



ARCHIVE MANAGEMENT & DEVELOPMENT POLICY

Originator: Assoc. Prof. Dr Marianna Tsionki, Aoife Larkin
Date: February 2025
Approved by: SMT
Type: Policy

Previous version: N/A

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1. Introduction

This policy is to support the management and development of Leeds Arts University's Archive.

2. Scope and Purpose

- 2.1 This policy outlines how Leeds Arts University's Archive is developed to represent the institutional history and to support and enhance learning, teaching and research across the University. It also provides guidance on what the Archive acquires and does not acquire, the methods by which it does so, and how the Archive is accessed and managed.
- 2.2 Curation and Library Services, being responsible for the Archive, seeks to ensure that the materials in its care are preserved, now and in the future, for use by the academic and wider community, to inform and enhance learning, teaching, research and knowledge transfer. Management of the Archive is responsive to the changing needs of the University, its staff and students.

3. Collections Overview

- 3.1 The Archive, held by Leeds Arts University Library at Blenheim Walk, reflects the University's heritage with its roots in the original Leeds Government School of Design (1846). It has subsequently been known as Leeds School of Art (1858), Leeds College of Art (1920s), Jacob Kramer College (1968) and Leeds College of Art and Design (1993). In 2017 the College gained University status and became Leeds Arts University, as it is known today.
- 3.2 The institutional Archive preserves materials of enduring value that tell the story of a unique and influential arts educational institution. It exists as the central place of deposit for the historical records of the University, its predecessors and its affiliated bodies, which have been created and accumulated since its foundation.
- 3.3 The Archive is augmented by gift, deposit and purchase. Holdings are arranged under the following broad categories, none of which are exhaustive:
 - a) Estates: Materials relating to the institution's buildings.
 - b) Students: Development work and papers of graduates relating to student life, as well as other sources on student life in Leeds relating to the institution.
 - c) Staff: Material relating to past and present staff members and their time at the institution.
 - d) Publications: Institutional prospectuses and publications, including those created by or featuring students, staff or affiliated organisations and individuals.
 - e) Exhibitions and Events: Material relating to graduate shows and other associated exhibitions by students and staff, the University's own curatorial programme, and other associated exhibitions and events.
 - f) Course documentation: Material on pedagogical activities at the organisation.
 - g) Support Departments: Material related to organisational departments, including the Library, Gallery, and Marketing and Communications.
 - h) Governance: Material pertaining to the management of the organisation.
 - i) Photographs/Pictures: Visual documentation of the organisation and its associated individuals, spaces and activities.
 - j) Archive Reference Collection: Published titles that directly inform the archival holdings and other highly significant publications on or by affiliated individuals, events and organisations, which are not readily accessible elsewhere.

4. Development of the Archive

Development principles: The Archive will continue to develop in line with the categories previously listed. It will also refer to the following principles to guide its appraisals and acquisitions:

- Contributes to the understanding of the history of the institution or complements and enhances understanding of existing archival collections.
- Evidences the practices in teaching, learning, research, outreach, exhibition-making and creative practice at the institution.
- Shows the student and staff experience in and of the institution.
- Documents institutional activities that are initiated or impacted by significant socio-political events, whether local or global.
- Preserves primary source material relating to the institution, i.e., testimonial, correspondence, or plans, as opposed to published or edited material.
- Represents the diversity within the institution's staff and student body, in line with the University's Equality, Diversity and Inclusion Policy.

5. Acquisition Criteria

In assessing acquisitions, the following criteria will also be considered:

- a) Audience: The material must support learning, teaching and research for those enquiring into the practice and pedagogy of the creative arts at Leeds Arts University and be of interest to the wider community.
- b) Legislation: Copyright, licensing and commercial exploitation are important considerations for arts archives. Potential donors will have the option to retain or assign copyright to the University; either way, to consider accepting an item into the collection the University will require a licence to use all items in its archives for educational and promotional purposes. Where relevant, donors must confirm that they have the legal right to the material, and are able to make the donation and issue or assign the licence. Donations are recorded in writing, and will detail obligations, licenses, access and any legislation requirements. In the case of material temporarily closed to access, its historical worth must be sufficient to justify the expense of storage until it is available to the public.
- c) For purchases, proof of acquisition is evidenced by the invoice completed and paid in full.
- d) Dates: In line with the establishment of the institution's foundation, the Archive will accept material from the mid-19th century to the present day.
- e) Size: The size of the acquisition will be considered before acceptance to ensure the Archive has sufficient resources to process and store the material appropriately. The space occupied by each acquisition must be justified in terms of its value to the learning community.
- f) Format: The Archive accepts a range of physical material including documents (such as paper and photographs); ephemera (such as postcards and flyers); audio-visual records held on physical devices (such as cassettes, VHS, CDs); objects (such as clothing items and souvenirs); and press cuttings.
- g) Storage and Preservation: Curation and Library Services aims to provide appropriate storage and access facilities for the Archive. The materials in the Archive must be kept in good enough physical condition to be preserved in good state and to allow public access them now and in the future.
- h) Ownership and Provenance: Materials that require complete closure cannot be accepted, nor can the University accept permanent loans, nor items without clear and authorised provenance.

- i) All acquisitions must accord with the principles of our EDI policy whilst recognising freedom of speech

6. Exceptions

Items which do not match these guidelines may exceptionally be acquired, if there is a clear relationship with the activity of Leeds Arts University. This may be done with the agreement of the Collections Librarian, the University Curator and the Acquisitions Panel. Equally, the Archive reserves the right, at its absolute discretion, to refuse items that meet the stated criteria.

7. Acquisition Procedures

7.1 The Archive is managed by the Collections Librarian. The Collections Librarian approves new archival acquisitions but consults the University Curator and the Acquisitions Panel prior to approval of acquisitions of significant size and/or value or which deviate from this policy's stated criteria.

7.2 The Archive acquires new items by the following means:

- **Transfer:** Materials including internal documents generated by Leeds Arts University will be acquired via internal transfer from originating departments in accordance with the Records Management Policy.
- **Donation or bequest:** The donor or executor will be required to sign a deposit agreement detailing obligations, licenses, access and any legislation requirements. Donors must confirm their legal right to the material. When assigning ownership of the records to the University, the donor (presuming they are the copyright owner) will be asked to assign copyright or agree to license the copyright to the University. In any case of dispute between Leeds Arts University and another party as to the proper custodian of the records, the advice of a neutral arbiter such as The National Archives will be taken. Where there is an on-going relationship with a donor or depositor involving the transfer of more archives at a later date, the manner and timing of these transfers may be defined in the agreement form signed at the time for the first deposit.
- **Purchase:** Donation, bequest and transfer are the primary means of acquisition. There is no budget allocation for new archival acquisitions, though recommendations of items for sale can be made to the Collections Librarian, in the first instance, provided they meet the acquisition criteria. For purchases, proof of acquisition is evidenced by the invoice completed and paid in full. All of these processes are subject to the University's approved financial procedures and regulations.

8. Accessioning and Cataloguing

8.1 An Accessions Register is kept to record essential information about the nature and circumstances of each acquisition. Signed Donation Forms and agreements will be permanently retained alongside the Accessions Register. All new acquisitions are added to an Accessions Register.

8.2 Newly processed materials are catalogued on a .csv file and stored within the library's internal files. Cataloguing priorities are reviewed as needed and resources allocated to minimize the amount of uncatalogued material held as far as possible.

9. Appraisal and Disposal

- 9.1 Curation and Library Services reserves the right to conduct appraisal and re-appraisal of its holdings acquired prior to and since the Archive's formal creation. This may be carried out as part of on-going review, or on an ad-hoc basis as required, and will be assessed against various criteria, such as material being deemed of low evidential value; low research value; duplicate; more appropriately held elsewhere and where the material is severely damaged and cannot be conserved or restored.
- 9.2 If material is to be withdrawn, various options for disposal will be investigated such as returning the material to the original owner or heirs (if the collection or item was a deposit as opposed to a gift), donating to another appropriate body or, as a last resort, confidential destruction.
- 9.3 All appraisal exercises documenting the reasons for the disposal and the eventual disposal method are kept in perpetuity as part of the relevant collection files. If relevant, material which is donated to another appropriate body, is marked accordingly.

10. Access and Security

- 10.1 The Library aims to make the Archive as widely available as possible while balancing the operational demands of the University's library service.
- 10.2 Archival materials are accessed by request to the Library. The Library is working towards making its archival catalogue records publicly available to users.
- 10.3 Archival materials are available to view by appointment in the Library's Study Rooms. Students and staff of Leeds Arts University can make appointments via an internal booking system. External researchers should contact the Library on +44 113 202 8196 for further information on viewing the Archive.
- 10.4 Researchers are asked to sign a Copyright Declaration form before any images or copies of the archival holdings may be made or transferred.
- 10.5 Restrictions to access will normally only apply where the collections might be damaged or compromised and will be at the discretion of the Curation and Library Services team, e.g., photography might be prohibited for conservation reasons.
- 10.6 The Study Rooms are wheelchair accessible. Further assistance can be provided by prior arrangement for readers requiring additional support to access archival material.
- 10.7 Those accessing the Archive are required to follow the rules of consulting archives in the Study Room, available at the library information desk.