

Lincoln College Archive Collecting Policy

Aim

To provide a clear statement on taking new records into the Lincoln College Archive, and on its legal position.

Policy

Statutory Position

The Archive:

1. Is known as the Lincoln College Archive or Archives, located at the EPA Centre, Museum Road, Oxford, OX1 3PX.
2. Reports to the Senior Library and Archive Committee, responsible to the Governing Body of Lincoln College.
3. Fulfils the requirements of the College's statutes: "The College Muniments and other important College Documents shall be kept in the College Muniment Room in the custody of the Rector and the Bursar." (Statute XI (i), June 2005), subject to review of statutes forthcoming.
4. Seeks to abide by all current archival, data protection, and Freedom of Information legislation.

Scope of Collecting

The Archive will collect:

1. Records produced by the College's departments in the course of their work, its Members, its societies, and the College's estates and other assets, in accordance with the retention schedule.
2. Records relating to the College, its buildings, societies, estates, Members and activities, which may not have been produced by the College itself, or which may no longer be in the College's custody.
3. Papers of Members of the College, both junior, senior and staff, where these contribute to an appreciation of the College and its history, or where these reflect significant work carried out by those Members, providing that those papers should not more fittingly be in another repository. Records of Old Members will be accepted if they have a clear relevance to the history of Lincoln College and its activities. Papers of Old Members without this clear link to the College will only be accepted if they are of high research value, or support teaching in the College.
4. Records relating to collections already held by Lincoln College.

In collecting such material, Lincoln College Archive will not seek to represent any particular historical viewpoint, but will seek to reflect all aspects of the College's past and present as objectively as possible.

The Archive will seek to avoid a conflict of interest with any other archive. In the event of such a conflict arising, the Historical Manuscripts Commission at The National Archives will be referred to as the final arbiter. If refusing the offer of a collection which falls outside the scope of this policy, the College will seek to refer the individual to a more suitable repository.

Conditions

The Archive will accept:

1. Records regardless of date.
2. Records in manuscript, printed or digital format.

3. Photographs, pictures, tapes and films.
4. Three-dimensional artefacts only if they relate to associated records.
5. Papers from former members or records relating to the College as donations only (i.e. gifts), and with clear and valid title of ownership by the depositor, and passed to the College with transferral of rights. This allows future management of these collections for access and copying. Purchases will only be made for records of outstanding importance to the College. Funding for cataloguing, preservation and conservation should be sought along with the gift.

This policy will be reviewed by the Senior Library and Archive Committee every 5 years.

Lindsay McCormack
Archivist
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