

Newcastle University Library Special Collections & Archives Collection Development Policy

1. Purpose and Scope

The purpose of this policy is to provide a statement and summary of the current collecting principles of Newcastle University Library's Special Collections & Archives.

The Collection Development Policy is intended to inform current and potential users of the range and scope of our holdings and to assist potential donors or depositors in determining whether Newcastle University Library is the most appropriate repository for any material they may wish to deposit.

The unique and distinctive material we seek to collect is primarily rare books and archives which are aligned with and supportive of the University's teaching and research interests, and which either build on our existing collection strengths or support the emerging priorities and interests of Newcastle University.

1.1 Role and purpose of Special Collections

Newcastle University Library supports the University's teaching, research and engagement activity by providing resources, high quality services, and professional expertise to enable the effective discovery and use of information and the development and communication of knowledge.

The Special Collections & Archives division (hereafter referred to as Special Collections) contributes to the Library's core purpose by collecting, preserving, promoting and providing access to rare or unique and distinctive rare books and archives. These resources are made available not only to our own University staff and students, but to researchers from other institutions and to the wider community. They are also of key importance in supporting our vibrant and award-winning educational outreach programme for local schools.

We seek external recognition and validation for the regional, national and international significance of our core collections and seek to bring them to the attention of the widest possible audience. We achieve this through effective collection management, increasing accessibility, particularly via digital media, and through engagement and outreach activities.

1.2 Definitions

Rare books will meet one or more of the following criteria:

- Published or created before 1850
- Having significant provenance or former ownership
- Containing copy specific features, such as marginalia or other annotations
- Having bibliographic significance (e.g. first edition, out of print, limited or special edition, privately published.)

Archives are defined as:

An item or collection of items created through the activities of an individual, family, or organisation which have an enduring evidential and informational value and are selected for permanent preservation because of their historical, societal, or cultural significance.

Archives exist in both analogue and digital formats, including but not limited to documents, photographs and images, hand-written manuscripts, and audio-visual content.

1.3 Related Policies and Strategies

- University Library's Strategic Plan - Outlines the annually updated strategic priorities of the library, aligned to and reflecting the University's overall vision.
- Preservation Policy - Sets out the principles that are integral to our core preservation activities.
- Digital Preservation Policy - Defines how we seek to preserve digitised and "born digital" material in our care.
- Oral History Policy - Concerns our collecting priorities and requirements in this thematic area.

2. Collecting Priorities

2.1 Collecting Principles

Unique and distinctive material which fulfils Special Collections' commitment to support teaching, research and engagement at Newcastle University **and** meets the definitions of rare books and archives outlined above will be acquired where it :

- Completes gaps in existing collections
- Builds on existing collection strengths (see 2.2)
- Contributes to the institutional memory of Newcastle University
- Has regional significance
- Support and enhances Education Outreach activities
- Supports Newcastle University's commitment to Equality, Diversity and Inclusion in representing diverse voices.

Preference is given to material primarily written in the English Language.

2.2 Collection Strengths

Current collection strengths and active collecting priorities include:

- Contemporary Literature
- Children's Literature
- History of Medicine

- British Politics
- British Social History
- Architecture, Planning and Landscape
- Visual and Performing Arts

3. Acquisitions

3.1 Methods of Acquisition

Special Collections currently comprises over 100 collections acquired since the formation of Newcastle University in 1963. These collections have been developed, and continue to be developed, through the following methods:

- **Transfer:** Where material, predominantly additions to the University Archives, is deposited from other service areas and academic schools as it constitutes evidence of Newcastle University's institutional memory. See the Collecting Statement at **Appendix A** for a list of the types of archives the library seeks to retain in perpetuity.
- **Gift:** Where material is deposited permanently through a signed gift agreement between Special Collections and the depositor. Many of our unique and distinctive collections have been acquired in this way through the generosity of depositors who wish to see material preserved and used in an academic context. Gifts may include formal bequests.
- **Purchase:** The library has limited funding through the Robinson Bequest and via the Friends of the University Library to make key strategic purchases in line with our Collection Development Policy. For significant purchases, fundraising, grant applications, donations, and partnerships with academic schools and other organisations may be required, which may be subject to additional terms and conditions from the funders.
- **Long Term Loan:** In this instance, the depositor retains ownership through a signed loan agreement with Special Collections. Due to the costs incurred in storing and curating such material, this method of acquisition will only be considered under exceptional circumstances.

In all instances, depositors **must** contact Special Collections in advance to discuss potential acquisitions.

3.2 Roles and Responsibilities

The Head of Special Collections and Archives is responsible for Collection Development, in consultation with other Special Collections staff and relevant Academic Liaison Librarians. The approval of the University Librarian is required for all significant purchases and donations.

Final decisions on acquisitions are informed, wherever possible, by scoping of collections in situ to ensure alignment to our collecting principles and forward planning. These are carried out by senior members of our Special Collections team.

4. Disposal

4.1 Appraisal

During the cataloguing process and as stated in signed deposit agreements with the depositor, Special Collections' staff will evaluate all potential acquisitions and may identify, duplicates or material considered ephemeral or not pertinent to our collecting interests. This material will either be returned to the depositor, or disposed by prior arrangement.

4.2 Deaccessioning

Following selection and acquisition, Rare Books and Archives will normally be preserved in perpetuity. However, Special Collections reserves the right to periodically review material and, where necessary, to recommend whole or substantial parts of a collection for removal and deaccessioning. It should be stressed that deaccessioning is not undertaken lightly, nor is it envisaged as a significant activity. Deaccessioning may occur under the following circumstances:

- Where there are incomplete or partial collections, which would be more appropriately housed with comparable or complementary material in another approved repository.
- Where material is inaccessible to users due to poor physical condition and conservation is either impossible or impractical and digital surrogates cannot be made.

Wherever possible, deaccessioning will be carried out in consultation with depositors and any stipulations set out in deposit agreements will be honoured. However, where depositors cannot be identified, for example, legacy material where deposit agreements do not exist, and all reasonable efforts have been made to trace original owners, or their heirs, deaccessioning will occur at the discretion of the University Librarian. Every effort will be made to rehome deaccessioned material appropriately.

5. Collaboration

Special Collections collaborates with other regional libraries and archive repositories to ensure the best possible provision for researchers. This includes being aware of and respectful of both competing and complementary collecting policies.

Appendix A: University Archives Collecting Statement

Ref.	Record Type	Ownership/Responsibility for original or “golden copy”
NU01	Alumni/Development Committee agendas, papers, minutes	Advancement
NU02	Alumni publications	Advancement
NU03	Major fundraising campaigns (reports)	Advancement
NU04	Major Gift records	Advancement
EO01	Executive Board agendas, papers, minutes	Executive Office
EO02	Council, Senate, Court, Court Steering Committee, Academic Board and Convocation agendas, papers, minutes	Executive Office
EO03	Charter and Statutes	Executive Office
EO04	Audit Committee agendas, papers, minutes	Executive Office
EO05	Honorary Degrees Committee records	Executive Office
EO06	Research Ethics Committee agendas, papers, minutes	Executive Office
ESS01	Estates Committee agendas, papers, minutes	Estate Support Service
ESS02	Title Deeds	Estate Support Service
ESS03	Leases	Estate Support Service
ESS04	Planning applications and supporting documentation	Estate Support Service
ESS05	Major works building plans and associated papers	Estate Support Service
FP01	Finance Committee agendas, papers, minutes	Finance and Planning
FP02	NU Holdings	Finance and Planning
FP03	Mortgage Deeds	Finance and Planning
HR01	Staff Committee agendas, paper, minutes	Human Resources
MSR01	Corporate design and branding guidelines	Marketing and Student Recruitment
MSR02	University prospectuses and course brochures	Marketing and Student Recruitment
MSR03	Selected event literature days, programme launches	Marketing and Student Recruitment
CO01	Major Public Relations campaign literature	Corporate Affairs
CO02	Major Public Relations campaign photographs	Corporate Affairs

CO03	Significant media coverage and broadcast material	Corporate Affairs
RES01	Research Committee agendas, papers, minutes	Research & Enterprise Service
SP01	University Examination papers	Student Progress
SP02	Pass Lists	Student Progress
SP03	Student results and other selected material	Student Progress
SP04	Graduation ceremonies programme and videos	Student Progress
LTDS01	University Learning, Teaching and Student Experience Committee papers	LTDS
LTDS02	Teaching and Research Programme review final reports	LTDS
SAGE01	SAGe Faculty Executive Board	SAGe Faculty Support teams
HASS01	HASS Faculty Executive Board	HASS Faculty Support teams
FMS01	FMS Faculty Executive Board	FMS Faculty Support teams