



Collections Information Policy for Special Collections at the University of Bradford

Version 2.0

Contents

Introduction	2
Acquisitions	2
Cataloguing and finding aids	3
Preservation and conservation	3
Locations and movement control	4
Withdrawal or disposal	4
Review of this edition	4

Introduction

Special Collections at the University of Bradford collects, organises, preserves, and makes accessible, unique, and distinctive collections to support learning, teaching and research for all.

Special Collections must gather, record, and make available information about collections where appropriate. This enables us to manage them effectively, to meet our legal obligations under Freedom of Information and Data Protection legislation and enhances our standards of collections management.

We gather information about collections during various stages of our activities:

- Acquisitions
- Cataloguing
- Preservation and conservation
- Location and movement control
- Withdrawal or disposal

This document covers both our analogue and digital collections. It has been reviewed and approved by the University Academic Librarian, University of Bradford.

Acquisitions

Special Collections records all offers of donations in our Offers Register. We gather information relevant to collecting decisions and/or which will be useful for future management of the collection: copyright, size, condition, language etc. Correspondence concerning donations is retained indefinitely, to document provenance.

All donors must complete an electronic donation form providing their contact details and as much information as possible regarding the collection. This helps us to record and understand the provenance and determine the legal ownership and any intellectual property rights. The electronic copy is retained indefinitely.

Special Collections adds all donated material to the Accessions Register when it is received by our staff in its physical or digital form.

Special Collections contributes to the National Archives' annual Accessions to Repositories Survey to enable this information to be included in the National Register of Archives.

Cataloguing and finding aids

Full support for cataloguing is provided by the University Library Acquisitions Team Leader who provides training for the Archivist to ensure high standards of cataloguing are met.

All cataloguing includes the mandatory elements of ISAD(G) 2: the General International Standard of Archival Description. All new cataloguing incorporates standards to create controlled access terms:

- UK Archival Thesaurus
- International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR, CPF)
- National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names

Currently we catalogue using Excel spreadsheets, making the results available online using Word and PDF documents. Collection-level descriptions are added to the library catalogue mapping ISAD (G) to MARC. We contribute collection level descriptions to the Archives Hub using EAD and plan to add series and item level when the Archives Hub are able to migrate information from Excel.

All printed books are added to the library catalogue following the practice of the main Library using RDA and MARC 21.

Our catalogue records are contributed to JISC Library Hub Discover in 2 monthly batches - new and updated records and deleted records. The information from our catalogue records is also added to our Discovery layer, Summon, on a daily basis.

Preservation and conservation

Special Collections staff assess condition at several points in the collection lifecycle: before the donation, when material arrives and during cataloguing. Condition is also observed when shifting material, as part of the cleaning process, and when collections are being used by visitors or staff.

Detailed information about preservation and conservation needs is recorded in the master Preservation Plan. Information about condition, past conservation work, and, most importantly, restrictions on access is made available to the public using the appropriate ISAD (G) elements or MARC notes fields.

Locations and movement control

We aim to maintain up-to-date information on the location of all materials in our care throughout their lives.

The physical locations of Special Collections are recorded using a system of numbered bays in a master spreadsheet, which is continuously updated and checked in full at least once a year.

Movements of collections for use by researchers, exhibition loans or conservation work is recorded using the Enquiries Register and using loan slips.

Withdrawal or disposal

Our policy on deaccessioning is described in the Collections Development Plan. Information on disposals of unsolicited donation (UD) material is kept indefinitely. The process is managed via our Disposals Register and documented in correspondence files.

When cataloguing new archives, details of appraisal are retained in our master spreadsheets. An overview of the work done is made available in archive catalogues using the ISAD (G) 2 element for Appraisal.

Following the policies and practice of main Library and Commonweal, we do not attempt to keep detailed information on deaccessioning of non-UD material such as mainstream press cuttings, circulars and published books which are held by many libraries.

Review of this edition

We will review this policy annually.