

## **Statement of Collecting Policy**

### **1. Service Purpose**

The service exists

1.1 to carry out the authority's obligations under the Local Government Act 1972 'to make proper arrangements with respect to any documents which belong to or are in the custody of the council or any of their officers'.

1.2 to identify, collect and ensure best preservation of the documentary and published heritage of Cambridgeshire

1.3 to make that material available for use as widely as possible, for leisure, educational and other purposes, for the cultural enrichment of Cambridgeshire residents and those interested in Cambridgeshire history.

### **2. Service Scope**

2.1 The Service operates an internal records management service for current records of the council primarily to optimise the authority's business efficiency.

2.2 The Service maintains historical collections and provides external service points in archives offices at Cambridge and Huntingdon and in local studies sections of libraries at Cambridge, Huntingdon and Wisbech primarily to fulfil its obligations towards the public. Supplementary local studies stock in community libraries and mobile libraries is also managed by the Service.

### **3. Area of Interest**

Cambridgeshire Archives and Local Studies (hereinafter CALS) serves the county of Cambridgeshire primarily as defined in 1998. Its active collecting relates by default to that area, but it may also collect material related to the historic counties of Huntingdonshire and Cambridgeshire and the Isle of Ely (as existing before 1965) or to other areas where they relate intrinsically to existing collections. The Fenland Collection (Wisbech Library Local Studies) also collects material relating to its surrounding area within Lincolnshire and Norfolk.

### **4. Statutory Powers**

Cambridgeshire Archives and Huntingdonshire Archives are:

4.1 authorised repositories for official records of the county and its local authorities under the Local Government Act 1972;

4.2 appointed by the Lord Chancellor as repositories for certain classes of locally-deposited public records (i.e. records of central government and its local agencies) under the Public Records Acts 1958 and 1967;

4.3 approved by the Master of the Rolls for the deposit of manorial records by regulations given under the Law of Property Act 1922 and Manorial Documents Rules 1959 and for tithe records under the Tithe Act 1936;

4.4 designated by the Bishop of Ely diocesan record offices for parish records under the Parochial Registers and Records Measure 1978 as amended by the Church of England (Miscellaneous Provisions) Measure 1992;

4.5 empowered under the Local Government (Records) Act 1962 to acquire records by purchase, gift, bequest or deposit on loan.

4.6 Additionally, Local Studies sections of Cambridge Central, Huntingdon and Wisbech Libraries, are provided as part of services acting under the Public Libraries and Museums Act 1964 and guidance contained within *New Library: The People's Network* (Library and Information Commission 1997).

## **5. Standards**

5.1 The County Council adopted at its Lifelong Learning Service Development Group 8 September 2003 the Historical Manuscripts Commission's *Standard for Record Repositories* (3rd Edition 2001). CALS is now working to achieve the requirements of The National Archives *Standard for Record Repositories* (2004) that replaces that document and the guidance *Beyond the PRO* (Public Record Office 1994) that described standards for local places of deposit under the Public Records Acts.

5.2 CALS aspires to and strives to achieve by gradual improvement the standards specified in British Standard 5454:2000 *Recommendations for the storage and exhibition of archival documents*.

5.3 Cataloguing of archives within CALS is done in compliance with *ISAD(G): General International Standard Archival Description, Second Edition* (International Council on Archives 2000).

5.4 Cataloguing of published material within CALS complies with *Anglo-American Cataloguing Rules Second Edition* (2002 Revision).

5.5 Digitisation for preservation complies with NOF-digitise Technical Standards and Guidelines Version 5 (2003).

5.6 CALS works to implement best practice for access to archives in compliance with the emerging *Standard for Access to Archives* (National Council on Archives Public Services Quality Group 2003).

5.7 CALS seeks to meet the public access standards required by the Disability Discrimination Act 2005.

5.8 CALS seeks to meet the *Library Association Local Studies Guidelines* (2nd edition 2002).

## **6 Acquisitions**

6.1 CALS will acquire selectively material worthy of permanent preservation in the following categories:

6.1.1 Records of Cambridgeshire County Council and its predecessors.

6.1.2 Records of other local authorities and statutory bodies within Cambridgeshire

6.1.3 Public records offered to the Service under the Public Records Acts.

6.1.4 Records of parish churches and of rural deaneries for which it is the appointed diocesan record office within the diocese of Ely

6.1.5 Records of other public and private organisations, businesses, churches and other faith groups, charities, societies, estates, families and individuals whose activities are relevant to the history and life of Cambridgeshire.

6.1.6 Published printed, photographic and audio-visual material (including oral history recordings etc) relevant to the history and life of Cambridgeshire.

6.1.7 Published literary material (novels, drama, etc.) relating to Cambridgeshire and selected non-local material of Cambridgeshire authors, e.g. seminal works.

6.1.8 Within the Huntingdonshire Collection's Cromwell Collection, printed and audio-visual material relating to Oliver Cromwell and his times.

6.2 CALS will acquire archive and published material by gift, bequest, purchase, deposit on indefinite loan, statutory deposit, official transfer and by copying. Material other than purchases and copies will usually be acknowledged on receipt and accepted as more fully laid out in CALS' *Terms of Acquisition*.

6.3 Material fulfilling the criteria in 6.1 above will be considered for acceptance regardless of date and format subject to any exclusions noted in section 7 below. Formats include manuscripts on parchment and paper, printed material, maps and plans, drawings, photographs, magnetic tape, microform and digital material.

6.4 Material will only be accepted by CALS provided it will be open to public use after processing (including cataloguing and essential conservation) or after a period of restriction, whether agreed or prescribed by statute or statutory guidance.

## **7 Exclusions**

CALS will not normally retain:

7.1 Artifacts, specimens, works of art (except as in 7.4 below) or other three-dimensional objects unless there is special relationship between the artifact and associated archives and good reasons for keeping them together.

7.2 Frames, deed trunks or other document containers except in a limited way to illustrate the history of a particular archive or where they contain information that cannot be readily transferred.

7.3 Discrete items or collections of archive cine film or videotape falling within the collecting policy of the University of East Anglia East Anglia Film Archive (EAFA), although CALS will work with EAFA to ensure the preservation of such media. As CALS does not have facilities appropriate for storage and use of such material, film and video will only usually be accepted if integral to a larger archive or collection. In such cases CALS will seek to deposit this at EAFA and to obtain surrogate copy material for use. Nevertheless, CALS may collect published videos or DVDs of local interest or for background reference.

7.4 Paintings other than portrait or specific topographical depictions relating to Cambridgeshire not falling within the collecting policy of Cambridgeshire museums and art galleries.

7.5 Material falling outside CALS' geographical collecting area, unless forming an integral part of a collection which cannot be divided without loss of archival value.

7.6 Archives relating primarily to the university of Cambridge or to other archives and collections forming part of the archives or collections of the university or its constituent colleges.

7.7 Archives relating primarily to Peterborough District [within Cambridgeshire 1974-98] unless related to or integral to existing collections.

## **8 Disposal**

8.1 Whilst complying with the usual principles of archival integrity, CALS may (with any necessary consent of depositors), in the interests of improving access, physically split collections in order to hold parts at different service points or to transfer parts to other repositories within the United Kingdom.

8.2 Material not considered worthy of permanent preservation or falling within its collecting policy will either be returned to the owner or with the owner's consent disposed of by CALS. CALS accepts a duty to endeavour to identify appropriate repositories for unique material not relevant to Cambridgeshire.

8.3 CALS may dispose of duplicate published/printed items if numbers exceed those stated in the Local Studies collecting policy.

## **9. Collection Policy Development**

It is accepted that there is scope for developing the collection policy as priorities and resources allow. CALS will develop its policy in the following directions seeking broad staff consensus and with public consultation:

9.1 Identify the strengths and weaknesses of the present holdings and by means of proactive acquisitions policy fill gaps and reduce weaknesses

9.2 Develop selection criteria and retention schedules within the main classes of archives to enable a more consistent selection of archives for permanent preservation.

9.3 Using such selection criteria and retention schedules, and professional judgement and expertise, re-appraise existing schedules with a view, where appropriate, to de-accessioning with the consent of the owner where necessary.

9.4 Identify internal responsibilities for particular types of material and where appropriate transfer them.

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