

Collection policy

Mission

The University of Glasgow Archive Services is the central place of deposit for the records of the University, its predecessors and affiliated bodies, created and accumulated since its foundation in 1451. Its authority and collecting policy were approved by University Court on 24th June 1998. Archive Services acts as the guardian of the University's collective memory as revealed in the records of management, administration, staff and students and thus protect the rights of all members of the University community. Since the transferral of responsibility for the Scottish business records collections from the Economic History Department in 1975, Archive Services are also guardians of Scotland's business and industrial history.

Aims

The aims of the University of Glasgow Archive Services are:

- to assist and promote the study of the past through the use of archives in order to inform the present and the future.
- to advise the University on record keeping issues and related information policy matters.
- to enhance the competitive position of the University through applied history/memory.

Objectives

The objectives of the University of Glasgow Archive Services in pursuit of these aims are:

- selection – guiding the records management processes for the University and selecting records to provide an information resource for present and future generations.
- preservation – preserving the records for current and future use.
- access – providing access to the records and promoting their value and use as an information and educational resource.

Collection policy

Statement of purpose

University of Glasgow Archive Services seeks to collect original and unique archival records to support teaching and research in Glasgow University and the wider community. Records can be internally transferred, gifted, deposited on long term loan or (exceptionally) purchased. In acquiring records every effort will be made to avoid conflict and duplication with the collecting policies of other public archive services.

Acquisition policy

Glasgow University Archive Services seeks to acquire:

- University records
- University related records
- Scottish business records

Acquisition policy (continued)

University records

University of Glasgow Archive Services is the central place of deposit for the records of the University, its predecessors and affiliated bodies. Archive Services will acquire:

- any records created before 1900 in the course of University business.
- any records created before 1900 in the course of the work of University amalgamated or associated institutions.
- after 1900 University records will be selected as worthy of permanent preservation using retention scheduling procedures and functional analysis. (The seven main functions are teaching, research, conferring qualifications, fostering socialisation, maintaining and promoting Scottish culture, sustaining the University and providing a public service).
- after 1900 the records of University of Glasgow affiliated colleges and institutions identified as worthy of permanent preservation through retention scheduling procedures where there is no suitable alternative provision.

University related records

In order to place the life of the University in a broader social context, the University Archives actively seeks to acquire material which supports the official records. These records often provide an insight into the history of the University which official administrative records may not convey. These records have usually been created by individual staff and students or groups and societies. The University is also willing to acquire the records of cross-institutional Higher Education bodies. The Archives seeks to acquire:

- records of University staff including official, professional and personal correspondence, biographical material, photographs, tape recordings, class lecture notes and syllabi, research files, manuscripts of articles and books written, diaries, notebooks and memorabilia (While attempting to acquire a broad range of personal and professional papers, the University Archives must be selective to best serve the research needs of the user community. The following criteria are applied when appraising the personal and professional papers of staff members: national or international reputation in one's respective academic field, records of one's service with Glasgow University or affiliated institution and contribution to its growth and development and service and contribution in local or national affairs.).
- records of individual University students including lecture notes, diaries, biographical material, photographs, personal correspondence whilst at University, memoirs of University days and memorabilia.
- records of University staff or student societies particularly minute books, pamphlets, leaflets and membership rolls.
- records of cross-institutional Higher Education bodies which have a particular connection with the University of Glasgow and for which there is no suitable alternative archival provision.

Acquisition policy (continued)

Business records

The prime purpose of collecting the records of business is to support research and teaching in Glasgow University. Nevertheless the records are open to the public and are well used by the international academic community, local and family historians and many others. The major types of record which are sought are board minutes and supporting papers, correspondence of major figures in business, financial, technical, production and personnel records, plans, photographs and marketing material. Live businesses wishing to deposit records in Archive Services should be aware that storage, cataloguing, conservation and retrieval charges may be applied. Archive Services primarily seeks to acquire:

- records of Scottish business in the 19th, 20th and 21st centuries. In particular the industries of the West of Scotland – especially shipbuilding and shipping, heavy engineering, railways, the drinks industry, banking, insurance, retailing, tourism and new technologies.

Format

Archive Services currently has the appropriate storage facilities for paper and photographic archives only. It is therefore recommended that artefacts relating to the history of the University are deposited in the University's Hunterian Museum & Art Gallery, from whom advice on artefacts can be sought. Similarly, the University Library is the designated repository for published works including rare published works. Film material created by or deposited in Archive Services will normally be given on deposit to The Archivist, Scottish Screen, 74 Victoria Crescent Road, Glasgow, G12 9JN.

Uniqueness

Collections of mainly published material should be offered to the University Library and primarily its Special Collections Department. Collections which are mainly duplicates or copies of archives held elsewhere may be rejected. For collections where there is material associated by provenance in another Historic Manuscripts Commission approved repository, the University Archivist is likely to recommend the collection be united in one or other.

Quantity versus quality

The University Archivist reserves the right to reject material where the quantity is judged to outweigh the quality of the information which the records contain.

Condition

The University Archivist reserves the right to reject items or collections for which access could never be permitted for reasons of extremely poor condition and where the University would have to spend an amount of money disproportionate to its historic value to make the item available for consultation.

Advice on suitable places of deposit

The National Registers of Archives in Edinburgh and London provide advice to owners of archives on the following subjects:

- the care, storage and listing of their papers.
- access by scholars for research or publication.
- the choice of a record office or library where they may deposit their papers.
- private treaty sales and the availability of tax concessions and grants.

Advice on suitable places of deposit (continued)

They can be contacted at:

National Register of Archives (Scotland)
HM General Register House
Edinburgh
EH1 3YY

Tel: +44 (0) 131 535 1314

URL: <http://www.nas.gov.uk/nras/default.asp>

The National Register of Archives
The National Archives
Kew
Richmond
Surrey
TW9 4DU

Tel: +44 (0) 20 8876 3444

E-mail: enquiry@nationalarchives.gov.uk

URL: <http://www.nationalarchives.gov.uk/nra/default.asp>

Advice specifically on business archives can be sought from both the Business Archives Council of Scotland and the Business Archives Council.

Archive Services welcome approaches from within the University and externally, suggesting possible sources of records to complement collections already held. Initial enquiries should be addressed to the Duty Archivist (see contact details below).

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