

---

# Guide to donation of archives to Special Collections

Thank you for your interest in donating archives, books or other materials to Special Collections at the University of Bradford. We exist because of the generosity of individuals and organisations who have given us material in the past.

Special Collections is a small service and applies a high standard of expertise and care to managing its archives and books. This means we need to be very selective when accepting new donations. This guide summarises what we can and cannot collect and answers some frequently asked questions about donations.

## What do we collect?

Unique and distinctive material, for which the University of Bradford is the most suitable home and where it is likely to be useful now and into the future.

## What subjects do we collect?

Our priority areas for collecting are:

- History of the University and its predecessors – The Bradford Institute of Technology and Bradford Technical College
- Bradford, the West Riding and the Yorkshire Dales
- J.B. Priestley
- Archaeology and archaeologists
- Peace campaigning

## What kinds of material do we collect?

Archives, manuscripts, typescripts, photographs and other unique material in paper form.

Digital files.

Printed books and pamphlets that support our archive collections. We cannot take whole personal libraries and if we accept individual copies from them, we will not be able to keep them together as a named collection.

We are unlikely to accept film and most audio-visual and sound media, microfilm and other microforms, framed artworks, objects, archaeological finds or press cuttings from mainstream publications.

## **Do we accept deposits or loans?**

No, we can only accept collections where ownership is transferred to the University.

## **What about paperwork?**

New archive collections and additional material to existing archives require an electronic donation form to be completed by the donor. A copy can be provided on request.

## **Who can use the material?**

Our Special Collections are for everyone, not just University staff and students. Collections are open to all unless there are legal or practical reasons to restrict public access, such as data protection or fragile material.

## **What about my copyright?**

We request that copyright in archive donations be transferred to the University wherever possible, to make it easier for us to share the material with audiences. If you do not wish to transfer your rights, we will negotiate with you to ensure that we are clear about your wishes and that the arrangements made are practical.

## **University of Bradford Staff**

We collect publications by university staff and documents which might fill gaps in the University Archive: the permanent historic record of the University. We don't collect transient operational records, i.e., financial records and the like which are not to be kept permanently.

## **University of Bradford Students and Alumni**

We are particularly keen to build better collections concerning student societies and student life, so please let us know if you have historic material or memories to share.

## **Any questions?**

Contact the Special Collections Archivist, Julie Parry, who will be happy to discuss further and to advise on alternative homes should we prove unsuitable.

Email: [special-collections@bradford.ac.uk](mailto:special-collections@bradford.ac.uk).

Telephone: +44 (0) 1274 235256.