



Collection Development Policy for Special Collections at the University of Bradford

Version 2.0

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Our Mission

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.

Collecting Priorities

Special Collections at the University of Bradford will add to and further develop our current key collections mentioned below. We will consider a number of different factors to determine whether we can accept material into the collection, including the scope of interest to different audiences, condition, format, size and copyright issues.

For the purpose of this policy, archives are defined as including, but not limited to manuscripts, typescripts, photographs, maps, plans, printed works and digital.

This policy has been reviewed and approved by the University Academic Librarian at University of Bradford.

J.B. Priestley

In the J.B. Priestley Collection (<https://www.bradford.ac.uk/library/special-collections/collections/collections/j-b-priestley-archive/>):

We collect:

- Archives and ephemera.
- Publications including all book-length works authored by Priestley, contributions to newspapers, journals or magazines, works with significant provenance, articles about Priestley in newspapers or journals, biographies of Priestley and monographs about aspects of his work, publications of the J.B. Priestley Society.
- Objects of relevance to Priestley's life and works.

We do not collect:

- Duplicate books without significant provenance

Jacquetta Hawkes

In the Jacquetta Hawkes collection (<https://www.bradford.ac.uk/library/special-collections/collections/collections/jacquetta-hawkes-archive/>):

We collect:

- Archives and ephemera.
- Publications including all book-length works authored by Jacquetta, contributions to newspapers, journals or magazines, works with significant provenance, articles about Jacquetta in newspapers or journals, biographies of Jacquetta and monographs about her.
- Objects of relevance to Jacquetta's life and works.

We do not collect:

- Duplicate books without significant provenance.

The history of the University

In our collections on the history of the University of Bradford

(<https://www.bradford.ac.uk/library/special-collections/collections/collections/uob-history/>):

We collect:

- The University's historic record including Council, Senate, significant committees, calendars, degree ceremonies, prospectuses, photographs, press coverage, maps and plans, periodical publications, publicity material.
- Records of our predecessor organisations (BTC and BIT).
- UBU/Students' Union historic record.
- Works published by the University.
- Grey literature produced by the University.
- Papers of significant individuals in the history of the University.
- Selectively, publications by University staff, students, alumni and honorary degree holders from other publishers.
- Selectively, publications about University staff, students, alumni or honorary degree holders.
- Digital images from University staff and students to contribute to the COVID-19 Visual Archive.

We do not collect:

- Staff or student records.
- Transient financial and other operational records.
- Records of organisations which developed from common roots but are not part of our historical record (Bradford School of Art, Bradford College).

Peace and nonviolent social change

We hold several collections on Peace, Politics and Social Change

(<https://www.bradford.ac.uk/library/special-collections/collections/collections/peace/>).

Commonweal Trustees are consulted about collecting decisions relating to the Commonweal Archives (<https://www.bradford.ac.uk/library/special-collections/collections/collections/peace/>).

We collect:

- Archives of campaigning individuals or organisations with links to the University or Commonweal or who used Gandhian techniques of nonviolence. We wish to build on our current strengths: 1950s and 1960s nuclear disarmament, 1980s peace camps, academic and professional protest groups, protest in Bradford. We are also open to new areas of collecting within this overall framework.
- Published books and issues of journals which illuminate the archives for the benefit of users e.g., publications by the creators of these archives.
- Books from Commonweal Library in core Commonweal subjects.
- Ephemera and pamphlets.

We do not collect:

- Archives of pressure groups not campaigning on peace/nuclear/arms themes.
- Artworks, objects and other realia better housed elsewhere.
- Reference books or textbooks on these topics unless essential to understanding these particular archives.
- Runs of journals.
- Press cuttings from mainstream newspapers and publications unless curated as part of archive and inseparable from rarer titles.

Bradford, the West Riding, and the Yorkshire Dales

Bradford's history and that of the University is intertwined with the experience of the other West Riding cities and the Yorkshire Dales, hence our local collecting goes beyond the city itself.

In our collections on Bradford, the West Riding, and the Yorkshire Dales

(<https://www.bradford.ac.uk/library/special-collections/collections/collections/local-history/>):

We collect:

- Standard published works on the history of Bradford.
- Historic works published in Bradford, especially if connections to Priestley, wool manufacture, and our other strengths.
- Selectively, works concerning the West Riding which are relevant to Bradford.

- Selectively, works concerning the Yorkshire Dales which are pertinent to our interests in the region (archaeology, landscape, industry).
- Archives of local people and organisations if relevant to teaching and research and which are not more appropriately collected by other bodies.
- Selectively, ephemera on Bradford and the Yorkshire Dales.

We do not collect:

- Published works on areas of Yorkshire other than the West Riding and the Dales (and to some extent the Lakes) or other regions of the UK unless relevant to our main collections.
- Records of local government.
- Public records under the terms of the Public Records Acts 1958 and 1967.
- Archival records of religious institutions and bodies.

Archaeology

In our Archaeology collections (<https://www.bradford.ac.uk/library/special-collections/collections/collections/archaeology/>):

We collect:

- Material which is most useful to our departmental colleagues and most distinctive to the University, and where we are the most appropriate collecting body.
- Archives focussing on women's archaeology, archaeology of protest, or work in Yorkshire.

We do not collect:

- Material archives i.e. archaeological finds (bones, flints, geological samples, coins etc. though occasional objects are acceptable to add context to archives).
- Large scale data sets.

Quaker books

Special Collections has a good collection of Quaker publications from various sources including Leeds University Library, local meeting houses and Dr Raistrick. We will collect books which relate to the Quaker peace testimony, to Quakers in Bradford and Yorkshire, or to key individuals such as Professor Curle or Dr Raistrick.

Yugoslav material

The University has a long history of Yugoslav connections and studies which can be seen throughout Special Collections. Other Yugoslav material is relevant to our peace-making collecting interests.

Other factors in collecting decisions

Condition

Special Collections will not accept material which

- poses a hazard to staff and users.
- might damage existing collections.

Hence, we will not take unstable formats (nitrate film, certain plastics) or materials affected by active mould or infested by insects.

We will also not accept large volumes of material which is in very poor condition even if it does not threaten health or collections (e.g. brittle newsprint) unless the extra costs in making it usable can be covered or justified.

Format

Special Collections will accept material in any format usual in libraries and archives, providing this format can be safely stored and readily made available to users given our staff and space constraints.

We welcome these formats:

- Archival documents, including photographic media.
- Ephemera such as flyers and postcards.
- Printed books, pamphlets and journals.
- Standard digital formats (e.g. Word, PDF, Excel, jpeg).
- Objects in small quantities and manageable size.

We are unable to accept:

- Film (redirected to Yorkshire Film Archive).
- Framed artworks (to University's Permanent Art Collection or appropriate gallery).
- Large scale data sets.
- Microforms.
- Off-air recordings unless acquired via the University's recording service.
- Photocopies unless we are legally able to make them available.
- Runs of bound or unbound newspapers.

Copyright

We will not accept collections of artistic or audiovisual material in copyright unless we are able to acquire these rights. We will not accept collections where allowing access to material infringes copyright law (for example, collections of photocopies or downloads).

Data Protection

Entire collections consisting of sensitive personal data will not be accepted and caution will be exercised in accepting any material which will have to be closed under the Act.

Size of collection

The scale of a potential acquisition is highly significant. We ask many more questions before accepting a large archival collection compared to a single published volume because of the different level of resources committed indefinitely.

Collecting processes

Special Collections will only accept material to which the donor or seller has legal title and to which it is able to acquire legal title.

Items may be acquired by gift, bequest, exchange or purchase. Many printed books are received via internal transfer from main library stock; University records are also received via internal transfer. Otherwise most Special Collections material has been and will continue to be donated or collected pro-actively.

In accordance with modern professional practice, it is the policy of Special Collections to accept material only if ownership is transferred to the University of Bradford (i.e. donation not deposit or loan).

Unsolicited donations

Unsolicited donations to Special Collections are added to stock only if they meet our collecting policy. Unwanted materials are rehomed following our deaccessioning policy for unsolicited donations (UD) material or following procedures established in the main library for non-UD material.

Transfer from Main stock and Commonweal Library

Items in main library stock or Commonweal Library will be considered for transfer to Special Collections if they are unique or distinctive, based on the following criteria:

- Archival/manuscript materials.
- Hand-press era book (pre-1850).
- Late 19th century works are increasingly rare and fragile - consider unless common and mainstream.
- Significant provenance e.g. people relevant to University or Commonweal history or other well-known/traceable individuals.
- Significant extra-published material.
- Unusual formats which cannot be safely stored on standard shelves e.g. artists' books, miniature books.
- Rarity e.g. no or only one other copy on COPAC.

- Exceptional market value.
- Relevance to Heritage collecting interests (e.g. Priestley contribution, University publications, University grey literature, Bradford).

For copyright and access reasons, Special Collections will not accept off-air recordings unless provided by the University's inhouse service, unusual audio-visual formats or other problematic materials.

Accessioning and cataloguing

All new acquisitions are entered in our accessions register spreadsheet on receipt. We supply annual returns to The National Archives survey of new accessions of archives.

Special Collections processes new archives acquisitions for use as quickly as possible through initial surveys, collection descriptions and boxlists, followed by more detailed cataloguing when possible and as justified by user demand. Archives are catalogued and made available online and entered on the Archives Hub.

Printed books are catalogued using accepted standards (currently AACR2 and MARC) on the Library's management system and contributed to JISC Library Discovery Hub.

Deaccessioning

Special Collections carries out standard archival appraisal on all archive collections when catalogued or retrospectively for historic collections.

New donors are informed of this process on donation, as are historic donors where they can reasonably be contacted. We also manage duplicates as laid out above.

For unwanted material wherever possible we seek to make material most widely available to potential audiences, by rehoming it in a record office, university special collections service or other publicly accessible repository holding relevant collections.

Special Collections follows established professional practice in deaccessioning material including The National Archives 'Deaccessioning and disposal, guidance for archive services' (2015). All decisions involving deaccessioning of material will be documented.

Review of this edition

This policy will be reviewed every 3 years.