



Archives and Research Collections

Collections Management Policy: Archives and Rare Books

This policy sets out how our archives and rare books collections are managed at the University of York. It is a high level policy explaining the principles underlying our management of our archives and rare books collections in our care.

1. Policy

Mission

1.1 Our mission is to support and expand the University of York's cultural endeavour and contribute to human understanding through collecting archives, rare books and artworks; preserving them; and making them widely available for research to all people, now and in the future.

Legal status and authority to collect

1.2 We are:

- a service unit of the University of York, a university incorporated by Charter in 1963, whose objectives are to 'advance learning and knowledge by teaching and research, and to enable students to obtain the advantages of University education'
- appointed as a Place of Deposit under s (4)1 of the Public Records Act 1958 (amended 1967) for specific categories of public record, namely legal, court and health records
- approved for the custody of tithe and manorial documents under
 - The Law of Property Act, 1922, which is the basis for the Manorial Documents Rules of 1926 and 1959, The Manorial Documents (Amendment) Rules, 1963 and 1967, and Statutory Instruments 1959 No. 1399, 1963 No. 976, 1967 No. 963
 - The Lord Chancellor's tithe rules 1936, Tithe (Copies of Instruments of apportionment) Rules 1960 (SI 1960/2440), as amended by the Tithe

(Copies of Instruments of Apportionment) (Amendment) Rules 1963 (SI 1963/977)

- designated by the Archbishop of York as a repository for the records of the diocese of York under the Parochial Registers and Records Measure, 1929
- designated by the Archbishop of York as a repository for parish records for the modern archdeaconry of York under the Parochial Registers and Records Measures 1929, and 1978 as amended in 1992 and 2003.
- the designated repository for the York Methodist Circuit
- the designated repository for the records of the University of York
- a repository with holdings subject to the Freedom of Information Act, 2000 and the Environmental Information Regulations 2004
- a repository with holdings subject to the Copyright, Designs and Patents Act, 1988.

Standards

1.3 Collecting and preserving archives and rare books and making them available is best practiced when repositories adhere to international and national standards where those are available.

1.4 For archives, we work to standards recognised by the International Council on Archives, The National Archives in the United Kingdom, and the Archives and Records Association and outlines these in an associated Guide to Standards and Guidelines.

1.5 For rare books, we work to standards recognised by the Association of College and Research Libraries (ACRL); the American Library Association; the Canadian Federation of Library Associations; and the Chartered Institute of Library and Information Professionals (CILIP)

Archives Accreditation

1.6 Accreditation schemes represent externally validated recognition of the extent to which we meet the agreed standards required of a well-run repository. Accordingly, we seek to acquire and maintain Accredited Status as a mark of our good practice in managing our collections overall, both in regard to Archive Accreditation and Museums Accreditation.

Stakeholders

1.7 We work with stakeholders to ensure that our good management practice is informed by stakeholders' needs and insights. Stakeholders include, but are not limited to:

- communities and data subjects represented within collections
- owners and depositors of collections
- users of the collections, wherever located in space and time

- other archive repositories, libraries and private owners of archives
- funders, who might be charitable bodies, research councils or private individuals

Why we collect

1.8 We collect archives and rare books in order to:

- support and facilitate research and teaching at the University of York
- enhance the student experience
- preserve and make available to everyone archives and rare books of historic interest as an act of public good
- preserve and make available the legal and historic archive of the University of York

What we collect

1.9 We give priority to collecting that fulfills the University's legal obligations, and supports the University's Research Strategy and associated Faculty Research Plans. The strategic research priorities are:

- People and Culture: A Thriving Research Community
- Ideas and Creativity: A Centre of Research Excellence
- Impact: Delivery of Public Good through our research
- Partnership and Place: A Trusted and Effective Partner
- Support and Infrastructure: An environment that ensures we realise our ambitions

1.10 Our overall approach to and principles behind our collecting is set out in our Collections Development policy and plan.

How we collect

1.11 Our Collections Development Group decides whether to acquire archives and collections of rare books, using the Group's published Acquisition Criteria. In making decisions, the Collections Development Group seeks to secure the most appropriate home for archives, whether at the Borthwick or elsewhere.

How we care for collections

1.12 We apply the highest standards of care to our holdings through a holistic preservation and conservation philosophy. Our Collections Care and Conservation Policy, Digital Preservation Policy; and associated Collections Care policies set out the way this is achieved.

How we dispose of collections

1.13 Archives and rare books collections are acquired with the intent of permanent preservation. Nevertheless, from time to time it might be necessary to review our holdings

to ensure that the collections are cared for, and able to be accessed, in the best possible way. This process is informed both by our Appraisal and Disposal Policy, and via our overall Collections Development Policies.

How we provide access

1.14 Access is the purpose for which archives are collected and preserved. Accordingly, we seek to ensure the maximum access with the minimum of effort on the part of people wishing to access the records via our Access Policies.

1.15 Collections in our care are made available for public access as soon as possible after their acquisition, taking into account the needs of the records, the wishes of donors and legal requirements. As a minimum we will publish information about new acquisitions every three months and take part in the national Accessions to Repositories annual survey. New acquisitions for Rare Books will be made available via the Jisc hub once they are catalogued.

2. Scope

2.1 The policy applies to all the collections in the care or custody of the Borthwick Institute for Archives and the University Rare Books Library.

2.2 Collection items within the University of York Art Collection are managed through a separate Art Collections Management Policy, which is being developed in collaboration with relevant stakeholders and our Art Committee.

2.3 Collections at York Minster Library are managed through the [York Minster Collections Development Policy](#), owned by the Chapter of York.

3. Oversight

3.1 The policy is managed by the Archives and Research Collections Leadership Team.

4. Responsibilities

4.1 All staff in Archives and Research Collections are responsible for implementing and adhering to this policy.

Document history and status

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