

Acquisitions Policy

Scope

This policy refers to materials, including archives, books, journals and artefacts, which may be acquired by DMU Special Collections

Core Principles

- One purpose of Special Collections is to preserve evidence of the history and contemporary activities of De Montfort University in order to record its corporate memory
- The Special Collections mission is to provide access to these collections as part of support for teaching, learning and research activities at the university
- New items accepted into the collections will support these purposes

What we aim to acquire

- Material directly related to De Montfort University or one of its predecessors, including the Leicester School of Art, Leicester Technical School, Leicester Municipal Technical and Art School, City of Leicester School of Arts and Crafts, City of Leicester Technical School, City of Leicester College of Art, City of Leicester College of Technology, and Leicester Polytechnic
- Records and artefacts produced by current or former academic departments, professional services, students' union, staff organisations, and alumni organisations which provide evidence of the university's activities and contribution
- Records which support teaching, learning and research in certain key subject strengths of the University:
 - Fashion, textiles and footwear
 - Photography
 - Youth work
 - Local history
 - Performing arts
 - Sports history
- In the case of these subject strengths, priority will be given to collections with a strong local connection
- Collections of mixed media (archives and artworks for example) are welcomed for consideration
- All media and formats will be considered, including paper, photography, digital, audio, video, film, painting, sculpture, textiles

What we do not acquire

- Material with no connection to De Montfort University or its predecessors
- In the case of collections that relate to subject strengths but have no connection to DMU a strong case for the acquisition must be made and the relevant academic department should be consulted to ensure the material will be used in ongoing teaching, learning and research activities
- Materials in media or formats with special needs beyond our in-house capability to preserve, store and provide access to them safely
- Material that would be better offered to another repository, whether it be a local record office, museum or art gallery. Where relevant, discussions will be held with local repositories to ensure items are given to the most appropriate institution
- Collections with severe restrictions to access imposed by the donor or by legal requirements such as Data Protection
- Collections that are mostly copies or facsimiles, unless they are reproductions of works where the original has been lost
- DMU Special Collections reserves the right to refuse any offer or donation of material

Conditions of Accession

- The donor must have the legal right to deposit the material with DMU
- As much as possible the material must have a demonstrable provenance
- All parties are to complete a formal agreement for the transfer of the material (see Appendix 1 for gift agreement) and a receipt will be provided (see Appendix 2)
- In the case of a large collection or a bequest deeds will be drawn up and witnessed by the DMU Legal Team
- DMU prefers that material is gifted. Long term loans will be considered only in exceptional cases
- All material is to be accessioned in the Accessions Register (see Appendix 3 for example of Register entry)
- Material will not be accepted if the donor requires severe restrictions on access or places conditions relating to cataloguing (reasonable requirements in line with copyright regulations and data protection will be accommodated). The donor must agree that DMU have the right to withdraw/transfer/dispose

Policy prepared by Katharine Short, Archivist, April 2016

Approved by Alan Brine, Head of Archives and Resource Management, and Interim Director of Library and Learning Services, April 2016

Review date: April 2018

Appendix 1: Gift Agreement

DE MONTFORT UNIVERSITY SPECIAL COLLECTIONS

GIFT AGREEMENT

Name:

Address:

Contact information:

Hereby donates the following material to DMU Special Collections:

Description of material:

Date range:

Extent (bulk):

The following restrictions/permissions apply to the access to and/or copyright of this material:

The donor gives DMU permission to appraise the collection, and where relevant to remove items that do not meet the criteria for retention. If such material is identified, please indicate if it is to be returned:

TRANSFER OF OWNERSHIP

THIS GIFT is made on the.....day of..... 20.....

By.....

of.....

.....

(the Donor)

And accepted on behalf of DMU:

By.....

Position.....

Contact information:.....

Appendix 2: Receipts

DE MONTFORT UNIVERSITY SPECIAL COLLECTIONS

RECEIPT FOR EXTERNAL DEPOSIT

Name:

Address/contact:

Has donated the following material to DMU Special Collections, Kimberlin Library

Description:

Date range:

Extent (bulk):

On

Date:

The following restrictions / permissions apply to this material:

Donation accepted by

Date:

Accessions reference of deposit:

A copy of the catalogue will be forwarded to the donors in due course.

DE MONTFORT UNIVERSITY SPECIAL COLLECTIONS

RECEIPT FOR INTERNAL DEPOSIT

Name:

Position:

Has transferred the following material to the care of Special Collections, Kimberlin Library

Description:

Date range:

Extent (bulk):

On

Date:

The following restrictions / permissions apply to this material:

Deposit accepted by

Date:

Accessions reference of deposit:

Appendix 3: Accessions Register

DE MONTFORT UNIVERSITY SPECIAL COLLECTIONS: NEW ACCESSION

Accession number:

Date of deposit:

Title:

Description and date range:

Extent (in bulk):

Extent (in linear metres):

Additional deposit: Yes No

Terms of deposit: Loan Gift Purchase Internal Transfer

Copyright holder:

Access restrictions: Open Closed (give details) Restricted access/access with permission

Source of deposit (also provide details of any intermediary or third party):

Name:

Address:

Contact information:

Position:

Additional information:

Cataloguing information:

Date catalogued:

Initials of cataloguer:

Reference code: