



ST. HUGH'S COLLEGE, OXFORD

ARCHIVES COLLECTIONS POLICY

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Archives Collections Policy

The St. Hugh's College Archive exists to preserve the College's historical record and to ensure that information is available to support both the College's own decision-making processes and historical research. This policy outlines the considerations to be made when decisions are taken as to whether or not material should be accepted into the archive, both from internal and external sources. Relevant material will also be accepted into the Head Hospital Archive and most of the points below will also apply to this collection.

No material should be accepted for the archives without consultation with the College archivist.

General

- Material accessioned into the archive collection should, in the majority of cases, be primary source but secondary source (i.e., articles, historical information etc.) may be accepted by the archivist and retained for reference purposes.
- Accessions are catalogued to ISAD(G) standards and packaged using archive quality materials. Details of the accession are also recorded in the Accessions Database.
- Accessions will be considered in any format. For audiovisual material, digital formats are preferred. Any substantial amount of material on an obsolete format (i.e., video tape) offered by an external donor will only be considered if a financial contribution towards digitisation is made.
- While it is unlikely, the archive reserves the right to review and, potentially, de-accession material in the future in line with the approved process.
- Material will be made available to researchers by appointment in line with the College's Archive Access Policy.

Internal Source

- Material from College departments should be accessioned in line with agreed departmental archive retention policies.
- Material (both paper and digital) should be weeded, organised and prepared in line with archive guidelines before being transferred to the archive.
- The archive is not a repository for semi-current College records – any material that is accessioned should have been identified as being for permanent retention and should no longer be required for regular access by the originating department.

External Source

- Material from external sources (i.e., gifts, deposits or purchases) will be considered only if there is a clear link to the College (current or historic) or one of its alumni, Fellows or staff.
- Before accepting records, the archivist should be satisfied that the transferor has proper authority or title to transfer them.

- Every effort should be made to obtain as much information as possible with regard to provenance and copyright.
- Donations are preferred. There is a limited budget for purchases and these would only be considered if less than £100 unless extra funds were identified. Material on deposit is not the preferred option but may be considered with clear written details provided on terms and conditions including ownership, copyright and access arrangements.
- Checks should be made to ensure that the material does not already exist in the archive.
- If a substantial amount of material relating to a possible accession (i.e., an individual's personal papers) is already held by another archive then the donor should be directed there in the first instance. Only if it is refused should we consider accepting it.
- In general, published material is not to be accessioned into the archive. Similarly, copies of papers already in other repositories or otherwise available elsewhere should also not be accepted. This includes material relating to the University which should already be in the University Archive.