to the management and organisation of the University and its committee structures	Y	Y*	Potentially

Finance

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Financial strategies	Y	N	N
Financial reviews	Y	N	N

Estates

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Estates strategies	Y	N	N
Papers and plans relating to the building or significant re-development of individual buildings	Y	N	Potentially

Staff

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Annual telephone directory	N	Y*	N
Papers relating to the University's Vice-Chancellors	Y	N	Potentially
Inaugural lectures from individual academics	Y	N	N

Students

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Student newspapers and magazines	Y	N	N
Papers relating to the constitution of the Student Union	Y	N	N

Learning and Teaching

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Learning and Teaching Strategies	Y	N	N

Academic Administration

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Regulations, Policies and Procedures	Y	Y*	N

Research and Knowledge Transfer

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Strategies	Y	Y*	N

Faculties

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Strategies	Y	Y*	N
Handbooks	Y	N	N

Schools and Academic Departments

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Catalogues and advertisements for exhibitions and shows of student work	Y	N	N

Support Departments

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Annual reports	Y	Y*	N
Strategies	Y	Y*	N
Handbooks	Y	N	N
Leaflets and guides	Y	N	N

Prospectuses

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Undergraduate prospectus	Y	N	N
Postgraduate prospectus	N	Y*	N
Adult education	N	Y*	N

Course Brochures and Marketing Materials

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
University “facts and Figures”	Y	N	N

Newsletters, Journals and Bulletins

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
University newsletter (currently “Communicator”)	Y	N	N
Faculty newsletters (e.g. SciTech Update)	Y	N	N
Support Dept newsletters	Y	N	N
Alumni newsletters	Y	N	N

Ceremonial, Promotional and Other Events

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Material relating to Inauguration of Chancellors	Y	N	N
Graduation programmes	Y	N	N
Material relating to Honorary Degrees	Y	N	N
Papers relating to significant events at individual buildings (e.g. laying of foundation stone, ceremonial opening)	Y	N	N
Orders of service for religious services held by the University	Y	N	N

Press Cuttings and Newspapers

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Press cuttings	Y	N	N
Press releases deemed to have high significance	Y	Y*	N

Photographs

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Photographs of buildings, events, staff and students	Y	Y*	N

History

ITEM	PHYSICAL FORMAT?	DIGITAL FORMAT?	CLOSURE PERIOD
Histories of the university and its estate	Y	Y*	N