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Bournemouth University Research Collection

1. SCOPE AND PURPOSE

- 1.1 These policy and procedures are to guide potential donors, University staff and researchers, and *bona fide* external researchers wishing to access the collection.
- 1.2 These policy and procedures relate to three topics of relevance to the Research Collection: *Acquisition, Collection Management* and *Access*.
- 1.3 The University recognises that it has a duty of care towards material in the Research Collection and seeks to apply appropriate standards and management practices. The University recognises also that it has a responsibility to the wider academic community and seeks to make the collection as accessible as possible. Researchers wishing to visit the collection are invited to contact the University; information on whom to contact is included in this document.

2. KEY RESPONSIBILITIES

2.1 Subject Librarian for Faculty of Science and Technology/Faculty of Media and Communication, is responsible for managing the archives/special collections at BU and for reviewing this document on an annual basis.

3. LINKS TO OTHER BU DOCUMENTS

- 3.1 Library Collection and Access Development Plan
[<https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/>]

Policy

4. BOURNEMOUTH UNIVERSITY RESEARCH COLLECTION

4.1 The Purpose of the Research Collection

Bournemouth University's Research Collection exists to support the research of the University's Faculties and to secure where possible, through the quality or uniqueness of collections, distinction within the higher education community

4.2 Objectives of the Research Collection

- to *provide access for researchers* to material held in Bournemouth University. Conditions for access by external researchers are set out in *Section 8. Access Policy*;
- to *create an infrastructure* that underpins the operation of the Research Collection;
- to *acquire material* in key areas of interest. Conditions for the acquisition of materials are set out in *Section 5. Acquisition, deposit and disposal of the Collections*;
- to *enable access*, and where possible transfer original material to currently accessible formats;
- to *protect and preserve* original material where possible and appropriate.

Procedures

5. Acquisition, deposit and disposal of the collections

5.1 Ethics of Acquisition

Bournemouth University Library will adhere to relevant international and national laws and conventions. Bournemouth University Library will not accept material where:

- there are reasonable grounds to suspect the provenance or ownership of material;
- in the view of the University the material would be better placed in other collections; (Bournemouth University Library will make every effort to advise depositors of alternative collections)
- in the view of the University Library it would be detrimental to move the material from its current location, or where acceptance might cause the material to deteriorate or be damaged through lack of adequate storage or finance for conservation;
- equipment to access material is not available.

5.2 Disposal Policy

The assumption is made that material that is accessioned into the Research Collection will remain with the Collection.

Material will be disposed of under the following conditions:

- duplicate material may be destroyed, sent to an alternative location or returned to depositors if they wish it;
- if the material is transferred to another medium, for example microfilm or digital medium, with the intention of disposing of originals; depositors will be consulted if they wish to be;
- if material is felt to belong more properly with another collection, the material will be transferred with the consent of the original depositor, if they have requested that they be consulted;
- material that is deposited with the University rather than donated in perpetuity will be returned to the original owner on request, subject to any agreements made between the owner and the University;
- in the event that the Research Collection becomes unable, either temporarily or permanently, to provide proper care for material, it will be transferred on terms agreed in writing with the owner to another repository with similar overall objectives.

Depositors will be advised of these conditions. If they choose to pass responsibility for disposal to the University, the University will proceed under these guidelines on their behalf.

5.3 Conditions for Donation and Deposit

Donation to the Research Collection is defined as a permanent gift to the University, accepting the conditions set out in the Disposal Policy. The University applies the following conditions:

- all material must come from a *bona fide* source and should have a demonstrated provenance;
- the donor or depositor must have the authority to donate or deposit the material;
- where permissions or agreements are required these must be set out in writing and agreed with all parties concerned;
- the Library will make an assessment of the costs of accepting material. Donations and deposits will be considered on a case by case basis;
- donors will be advised of the policies for disposal from the Research Collection, and asked to sign a document expressing their desires within the terms of the disposal policy;
- deposit with the Research Collection is defined as a loan to the University with the expectation that the material will be returned under certain conditions. These conditions, without exception, are to be set out in writing and agreed with all parties.

Members of Bournemouth University staff acquiring or seeking to acquire material for deposit with the Library must consult the Head of Library Services and University Librarian before entering into agreements or making commitments.

5.4 Material Purchased by the University

Material purchased by the University for the Research Collection is completely within the control of the University, accepting the conditions set out in Sections 5.1, 5.2 and 5.3 of this document.

5.5 Material Originating within Bournemouth University

Members of Bournemouth University staff bidding for, or participating in, projects whose outcome is the creation or acquisition of material for deposit with Library must consult the Head of Library Services and University Librarian before submitting bids or proposals. This is required by the Activity Proposal Form, generated by the Research and Knowledge Exchange Operations team [<http://blogs.bournemouth.ac.uk/research/contact/rke-operations>] Collections will be assessed in consultation with senior researchers in the relevant Faculty.

6. Areas of Collection and Existing Collections

Bournemouth University Library will consider acquiring any materials which match the specified objectives of the collection in section 4.2 and have specific relevance and value for supporting any of the current University Faculty research or teaching. Current University Faculties are –

Faculty of Management

Faculty of Science and Technology

Faculty of Media and Communication

Faculty of Health and Social Science

6.1 Local Collections

Bournemouth University Library will consider acquiring any materials which match the specified objectives of the collection outlined in section 4.2 and contribute to the general preservation of the documentary and cultural heritage of the County of Dorset

6.1 Current Collections

Media History Collection

The Media History Collection focuses on all aspects of media history in the United Kingdom from the 1920's to the present day. The University Library would consider books, journals, pamphlets, reports and audio-visual material where they can be acquired made accessible under the terms of 5.1 that relate to:

- The British Broadcasting Corporation [BBC]. Collections of personal papers and archives relating to the BBC would normally be offered in the first instance to the BBC Written Archives [<http://www.bbc.co.uk/archive/written.shtml>] at Caversham, UK;
- current affairs and documentary in radio and television;
- journalism;
- commercial radio and television;
- advertising and public relations

Applied Sciences Collections

The University Library would consider approaches from individuals or organisations with material relevant to Applied sciences. The collections currently include:

- Wedlake and Greening collection of books and pamphlets on archaeology;
- Forensic science journals donated by the Royal Free Hospital;
- Environmental Collection of reports, ephemera and interpretative material on environmental issues;

6.2 Dorset Collection

The Dorset Collection consists of journals and monographs relating to the historic County of Dorset. The University Library would consider further donations of books, journals, slides and private papers that relate to:

- the archaeology and heritage of Dorset and South-West England;
- the Dorset Coastline; the literary works of Dorset authors

6.4 Information for Donors

Bournemouth University Library is happy to offer guidance to those who wish to donate. Please contact the University Library:

Telephone: 01202 965515

E-mail: LibSupp@bournemouth.ac.uk

By post: The Head of Library Services and University Librarian,
Bournemouth University, The Sir Michael Cobham Library, Talbot
Campus, Fern Barrow, Poole, Dorset, BH12 5BB.

The Library reserves the right to ask the opinion of a subject expert to assess the value of the contribution of a donation to its collections.

If material does not meet the criteria set out in this document, the Head of Library Services and University Librarian reserves the right to decline the donation. In such circumstances, the Library may be able to suggest alternative locations.

The Library reserves the right to review and change the scope and content of this policy at any time.

7. Collection Management

7.1 Collection Management and Procedures

The management of the Research Collection will be guided by this document
Research Collection: Sections 6. Scope of the Collections

Research Collection: Section 5. Acquisition, deposit and disposal of the collections

Research Collection: Sections 8. Access Policy

Royal Commission on Historical Manuscripts, 1990 *Standard for Record
Repositories*

*Guide for the storage and exhibition of archival documents, British Standard PD
5454:2012*

Information about collections in appropriate directories and catalogues e.g. *Archives
HUB for UK Higher Education, National Register of Archives, Researchers Guide
Online [BUFVC]*.

7.2 Archives and Special Collections Infrastructure

Infrastructure to comprise the following elements:

Secure Reception Area

To receive donated **material** prior to sorting, accession into the Research Collection or subsequent disposal.

Secure Remote Storage

Storage for material not required or not suitable for public access.

Secure Remote Storage Area for Magnetic Media

Separate storage area for magnetic media such as audio tape, video tape and archive computers.

Secure Public Access

A separate area with controlled access.

7.3 Responsibility

The Research Collection is the responsibility of Bournemouth University Library. The Research Collection is managed within the procedures that govern all the Library collections. Subject Librarians, who have a responsibility for collection management on behalf of the University's Faculties, exercise the same responsibilities for the Research Collection.

7.4 Finance

There is no specific financial allocation for the Research Collection; however, Faculties in consultation with Faculty Librarians may choose to acquire material through their book fund. A policy for the acquisition of new materials is set out in 5. *Acquisition, deposit and disposal of the collection.*

7.5 Documentation Policy

The Research Collection will normally be catalogued to UK MARC [Machine-Readable Cataloguing] standard using the Library management system.

Collections will be described in aggregate using the CLD [Collection Level Descriptions] (*RSLP Collection Description Schema, 2000*).

If collections of material, documents and manuscripts are not suitable for cataloguing using UK MARC, a description using the ISAD (G) [International Standard for Archival Description] (International Council on Archives, 1999) standard will be created.

Bournemouth University Library will consult with Collection Description Focus [RSLP, JISC and British Library-funded advice service on archive documentation] at the earliest opportunity.

7.6 Conservation Policy

Bournemouth University Library will:

- assess material on receipt and identify material requiring conservation;

- review the Research Collection annually to monitor the physical condition of the collection;
- seek advice from appropriate experts on conservation issues as they arise.

Bournemouth University Library will continue to:

- rebind material to a conservation standard if appropriate;
- draw on available expertise in preservation and conservation.

To protect non-print material:

- the University reserves the right to refuse access to original fragile artefacts, such as audiotape or videotapes;
- where copies of original audio and video material are not available, but in the view of the Bournemouth University Library copying is viable, copies may be made. Researchers may be required to meet the costs of making copies;
- the University will acquire and maintain any equipment needed to access collections e.g. audio and video playback machines.

7.7 Safety Management

The safety of the collections and the safety of personnel working with the collections is encompassed within the wider safety policies of Bournemouth University. Where appropriate, these will be moderated by *Guide for the storage and exhibition of archival documents*, British Standard PD 5454:2012.

7.8 Storage Policy

The Research Collection will seek to adhere to *Guide for the storage and exhibition of archival documents*, British Standard PD 5454:2012. Storage facilities will be assessed against BS 5454:2000 and where possible the physical environment and Bournemouth University Library procedures and practices will be moderated to comply with it.

8. Access Policy

8.1 Access

Access to the Bournemouth University Research Collection is available to all *bona fide* researchers. Section 5. *Acquisition, deposit and disposal of the collections* addresses the different and separate conditions that apply to researchers who are members of the Bournemouth University and those who are from other Institutions.

8.2 Access to Bournemouth University

Access is normally granted to academic staff, researchers and postgraduates. Access will be granted to undergraduate students with the recommendation of their supervisors or tutors.

8.3 Access for External Researchers

The University will provide access to the Research Collection for *bona fide* researchers from other institutions. Researchers will require a letter of introduction, proof of identity and to have agreed an appointment.

The University participates in the SCONUL access scheme <http://www.sconul.ac.uk/page/about-sconul-access-0>. The facilities researchers can expect include:

- entry to libraries available to internal users during normal hours of access;
- access to most printed materials and archives available to internal users in the Library;
- study facilities;
- photocopying services (for a fee);
- limited personal assistance from Library staff .

Services do not include:

- loan of Library material;
- inter-library loans;
- access to some categories of material, e.g. short loan collections, intended exclusively for internal users;
- access to computer networks, facilities and services. Visiting academics may have limited access to networks under the prevailing *JANET Acceptable Use Policy* <https://community.ja.net/library/acceptable-use-policy> Researchers from other institutions may also gain internet access via the Eduroam service <http://www.bournemouth.ac.uk/wireless/eduroam/eduroam.html>

8.4 Access to the Research Collection

Bournemouth University Library staffed Opening Times can be found here:

<http://www.bournemouth.ac.uk/library/opening-hours.html>

Opening Times may be subject to change without notice.

8.5 Getting to the University

Access to the Research Collection is from The Sir Michael Cobham Library, Talbot Campus. Information on getting to Talbot Campus is available from the University website.

Researchers may contact us to reserve a visitor parking space or use the University's Visitors Pay and Display Car Park.

8.6 Access for Disabled Researchers

Researchers may contact us to reserve a visitor parking space or use the University's Visitors Pay and Display Car Park. Blue Badge holders have dedicated spaces that they can use at any time. Check with the Car Park attendant upon arriving and they will direct you to an appropriate space.

All Libraries are easily accessible for students with restricted mobility and Libraries have public lifts. For information regarding procedures in the event of an emergency please ask Library Staff.

8.7 External Membership

Information on Subscription Membership can be found at:
<http://www.bournemouth.ac.uk/library/visitors/subscription.html>

General

9. REFERENCES AND FURTHER INFORMATION

9.1 References

International Council on Archives. 1999. International Standard for Archival Description 2nd ed. Available from: <http://www.ica.org> [Accessed 8 April 2011]

Research Support Libraries Programme. 2001. RSLP Collection Description]. Bath : UKOLN Available from: <http://www.ukoln.ac.uk/metadata/cld/> [Accessed 8 April 2011]

SCONUL. 2006. Sconul policy statement on Access. London : SCONUL. Available from: http://www.sconul.ac.uk/using_other_libraries/access_policy.htm [Accessed 8 April 2011]

9.2 Contacting the University

Researchers requiring more information should contact:

Ian Marsland , Subject Librarian- Faculty of Science and Technology /Faculty of Media and Communication

Telephone: 01202 965515

E-mail: imarsland@bournemouth.ac.uk

Postal Address: The Sir Michael Cobham Library, Talbot Campus, Fern Barrow, Poole, Dorset, BH12 5BB