



# DOWNING COLLEGE CAMBRIDGE

## Archive Collection Policy

### 1. Downing College

- 1.1 Founded in 1800, Downing is an autonomous, self-governing community of scholars and is one of 31 colleges within the University of Cambridge. The community consists of the Master, Fellows and junior members, supported by over 100 members of staff. The College exists in order to fulfil its charitable objectives as a place of education, religion, learning, and research
- 1.2 The College's legal status is that of a lay eleemosynary corporation established by Royal Charter granted in 1800. The Governing Body has all the powers of an ordinary person subject to the College's statutes and general law and is bound to act in a faithful and proper way in accordance with its purposes. The Charity Act 1993 recognised the exempt status of the College.

### 2. The College Archive

- 2.1 The status of the Archive was first formalised in 2000 via the appointment of a professional archivist to catalogue the collections. The first permanent post of part-time College Archivist was created in 2002. The College Archive is committed to preserving long term access to those records considered to be of enduring interest.

#### 2.2 The role of the Archive is to

- a) Support the current operations of the College by providing documentation of past decisions and activities.
- b) Provide adequate documentation of the College for purposes of external accountability.
- c) Preserve a collective memory of the College for future generations.

#### 2.3 To these ends the work of the Archive is defined as

- a) The creation of policies and procedures to govern the final disposition and intellectual control of the College's records and physical access to them.
- b) Liaison with the Records Manager and College members to ensure the transfer, appraisal, organisation and preservation of records of enduring value in accordance with this collections policy.
- c) The cataloguing and indexing of Archive collections to facilitate access to the information they contain.

- d) The provision of information services to support College officers and staff in the performance of their duties.
- e) The support of research and teaching by making the Archive available to College members and visiting researchers and encouraging its use.

### **3. Collections policy**

#### **3.1 The College Archive seeks to acquire the following:**

- a) The official records of the College, its members, employees, related societies and companies;
- b) The personal papers of individuals associated with the College;
- c) Items relating to the College and its members deemed to be of interest by the College Archivist.

#### **3.2 The Archive will not normally accept records that do not meet the criteria described above, or the following:**

- a) three-dimensional artefacts, unless they have a special relationship with the current collections;
- b) records that may be more appropriately deposited elsewhere;
- c) records in a medium that the College Archive is unable to support, e.g. digital records;
- d) works of art, library stock, newspapers, and photocopies and surrogates of material held elsewhere.

#### **3.3 The College Archive reserves the right to apply these criteria to the collections it already holds, but recognises that any de-accessioning must be handled sensitively, and that the depositors or their heirs must be informed and offered back unwanted material wherever possible. De-accessioned archival material should be returned, offered to another repository or destroyed, and not sold (without the express permission of the owner and due regard to the ethical considerations).**

### **4. Methods of acquisition**

#### **4.1 The majority of the records in the Archive will be transferred via the College's records management programme, in accordance with the approved records retention schedules.**

#### **4.2 In addition to these, the College Archive will seek to acquire records meeting the selection criteria above by gift.**

#### **4.3 Items offered on long-term loan will not normally be accepted.**

#### **4.4 The College Archive will not seek and does not have the financial resources to purchase collections, although it may encourage trusts and individuals to purchase material on the understanding that the material is then presented to the Archive as a gift or permanent loan.**

4.5 The Archive encourages donors and depositors to consider giving the College such personal copyrights and intellectual property rights as they may own in the papers, and encourages them to consider supporting the long-term future of the collection. Where copyrights are retained by depositors, or their families, it is their responsibility to provide the College Archivist with up-to-date contact details if they wish to be consulted for permission to reproduce from the collection.

*Updated and approved by the Information Management Committee, April 2019*

*Approved by the General Purposes Committee on 20 June 2005*