

# UWL Archives Policy

Authored by: UWL Archive staff

Approved at Library Management Team meeting 27<sup>th</sup> February 2019

Version 1: February 2019

## 1. Introduction

1.1 The University of West London seeks to preserve the historical records of the University and those of its academic schools in accordance with the Library strategy (see point 4.2.3 [http://www.uwl.ac.uk/sites/default/files/Departments/Library/uwl\\_library\\_services\\_strategy\\_2016\\_18\\_approved\\_version.pdf](http://www.uwl.ac.uk/sites/default/files/Departments/Library/uwl_library_services_strategy_2016_18_approved_version.pdf)).

1.2 This document defines how the University of West London Archives will function, all practises and procedures should follow this policy. More detail can be found within future individual policies in areas such as outreach and volunteering.

## 2. Role and purpose of UWL Archives (referred to as UWLA within this policy)

2.1 UWLA is the archive repository for archival collections of the University of West London (UWL).

2.2 The purpose of UWLA is to acquire, catalogue and preserve records of academic schools within UWL, alongside archive collections from external organisations and institutions which specifically relate to the subject areas taught by the Schools within the University. This is in accordance with *BS:5454 Recommendations for the Storage and Exhibition of Archival Documents* and *The National Archives Standard for Record Repositories*. The schools include:

- + Claude Littner Business School
- + College of Nursing, Midwifery and Healthcare
- + London College of Music
- + London Geller School College of Hospitality and Tourism
- + London School of Film Media and Design
- + School of Computing and Engineering
- + School of Human and Social Sciences
- + School of Law and Criminology

The records of the schools and related organisations and institutions deposited with UWLA will be permanently preserved and made accessible to all staff and students studying at UWL and by external researchers and the wider public.

2.3 A collection currently held by UWLA is the Heathrow Archive which has been deposited by Heathrow Airport Holdings Limited (HAH Ltd). The collection consists of archives, photos and artefacts which show the history of Heathrow Airport, and HAH Ltd from its origins as British Airports Authority (BAA).

2.4 The archive also holds records of the London College of Music (LCM) and the London Geller School College of Hospitality and Tourism (LGCHT). Prior to acquiring these and the Heathrow Archive, the University did not have an archive function.

2.5 UWLA will sit within the Academic Support division of UWL's Library Service department which is based in the Paul Hamlyn Library at the St Mary's Road campus. Further related collections, both from academic schools within the University and external depositors whose purpose and history relate to subjects taught within the University, will be sought in the future to expand the archive collection.

2.6 The existing facilities for the storage and consultation of archives will be reviewed with a view to establishing a dedicated archive store with climate controls alongside a secure space for archives to be consulted by students and members of the public within suitable environmental conditions, all in line with BS:5454.

### 3. Objectives of UWLA

- 3.1 identify and collect records worthy of permanent preservation from academic schools and corporate departments within UWL
- 3.2 To receive further archives and artefacts from Heathrow Airport Holdings Limited.
- 3.3 To receive by gift or deposit the original records of external organisations and institutions whose archives can be used to enhance the teaching of courses and research at UWL
- 3.4 To ensure the acquisition of reference books relating to the management of archival source material as well as subject areas closely linked to the archive collections held.
- 3.5 To appraise, catalogue, package, label and securely store all collections in appropriate conditions.
- 3.6 Survey, sort and catalogue the records to increase their value as an information and research resource using appropriate tools and adhering to ISAD(G) international cataloguing standards.
- 3.7 Present the collection through an electronic catalogue
- 3.8 Programme of digitisation to make sources available to read/consult online
- 3.9 Share catalogue information with local and national web portals
- 3.10 Ensure the physical preservation and conservation of the records. Develop, maintain and apply a comprehensive preservation and conservation plan
- 3.11 Facilitate an archive enquiry service for staff, students, the academic research community and the wider public, and maintain a flexible and extensive service to users including creating guides on the collections and how to access and interpret them.
- 3.12 To make documents available within the dedicated reading room space as requested within arranged opening hours. Some records may be restricted due to their poor condition. Where surrogates are available, these will be produced instead of the originals.
- 3.13 To make copies of documents for users, where possible.
- 3.14 To facilitate visits to the archive from students at UWL to encourage use of archives during their course

- 3.15 Publicise the archive and encourage use of the material internally and externally through an outreach strategy and involvement of volunteers.

## 4. Acquisitions

### 4.1 UWLA seeks to acquire:

- 4.1.1 Historical records of UWL, including records of individual academic schools
- 4.1.2 Original records of organisations and institutions with which link to subjects taught by the Schools mentioned above, preferably by donation
- 4.1.3 Books and periodicals relating to archival management and relating to the holdings of the UWLA
- 4.1.4 Special collections of specialised published material which is deemed valuable and worthy of retention within the archive, including historical music scores.
- 4.1.5 Digital records which are significant to UWL and the collections held by UWLA, and which exist in a format suitable for long term preservation (or can be converted into a format suitable for long term preservation).

### 4.2 To achieve this, UWLA will do the following:

- 4.2.1 Appraise records of the University currently held by other departments and identify records of historical value which should be held by archives
- 4.2.2 Accept records given archival status which have been transferred from the records management department of the University
- 4.2.3 Add to the collections by responding to offers of records from relevant external bodies.
- 4.2.4 Archive staff to identify areas within UWLA collections where there are gaps and actively pursue relevant archival collections.
- 4.2.5 Archive staff to decide which records will be acquired by the archives.
- 4.2.6 Only accept copies where the originals are no longer available.
- 4.2.7 Will not acquire material which will remain closed for a significant period of time unless it is at significant risk yet worthy of permanent preservation.
- 4.2.8 Will not acquire material which would be better suited in an alternative repository which already holds associated material and is approved by The National Archives.
- 4.2.9 Will remain in contact with owners and depositors who may be approached to discuss potential extensions of deposit agreements in the future.
- 4.2.10 Prefer to accept collections as gifts although deposits are also taken. The relevant gift/deposit loan agreement will be drawn up by the archives which the depositor will need to sign and return. A copy will be kept as part of the acquisitions paperwork for each collection.
- 4.2.11 Retain the right to refuse any gift. Depositors must have the right to transfer archives to UWLA and are required to sign UWLA's donation/deposit agreement.
- 4.2.12 Ensure all new material has a demonstrable provenance.
- 4.2.13 After material has been transferred to archives, copyright will be assigned to UWLA unless agreed otherwise.

- 4.2.14 Will accept digital records in a format suitable for long term preservation. These will be stored in suitable locations on the shared drive with access restrictions in place. Alternative back-up copies will also be made to a separate hard drive and portable drive, ensuring there are 3 copies available in line with best practice.
- 4.2.15 Will not take in non-paper media which we cannot provide access to, nor long term preservation.

## 5. Cataloguing

5.1 The archive collections will be catalogued using AtoM (Access to Memory) open source software. AtoM complies with the International Standard of Archival Description (General) or ISAD(G).

5.2 Catalogue listings of all collections held by UWLA will eventually be available to view via summon on UWL's discovery catalogue, making it searchable online.

5.3 The archive catalogue will be shared with other cataloguing platforms such as archives hub and discovery.

## 6. Preservation and security

6.1 Archival standard materials will be used for the packaging of the collections.

6.2 The storage area for the records will be subject to environmental monitoring to ensure acceptable and stable temperature and humidity levels. Data from monitoring equipment will be collected and routinely analysed to detect any fluctuations which could potentially harm the records. In line with PD:5454 the ideal temperature is 18' (range of 13-20'C) with relative humidity of 50% (range of 35-60%).

6.3 The storage area/search room will always be kept locked when not in use. The only key holders are: the archivist, the Library Management Team and the building security team. Any staff who requests the key to the archive should complete the key sign out/in sheet in order to log staff entering and leaving the archive.

6.4 All researchers are supervised whilst consulting archive material within the search room.

6.5 Consent for loans will be considered for exhibitions depending on the condition of the document and the security and conditions at the host destination.

6.6 All document requests will be logged to allow us to monitor the usage of individual archives

6.7 Any issues with equipment in the storage area/search room will be reported to the relevant department immediately.

6.8 UWLA follows the library's disaster plan for rescuing and salvaging the material should there be any catastrophic event within the building.

6.9 Items requiring conservation work will be assessed on a case by case basis. Conservation work is carried out by external conservation professional with records held on all work undertaken. UWLA has a subscription with the National Conservation Service (NCS) who provide conservation advice and refer conservators for specialist work.

## 7. Access

7.1 UWLA is open by appointment only. Appointments are available Monday to Friday 10.00am to 12.30pm and 13.30pm to 4pm. Access is free of charge.

7.2 UWLA is available to staff and students of the University, external academic scholars and members of the public.

7.3 All users must complete and sign the user sign in book which signifies their agreement to abide by UWLA rules and reminds users of their responsibility under the Data Protection Act and the Copyright Act (copies of our copying rules are kept within the sign in book).

7.4 Students and staff should present a valid UWL ID card. External academic scholars and members of the public are also required to provide proof of identity bearing their signature (for example, a passport or debit card) when registering.

7.5 In line with the Freedom of Information Act 2000, the records held in UWLA will be open to the public, unless a specific exemption applies. Records containing personal data may be exempt from disclosure under the provisions of the Data Protection Act 2018. Fragile items may also be withheld.

7.6 Users should consult the catalogue and make a note of individual reference numbers of documents they wish to see. They should then request these items in advance via email/telephone where possible.

7.7 All users of UWLA should conform to the search room rules and regulations drawn up by UWLA which are designed to protect the records:

- 7.7.1 Leave coats and bags in the lockers provided. Only notepads, pencils, cameras and personal items can be taken into the archive room
- 7.7.2 No food or drink to be consumed within the search room
- 7.7.3 Use pencil only
- 7.7.4 Follow advise from archive staff on handling items
- 7.7.5 Do not remove items from protective sleeves

- 7.7.6 Do not lean on items when taking notes
- 7.7.7 Under no circumstance should material be 'borrowed' or removed from the search room without prior consent from the archivist.

7.8 Distance enquiries will be accepted via email, telephone, post or in person. All enquirers should expect an initial response within 10 working days. If this is not possible the enquirer will be notified as soon as possible.

## 8. Copying

8.1 UWLA will allow photocopies of suitable unbound, flat material which is less than 100 years old and is not written by hand or hand drawn in anyway. There is no way of accepting cash for these copies so a reasonable amount of copying will be undertaken by archive staff on behalf of the enquirer, at the discretion of the staff.

8.1 Remote enquirers can request for copies to be made of material on their behalf. Where UWLA staff cannot make photocopies due to the condition of the document, the Central Reprographics Unit (UWL Print) may be instructed to undertake scanning/printing work on UWLA's behalf. There are charges for this service, price upon request.

8.3 Any material which is fragile may also be forbidden from photocopying. UWLA reserves the right to refuse the copying of any item considered to be too fragile.

8.4 Researchers are permitted to take pictures of documents using their own digital camera. However, they must abide by the copyright guidelines which is available within the sign in book and ensure that the flash is switched off.

## 9. Loans

9.1 Original material from the collection may be loaned only in special circumstances and with the consent of the depositor or owner. The borrower must take full responsibility for the care of the material, and cover transport costs and insurances. A loan form will need to be completed before the item can be removed from the archive.

9.2 Loans of original material will only be considered where display conditions are in accordance with BS:5454. Where possible surrogate copies should be displayed instead of using originals.

## 10. Outreach

10.1 UWL Outreach is responsible for organising a wide variety of programmes and events each year in order to increase the number of people from under-represented social groups to progress to further and higher education (HE) at UWL. These events include delivering Saturday club sessions for local young people and organising lectures and talks.

10.2 UWLA aims to make the collections more accessible to more people through delivering a range of outreach activities. UWL works with UWL Outreach to deliver sessions connected to the archive collections available within the archive. UWLA supports the events planned by UWLA outreach through delivering talks and sessions on the Heathrow Archive and exhibition space, and other topics related to collections held by UWLA. The outreach events help to promote UWLA and the collections.

## 11. Volunteers

11.1 UWLA recruit seeks to recruit volunteers to work within the archive. Volunteers are expected to commit to work at least twice a month for sessions of at least two hours. Archive volunteers will support the archivist through assisting with project work however it should be noted that archives volunteers will not be used as a replacement for paid staff. At no point should a volunteer be left unattended within the archive without a member of archive or library staff present.

11.2 UWLA volunteers are recruited via the UWL Volunteer Team. UWLA submits a brief for vacant volunteering positions to the UWL Volunteer Team who recruit volunteers on behalf of UWLA. Volunteers who express an interest in working with UWLA are then invited for an informal interview with the archivist. Once staff are happy with the suitability of a candidate for the relevant volunteer role, a schedule of hours is negotiated between the volunteer and staff. No expenses are paid by UWLA to the volunteer. The volunteer can expect UWLA to complete reference requests as required at the end of their volunteer placement.

11.3 Tasks undertaken by volunteers include:

- + Basic listing and indexing
- + Sorting and arranging
- + Labelling
- + Packaging
- + General assistance with archive related tasks

11.4 For further information on UWL's policy on volunteers generally, see UWL volunteer policy for more information:



UWL Volunteer  
Policy (05 2018).pdf

## 12. Responsibilities

12.1 UWLA will be managed by a qualified archivist who will be responsible for the arrangement and preservation of the archives according to archival best practice in order to preserve the evidential value of the collections and allow them to be easily accessible to researchers.

12.2 Standards that will be adhered to include The International Standard of Archival Description (General) (ISAD (G), Encoded Archival Description (EAD), The Spectrum Standard, and BS:5454 - Standard for storage and exhibition of archival documents (2000).

### 13. [Availability of the archives policy](#)

This policy is available to all UWL staff, the National Archives and on request to other interested organisations and individuals. This policy is due to be reviewed annually.

[Last updated: May 2019](#)

[Next review: May 2020](#)